



# Application for Temporary Occupation or Use

**Building (Scotland) Act 2003  
Section 21**

**Form E**

**Applicant** (full first name and surname required)

Full Name(s)

Address

Postcode

Tel. No.

Fax No.

Mobile

E-mail

**Duly appointed Agent** (if any)

Name

Address

Postcode

Tel. No.

Fax No.

Mobile

E-mail

**Address of building or part of building:**  
(in respect of which application is made)

## Warrant Details

Date Building Warrant Granted

Reference Number of Warrant

Reference Number of Amendments of Warrant  
(if applicable)

**Is whole of building to be occupied or used ?**

YES

NO

**If NO, please state part of building to be occupied or used:**

**Previous applications**

Has a previous application for permission for temporary occupation or use been granted ?

YES  NO

If YES, please give details:

Date authorisation given

Date authorisation expires

**Length of Temporary Occupation:**

Period of temporary occupation or use\* requested:

From

To

**Reasons for application:**

Please state below why you wish the the above building to be temporarily occupied or used before the issue of a Certificate of Completion.

**Declaration**

I/We apply for temporary occupation or use\* of the building as detailed above.

Signature of applicant or agent\*

Date

(\*Delete as appropriate)

Address to send which you should send this application -

**Building Standards  
Enterprise, Planning and Infrastructure  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen AB10 1AB**

**Telephone: 01224 523470  
Fax: 01224 523180  
E-Mail: pi@aberdeencity.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.**

## Notes

For further information and help you can contact the Building Standards Section of Aberdeen City Council.

You can also access the Scottish Building Standards Agency web-site:

**[www.sbsa.gov.uk](http://www.sbsa.gov.uk)**

### **Data Protection Act 1998**

For the purposes of processing this information Aberdeen City Council is the Data Controller. The information on this form will be recorded on computer and also stored and processed automatically for planning purposes. Information will be disclosed only in accordance with the requirements of the Town and Country Planning (Scotland) Act 1997 or otherwise as required by law, including disclosure to other agencies (for example Fire, Police, Scottish Natural Heritage, Historic Scotland) as required for the purposes of determining this warrant application.