



# APPLICATION TO EXTEND PERIOD OF VALIDITY OF A BUILDING WARRANT

Building (Procedure) (Scotland) Regulations 2004

Application under Regulation 19 to extend validity of building warrant

For Official Use Only

Ref No

Fee

Date Paid

Receipt No

Please complete in **BLOCK LETTERS**

The appropriate fee must accompany this application

**NOTE: You can submit this application on-line through the eBuilding Standards portal**

## 1. Applicant

Name			
Address			Post Code
E-mail			Tel No

## 2. Duly authorised Agent (if any)

Name			
Address			Post Code
E-mail			Tel No

## 3. Details of building warrant

Building warrant reference No.		Date of issue of building warrant	
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## 4. Location of building or site to which the warrant applies

Address			
			Postcode

## 5. Reason for extension

Please summarise why extension is required			

## 6. Declaration

I/ We* apply to extend the period of validity of the above building warrant.			
Please state projected completion date (see note 1)			
Signed (applicant/duly authorised agent*)			Dated

\*Delete as appropriate

## 7. Address to which you should send this application

**Building Standards  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD**

## 8. Contact Details

If you have any questions regarding this application you can contact Building Standards as follows:

Tel 01738 475300

E-mail: [buildingstandards@pkc.gov.uk](mailto:buildingstandards@pkc.gov.uk)

## Notes

1. You should apply before the original warrant expires and if granted, the first extension will be for nine months from the original expiry date. The fee in such a case is £100.00.
2. If your warrant has been expired for over 9 months, and not yet extended, please contact Building Standards to discuss as the fee will be greater.
3. It is at the discretion of the verifier how long any subsequent periods of extension will be granted

**WARNING** – if the work is barely begun or is not making satisfactory progress, the verifier may ask that the building be made to comply with the requirements of the building regulations at the date of application of extension.

## How we use your personal information

The information provided by you and by other relevant parties will be used to help determine the Application for Extension to Warrant. Your application will be processed by employees of Perth and Kinross Council in consultation with other service providers as appropriate. The completed application form and any other information you provide will be held on the Council's Register and will be available for public inspection as set out in the Building (Scotland) (Procedure) Regulations 2004.

The Council may check information provided by you, or information about you by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection): email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933

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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.