



## APPLICATION FOR BUILDING WARRANT

Building (Scotland) Act 2003, application under section 9 for a warrant, to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building.

**Please complete in BLOCK LETTERS**

### For Official Use Only

Ref No

Fee

Date Paid

Receipt No

Please refer to the Guidance Notes (Section 26) when completing this form and return to address shown on the rear of this form (Section 28), together with the appropriate fee and relevant plans and specifications.

Note - it is faster and simpler to submit a building warrant application electronically via <http://www.ebuildingstandards.scot>

PLEASE DO NOT USE THIS FORM IF THE WORK IS ALREADY COMPLETE – In such cases submit a 'Completion Certificate Without Warrant' [see Note 3] The relevant form and guidance notes are available from our website.

### 1 Name and address of applicant

Name			
Address			
		Post Code	
Phone		Email	

### 2 Name and address of owner (if different from applicant) (see General Note 1)

Name			
Address			
		Post Code	
Phone		E-mail	

### 3 Name and address of Duly Authorised Agent (if any)

Name			
Address			
		Post Code	
Phone		E-mail	

### 4 Location or address of the building or site to which the application relates

Address			
		Post Code	

### 5 Detail the use of the building / conversion

In the case of an existing building please state the current use?			
For either a new or existing building, what is the proposed use?			
Do the proposals involve a conversion in terms of the regulations? [see annex 1]	YES	NO*	
	* Delete as appropriate		
If yes, which description of conversion applies [enter the relevant number from annex 1]			

## 6. Proposed Work

Please give brief description of work, and state whether it is to construct (erect, extend or alter) and/or convert, provide services, fittings or equipment, or demolish:


## 7 Current State of Work

Has work on this development already started? <i>(If Yes see note 2)</i>	YES	NO*	*Delete as appropriate
Has the work which is the subject of this application been completed? <i>(if Yes, see note 3)</i>	YES	NO*	

## 8 Staged Warrants - MUST BE AGREED WITH BUILDING STANDARDS BEFORE THE APPLICATION IS SUBMITTED

Please specify the stage(s) agreed for this application:	
Please confirm name of person with whom agreement was reached	

## 9 Applications for Demolition

If the application is for, or includes, demolition of a building, please state the period of time that the demolition works will be completed within		Weeks/ Months*
--	--	----------------

## 10 Limited-life buildings *(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life).*

This section applies if the intended life of the building is to be five years or less, from the date of completion. Please state the intended life		Years.
--	--	--------

## 11 Fire Authority (applies to applications relating to Crown Building only)

If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) is not the Scottish Fire and Rescue Service please state the fire authority	
--	--

## 12 Planning – listed buildings

If the application concerns buildings listed as being of special architectural or historic interest, or situated in a conservation area (If in doubt, planning authority can advise). <b>Please state category</b>	
Does the building have any other historical importance? (e.g. association with significant historical person or event). <b>Please specify</b>	

## 13 Have you obtained a Relaxation Direction for this proposal?

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers	Please state reference no.	
	Date of approval	

## 14 Notices

Please indicate if this application is as the result of any of the following notices; if so quote reference number

Building regulations compliance notice	Yes	No*	Ref Number	
Building warrant enforcement notice	Yes	No*	Ref Number	
Defective buildings notice	Yes	No*	Ref Number	
Dangerous building notice	Yes	No*	Ref Number	

## 15 Estimated value of works

Please note that this figure must reflect the true value of the works using the normal market costs rather than any discounted costs. The verifier (the Council) may seek evidence for this figure, and make comparisons with established independent indices of building costs.

The cost of operations (excluding the VAT element) is	£
---	---

## 16 Certificates of design

Do any certificates from approved certifiers of design accompany this application or do you intend to submit one prior to building warrant approval?

(If YES, please read annex 2 carefully and enter details if available as requested)

YES

NO\*

## 17 Certificates of construction

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?

(If YES, please read annex 3 carefully and enter details as requested)

YES

NO\*

## 18 Sustainability (For new buildings only)

Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within Section 7 of the Technical Handbooks?

(If YES, please complete table in annex 4)

YES

NO\*

## 19 Scottish Type Approval Scheme

Are the proposals covered by Local Authority Building Standards Scotland, Scottish Type Approval Scheme (STAS

YES

NO\*

If Yes, provide STAS approval reference number

## 20 Privacy Notice – National Customer Survey

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

## 21 Security Matters

Subject to the restrictions below, details of applications are made public in accordance with the procedural regulations, with information on the application available on line, and drawings etc. available for copy or inspection at local authority premises. The local authority may remove documents from the register if they are satisfied there are genuine security concerns. For those documents on the register there are also restrictions on their copying. The first restriction relates to non-residential buildings, prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the applicant has confirmed the disclosure or copying would raise security concerns. Details agreed between the verifier and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of applications for buildings such as banks may only be available with the owners written permission.

The second restriction relates to all other residential buildings and copying is restricted to owners, occupiers or tenants, or prospective owners, occupiers or tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential buildings.

**Do you consider any part of your proposals should not be open to public inspection on the building standards register?**

**YES**

**NO\***

(If YES, the verifier will decide with you the extent of the restrictions)

\*Delete as appropriate

## 22 ANNEX 1 – Conversions

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the building regulations apply. Change in the occupation or use of:

1	a building to create a dwelling or dwellings or a part thereof
2	a building ancillary to a dwelling to increase the area of human occupation
3	a building which alters the number of dwellings in a building
4	a domestic building to any other type of building
5	a residential building to any other type of building
6	a residential building which involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase the number of people occupying, or expected to occupy, the building
7	a building so that it becomes a residential building
8	an exempt building (in terms of schedule 1) to a building which is not so exempt
9	a building to allow access by the public where previously there was none
10	a building to accommodate parts in different occupation where previously it was not so occupied

## 23 ANNEX 2 – Certificates from Approved Certifiers of Design

i) If you are including certification from certifiers of design in support of this application, please list the certificate reference numbers, and attach the original signed certificates to this application	<b>Certificate number</b>		
ii) If you intend to provide any certificates from approved certifiers of design after you have made this application, please list details of the certification scheme and approved certifier of design			
<b>Scheme</b>	<b>Certifier name</b>	<b>Approved body name</b>	<b>Registration No.</b>

### Important Notes:

- i) The Certificates must be original documents, signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.
- ii) If after giving notice of intent to provide a certificate from an approved certifier of design the certificate is not provided to support this application, the amount of fee discounted requires to be paid to the verifier and may delay the granting of the building warrant.

## 24 ANNEX 3 – Certificates from Approved Certifiers of Construction

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany your completion certificate	<b>Scheme(s)</b>	

[If known] Please list approved certifier of construction details –

Name of certifier		Registration No.	
Name of approved body		Registration No.	
Include work types [see note (e) below] - if applicable to Scheme(s)			

### Important Notes

- Any person intending to use an approved certifier of construction should check the current status of known firms by using the Certification Register available at [www.scotland.gov.uk/bsd](http://www.scotland.gov.uk/bsd)
- By answering YES to question 17 you are committed to use a certifier(s) of construction under the approved schemes, and to submit the original certificate(s) of construction along with your completion certificate.
- If you receive a discount as a result of answering YES to question 17 and you subsequently do not submit the relevant certificate(s) of construction along with your completion certificate, you will be required to repay the amount of this discount and the acceptance of your completion certificate submission may be delayed as it will not be considered until this payment has been made.
- If the intention to provide a certificate from an approved certifier of construction is not declared on this form, this does not preclude a certificate subsequently being provided with the completion certificate submission however you will not be eligible for a refund or discount in retrospect.
- Work types for certificates of construction are as below:

Work types apply to the 'Drainage, heating and plumbing scheme' and include:-

- Above ground drainage
- Air source heat pumps
- Below ground drainage
- Biomass boiler installations
- Electrical work to BS 7671 relating to drainage, heating and plumbing
- Gas installations over 70kW output
- Gas installations up to 70kW input
- Ground source heat pumps
- Oil installations up to 45kW output
- Solar thermal panels
- Solid fuel installations up to 50kW output
- Unvented hot water cylinder

## 25 ANNEX 4 - SUSTAINABILITY

i) In the table below, please indicate with an “X” which aspects of the building have been designed to achieve a higher level of sustainability as defined in Section 7 of the Technical Handbooks.

Sustainability labelling for <b>domestic</b> buildings						Sustainability labelling for <b>non-domestic</b> buildings					
	Bronze Active	Silver	Silver Active	Gold	Platinum		Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions						Carbon dioxide emissions					
Energy for space heating (domestic only)						Energy (for thermal comfort and artificial lighting) (Schools only)					
Energy for water heating (domestic only)						Water efficiency (Schools only)					
Water use efficiency (domestic only)						Biodiversity (Schools only)					
Optimising performance (domestic only)						Flexibility & adaptability (Schools only)					
Adaptability & flexibility (domestic only)						Well-being (Schools only)					
Well-being & security (domestic only)						Material use & waste (Schools only)					
Material use & waste (domestic only)						Optimising performance (Schools only)					

i) Where this application relates to multiple buildings, please state which buildings the higher aspects relate to

Address of buildings	

**Important Note:** Where this application is for multiple buildings which have been designed to achieve different levels of sustainability in Section 7 then a separate table will be needed for each building or group of buildings to which each level relates.

## 26 General Notes – please read as directed in the application form

- The name and address of the owner is required as the Act requires the owner to be informed if a building warrant is granted.
- If work has started, it should now be stopped as it is an offence to undertake work without a warrant. The regulations which will apply to your application are those at the date of submission. The fee to be paid will be higher because the verifier will require to inspect the work. Disruptive surveys may be needed to establish what has been constructed.
- If the works have been completed an application for warrant is not appropriate and a completion certificate under the terms of Section 17 (4) of the Building (Scotland) Act 2003 should be submitted with the appropriate fee.
- Guidance on certificates from approved certifiers, and the drawings and other information that should accompany this application is given in the paragraphs at 3.2 in the Procedural Handbook issued by the Building Standards Division. This is available at [www.gov.scot/bsd](http://www.gov.scot/bsd)
- Note that this includes a commitment to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
- Even where signed by an agent, it is the applicant that is declaring that the work will be done in accordance with the regulations and details of application.
- Where full information is not available, the verifier may decide to grant a warrant on condition that you provide further details before certain stages of work commence on site. The stages must be agreed with the verifier.
- Any applicant aggrieved by the decision of a verifier to refuse a warrant may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application.

**WARNING – A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building consent. Consult the local authority if in doubt.**

## 27 Declaration - I/We\* apply for a building warrant and declare –

- i that the work will be carried out in accordance with building regulations, and in accordance with the details supplied above and any necessary accompanying information (including annexes to this application, drawings, and specifications). (see General Note 5)
- ii that I am/we are\* the owner of the building / that the owner of the building is aware of this application.\*
- iii where the warrant involves a specified conversion] that after the conversion the building as converted will comply with building regulations.\*

<b>Signed</b>		<b>Date</b>	
(applicant/ duly authorised agent*) (See note 5)		*delete as appropriate	

## 28 Checklist and Address to which you should send this application

Your application cannot be registered until all these documents and the fee are received so please complete this checklist when sending off your application.

Remember if you have prepared plans electronically you can make a warrant application fully electronically through the Scottish Government portal at [www.eDevelopment.scot](http://www.eDevelopment.scot)

	<i>Tick box</i>
I enclose 2 sets of the necessary plans and specifications	<input type="checkbox"/>
I confirm that the estimated value of works given in Section 15 is a true reflection of the value of the development (excluding VAT)	<input type="checkbox"/>
I enclose the statutory fee (with any discount applied)	<input type="checkbox"/>
I enclose all certificates of design (where applicable)	<input type="checkbox"/>
I confirm that the owner of the building is aware of this application	<input type="checkbox"/>
I confirm that the plans submitted in support of this application are the same as those submitted/ approved for planning consent (where applicable)	<input type="checkbox"/>
Please send this application to:-  <b>Building Standards Perth &amp; Kinross Council Pullar House 35 Kinnoull Street PERTH PH1 5GD</b>	Please do not hesitate in contacting us if you have any questions on submitting your application.  Telephone: 01738 475300 E-mail: <a href="mailto:Buildingstandards@pkc.gov.uk">Buildingstandards@pkc.gov.uk</a>

## 29 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 Building 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 Building Standards 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 provided 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



If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting  
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:  
الاسم: Customer Service Centre  
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اسکا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡  
Customer Service Centre 01738 475000  
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z  
Customer Service Centre 01738 475000

P ežete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись  
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden fhàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:  
Customer Service Centre 01738 475000

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

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

(PKC Design Team - 2016\*\*\*)