

BUILDING STANDARDS



Building Warrant Applications Guidance Notes

Introduction

The Building Standards function is carried out by the Planning and Infrastructure Section of the Council. These notes are intended to assist applicants to obtain decisions as quickly and easily as possible. They do **not** provide detailed guidance on the various statutes and regulations.

Applications

For development within the City two permissions will normally be required from the Council:

- **Building Warrant**
- **Planning Permission**

This leaflet deals with applications for **Building Warrant**. For guidance on Planning Permission please refer to the separate "How to make a Planning Application".

Building Standards Applications

Building Warrant is the permission which is required before starting "building" work. Building covers nearly all building activities including alterations, conversions and demolition work. There are some exceptions which are listed fully in the Building Standards (Scotland) Regulations and associated technical handbooks (see paragraph at end of these notes). Submission of an application for Building Warrant does not exempt an applicant from obtaining any other permissions which may be required, for example Planning Permission, or from the Owner.

Experience has shown that appropriate approvals such as Planning Permission, Building Warrant and particularly the Notice of Acceptance of Certificate of Completion which follows completion of the work, are important when property is to be sold. Purchasing solicitors normally insist that all necessary consents have been obtained and that the work has been carried out in accordance with the approvals granted.

Lack of appropriate approvals can jeopardise a sale or reduce the value of property. It is strongly recommended that applicants appoint a suitably qualified professional, for example an architect, chartered surveyor or building consultant, to advise on design and look after their interests on site as work progresses.

The purpose of the building standards system is to protect the public interest. It is not intended to provide protection to a client in a contract with a builder.

Applicants are advised to contact Planning and Sustainable Development to determine if Building Warrant Approval is required for the works proposed.

Making an Application for Warrant

The application form for Building Warrant is separate from the Planning Application form and should be carefully completed. The completed form together with plans and the statutory fees, should be submitted to

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

Plans

Inadequate plans are a frequent cause of delay and it is important that **all** relevant information is clearly shown on the plans. While anyone may prepare plans this task is best left to an architect, building consultant or other person experienced in preparing drawings and submitting applications. Where structural design is involved, a structural design certificate completed by an approved Certifier of Design or other acceptable means such as calculations must be submitted. The submission of a suitable certificate of design, at submission stage, will incur a discount on the fee. All plans, certificates and forms **must** be signed by the applicant or their agent.

Site Plan

This site plan should be to a scale of 1/1250 or 1/2500, preferably Ordnance Survey based and clearly show:

- The location of the proposed development in relation to the nearest road junction
- Existing and proposed buildings
- The extent and boundaries of the site
- The north point and the scale of the plan

Building Plans

These should normally be to a scale of not less than 1/100 and **must** show the following :

- sufficient elevations, plans and sections to provide a complete representation of the proposed development
- constructional details of all parts of the building

- structural details and design calculations/certificate of design
- details of plumbing and drainage works
- details of ventilation and electrical arrangements

Detailed guidance on plans to be submitted is given in the Building (Procedure) (Scotland) Regulations.

Number of Plans

One set of plans are required - paper copies are quite sufficient, they should be coloured or highlighted to easily distinguish existing from proposed works. Only one copy of any structural or other calculation needs to be submitted. (Planning and Infrastructure reserve the right, however, to insist on plastic prints where exceptional circumstances apply).

Fees

Warrant applications must be accompanied by the fee appropriate to the value of the work proposed (see scale of fees). Payment by cheque should be made by crossed cheque made payable to the "**Aberdeen City Council**". Cash or Postal Orders are also acceptable. There is no neighbour notification procedure for Building Warrant applications.

Further advice

If you require more help please contact:

**Application Support Team
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**

The Application Support Team is situated at the Reception Desk on the ground floor (left) of Marischal College.

Office hours are from **8.30am to 5.00pm, Monday to Friday.**

If you wish to discuss some aspect of your application in detail it is advisable to telephone for an appointment before calling.

Exemptions

Works exempt from warrant approval have been extended and is detailed in Schedules 1 and 3 contained in Part O of the Technical Handbooks. Schedule 1 (Regulation 3) details works which are exempted from building regulations.

Examples of exemptions are :

- a building containing only fixed plant or machinery
- some agricultural buildings
- civil engineering works
- some small detached buildings generally under 8 square metres.

Schedule 3 (Regulation 5) details works which can be done without the need for a building warrant, but must comply with building regulations.

Examples not requiring a warrant but work must comply:

- replacement windows
- in houses (not flats or maisonettes) up to two storeys high most internal work is exempt providing it does not involve altering loadbearing elements, external works, or the roof
- raised decking under 1.2m high and not part of an access route.
- some domestic garages generally under 30sqm. in area (subject to boundary considerations) ancillary and within curtilage of houses, flats and maisonettes.

If clarification is required guidance from the Building Standards section should be sought. Other works, usually involving repairs or replacements do not require Building Warrant, but must still comply with the requirements of the Regulations. Advice on exemptions and on the special conditions which apply can be obtained by contacting us on:

Telephone: **01224 523470**

Fax: **01224 523180**

E-mail: **pi@aberdeencity.gov.uk**

Data Protection Statement

How ACC Uses The Information/Data Collected

The information collected upon the Building Standards Application Form is recorded manually and on computer and stored securely for the purpose of processing the Building Warrant application.

Aberdeen City Council (ACC) will process this information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. In order to assist ACC in keeping information accurate and up to date, the applicant and, where applicable, the agent should notify ACC immediately of any changes to the information which has been entered on the Building Warrant Application Form.

For the purposes of processing the personal information entered on the Building Warrant Application, ACC is the Data Controller. The nominated representative of the Data Controller is the Corporate Director for Legal Services. Applicants and agents have a right to obtain details of the personal information which ACC holds about them subject to the payment of a small fee. Such a request is known as a "subject access request". Subject access requests to obtain information/data held about you should be made in writing to:

Data Protection Liaison Officer
Enterprise, Planning and Infrastructure
Aberdeen City Council
Business Hub 4
Marischal College
Broad Street
Aberdeen AB10 1AB

Disclosure of Information/Data

The Building Warrant Application and supporting documents may be viewed by members of the public at ACC offices, as required in terms of the Building Acts.

The information which has been provided on the Building Warrant Application Form and the supporting documents will be published on the ACC website at **www.aberdeencity.gov.uk** for the purpose of advertising weekly building standard lists and other information.