



## Building Warrant Guidance Note

# Before you start work have you considered the need for planning permission ?

One or more of the following options may apply:

**You may require Planning Consent**

**You may be waiting for a decision on your Planning Application**

**You may already have received your Planning Consent.**

**Have you complied with any suspensive conditions?**

**Your Planning Application may have been Refused**

**You may require the consent of the Council as Superior or Landlord of the land or property**

**It is your responsibility to check that you have obtained all necessary consents and that the details are consistent and compatible.**

### **WARNING**

**The issue of a Certificate of Completion is no guarantee of standard of workmanship. The Building Standards do not cover design, appearance or standards of finish unless these have a direct bearing on compliance with a particular standard. Applicants are strongly advised to engage their own professional advisors at all stages of construction.**

This warrant is valid for work started and completed **within 3 years** of the date of approval unless an extension is granted in writing.

Send in written notification at **least 7 days** before work starts. See Form 1 enclosed with your Warrant approval.

Please discuss proposed changes to the approved plan with your Building Standards Officer. An amendment to warrant may be required.

Arrange for inspection and testing of drains before they are covered up. Please telephone the office between 8.30am to 10.00am Monday to Friday.

Please advise your Building Standards Officer on access arrangements. Locked doors waste time and money. Help us to help you.

Contractors/Developers should not give unrealistic dates for entry/occupation. This causes unnecessary friction where they cannot be achieved.

**Staff carry identification at all times. Ask to see it.**

Send in your Application for Certificate of Completion (Form 8) and the Electrical Compliance Certificate (Form BA18) as soon as work is completed.

You must obtain a Certificate of Completion before using or occupying the building unless the Local Authority have agreed to Temporary Occupation.

Lack of a Certificate of Completion can prejudice future transactions related to the property.

If you wish any further assistance please telephone:

**Building Standards  
Strategic Place Planning  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen AB10 1AB**

Telephone: **01224 523470**

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