



For Official Use	Reference No.
	Plan. Ref. No.
	Cost
	Fee
	Arch. Ref.

Application for Building Warrant

Building (Scotland) Act 2003

Form A

Application under Section 9 for a warrant to construct, demolish, or convert a building, or to provide service fittings or equipment in connection with a building.

Applicant (full first name and surname required)

Full Name(s)

Address

Postcode

Tel. No.

Fax No.

Mobile

E-mail

Duly authorised Agent (if any)

Name

Address

Postcode

Tel. No.

Fax No.

Mobile

E-mail

Owner (if different from applicant) (see note 1)

Name

Address (inc. postcode)

Tel. No.

Fax No.

Mobile

E-mail

Location of building or site to which the application relates (inc. postcode - if known)

Use of building

(If new building or an extension) Please state proposed use:

(If existing building) Please state:

1. current use:

2. proposed use:

3. if this is a conversion in terms of the regulations - (see Annex 1) YES NO
(if YES) Please state which description of conversion applies:

State of work

Has the work which is the subject of this application already started ?

YES NO (If YES, see note 2)

Has the work which is the subject of this application been completed ?

YES NO (If YES, see note 3)

Proposed work

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

Staged applications

If the application is to be staged, the stage(s) applied for should be indicated (this should be agreed with the verifier):

Application for demolition

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works will be completed within (weeks/months*):

Security matters

Do you consider any part of your proposals should not be open to public inspection on the building standards register ? (see Note 4) YES NO

(If Yes,the Verifier will decide with you the extent of the restrictions)

Limited life buildings

If the intended life of the building is to be less than five years from the date of completion, please tick:

- 1 year 2 years 3 years 4 years 5 years

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life.)

Fire Authority

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

Planning - Listed Buildings

If the application concerns buildings listed as being of special architectural or historic interest please state category -

Listed building category

(If in doubt, the planning authority can advise: 01224 523470)

Does the building have any other historical importance (e.g. association with significant historical person or event)

Relaxation direction

If the proposed building work is the subject of a relaxation direction given by the Scottish

Ministers please state reference number:

and date -

Notices

Please indicate if this application is as the result of any of the following notices, and if so give the reference number:

Building regulations compliance notice

Building warrant enforcement notice

Defective buildings notice

Is the building subject to any Dangerous building notice ? YES NO

(If YES, give the reference number)

Estimated value of works

£

(Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs)

Certificates of design

Do any certificates from approved certifiers of design accompany this application ?

YES NO (If YES, a discounted fee will apply - see Fee Regulations and complete annex 2)

Certificates of construction

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

YES NO (If YES, a discounted fee will apply - see Fee Regulations and complete annex 3)

Sustainability

[For warrants related to construction of new buildings only]

Have the proposals been designed to achieve any of the optional higher levels as contained within Section 7 of the Technical Handbooks ? (if YES, see Annex 4)

YES NO

Declaration

I/We* apply for a building warrant and declare -

1. that the work will be 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 Note 6)
2. I am/we* are the owner of the building/That the owner of the building is aware of this application.*
3. (Where the warrant involves a specified conversion) That after the conversion the building as converted will comply with building regulations.*

Signed

(applicant/duly authorised agent*)(see Note 7)

Dated

(*Delete as appropriate)

Address to send which you should send this application:

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

**Telephone: 03000 200 292
E-Mail: pi@aberdeencity.gov.uk**

Notes

1. The name and address of the owner is required as the Act require the owner to be informed if a building warrant is granted.
2. If work has, started, the regulations which apply are those at the date of this application, and the fee to be paid will be 200% higher because the verifier will require to inspect the work. Disruptive surveys may be needed to establish what has been constructed.
3. 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.
4. Security matters - Subject to the exceptions 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, 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. The building standards register will however hold all the documents that were necessary to establish approval of the warrant.
5. 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 Scottish Building Standards Division. This is available at:

www.scotland.gov.uk/bsd

6. 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.
7. 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.
8. 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.
9. 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 the 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, listed building consent or conservation area consent. Consult the local authority if in doubt.

ANNEX 1 - CONVERSION

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.

ANNEX 2 - CERTIFICATES FROM APPROVED CERTIFIERS OF DESIGN

Please list reference numbers of any certificates from approved certifiers of design which relate to this application, and attach the signed certificates to this application:

Important Note

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.

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 the completion certificate submission:

Scheme(s):

(If known) Please list approved certifier of construction details:

Name of certifier

Registration number

Name of approved body

Registration number

Important Notes

1. From 4 January 2009, when notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, the applicant is entitled to a discount on the fee
2. 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.
3. 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

Important Note

If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.

ANNEX 4 - SUSTAINABILITY

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 -

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	Not applicable		Not applicable		Not applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

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

Address of building(s) -

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.

Scottish Government (Building Standards Division)

Your views are important to us. In conjunction with local authorities, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we DO NOT share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please TICK THIS BOX.

If un-ticked, we will assume you are happy to be invited to participate in the survey.

General Data Protection Regulations

How we use your data

Aberdeen City Council collects, maintains and processes automatically information about you for the purposes of processing and determination of this Building Warrant application and this may be used for consultation purposes where applicable under legislation. Information will be disclosed only in accordance with the requirements of the Building Scotland Act 2003 or otherwise as required by law, including disclosure to other agencies for example Fire, Police, Scottish Natural Heritage, Historic Environment Scotland, as required for the purposes of determining this application.

For the purposes of processing this information Aberdeen City Council is the Data Controller. The Information Commissioner Office is the UK's regulator of data protection law:

www.ico.org.uk

For further information on how we use, store and protect your data please:

<https://www.aberdeencity.gov.uk/your-data/privacy-notices/your-data-building-warrant-application>