



# APPLICATION FOR TEMPORARY OCCUPATION OR USE

Building (Scotland) Act 2003

Application under section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building.

Please complete in **BLOCK LETTERS**

NOTE: You can submit this form on-line through the eBuilding Standards portal at [www.edevelopment.scot](http://www.edevelopment.scot)

## 1. Relevant Person

Name			
Address			
		Postcode	
E-mail		Tel	

## 2. Duly Authorised Agent (if any)

Name			
Address			
		Postcode	
E-mail		Tel	

## 3. Address of building or site to which the application relates (include post code if known)

		Postcode

## 4. Details of Building Warrant

Building Warrant Ref. No		Date of issue of warrant	
Date(s) of any subsequent amendment(s)			

## 5. Extent of occupation

Is whole of building to be occupied or used?	<b>YES</b>	<b>NO*</b>	*Delete as appropriate
If NO, please state part of building			

## 6. Previous applications

Has a previous application for temporary occupation or use been granted	<b>YES</b>	<b>NO*</b>	*Delete as appropriate
If <b>YES</b>	Date authorisation given		Date authorisation expires

**7. Reasons for Application** - Please state below why you wish the above building to be temporarily occupied/used\* before full completion


**8. Length of Temporary Occupation**

Period of temporary occupation requested:

From:		To:	
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**9. Declaration**

I/We\* apply for application for temporary occupation in accordance with the details supplied above and with any necessary accompanying information (including drawings and specifications)

This declaration confirms that in the case of work for the construction of a building, the building as constructed complies with the building regulations; that in the case of the provision of services, fittings or equipment in or in connection with a building that the services, fittings or equipment provided comply with building regulations; and in the case of conversion of a building that the building as converted complies with building regulations.

[and when the provisions of building regulations apply]

I enclose a copy of the energy performance certificate(s) for the buildings.

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of section 7 of schedule 5 to the Building (Scotland) Regulations 2004

Signed		Date	
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(applicant / duly authorised agent\*) \*Delete as appropriate

## 10. Address to which you should send this submission

**Building Standards  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD**

If you have any questions regarding this submission, you can contact us by the following methods

Tel: 01738 475300 - Fax: 01738 475310  
E-mail: [Buildingstandards@pkc.gov.uk](mailto:Buildingstandards@pkc.gov.uk)

### **WARNING**

**This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing.**

**This application does not permit the occupation or use of a building following construction or conversion. It is an offence to occupy or use such a building until the verifier permits temporary occupation or use of the building, during the period specified.**

**Should a completion certificate not be accepted by a verifier within the specified period, an application should be made for [a] further period[s] of temporary occupation or use.**

**If any person submits an application for temporary occupation or use which that person knows to be false or misleading in a material particular or recklessly makes an application for temporary occupation or use containing a statement which is false or misleading in a material particular the person is guilty of an offence.**

#### How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to allow us to determine your request to temporarily occupy the building.. The information will not be disclosed to third parties. The Council may check information provided by you, or information about you provided by a third party, with other 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) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 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