

Will the work be inspected during construction?

When you receive the building warrant approval, there will be a Construction Compliance Notification Plan included. This document sets out the stages of work that may require an inspection and is dependent on the complexity of work.

What should I do if I change things during construction?

If you wish to alter or deviate from the approved plans you should contact your Case Officer immediately as an Amendment to Warrant may be required. An Amendment to Warrant application must be submitted in the same way as any Warrant application using the same process.

What do I do when I think works are finished?

On completion of the works to which the warrant relates, the Completion Certificate must be applied for. This can be done via the online portal (<https://www.ebuildingstandards.scot>).

This will generate a final visit from the Case Officer. We will then check that all work has been completed in line with the approved application. Once we are satisfied that it is, you will be issued with an Acceptance of Completion Certificate. This is the end of the Building Warrant process.

What is a 'Letter of Comfort' and does it apply to me?

Sometimes building works are carried out without the relevant approvals. This usually comes to light when a property is sold and copies of Building Warrants and/or Certificates of Completion cannot be produced. If this happens a Letter of Comfort may be issued. They only apply to works carried out between 15th June 1964 and 30th April 2005. For works completed after that date, a Completion Certificate where no Building Warrant Obtained (Form 6) should be submitted. A Letter of Comfort costs from £185.40 to £309 dependent on circumstances.

This document is available in various formats including black on white paper and languages. Please call **01224 522692**

إذا كنت تود الحصول على هذه الوثيقة بالنسخة العربية أو اليريدو الأشرطة الصوتية المدمجة أو كنت تود ترجمتها إلى لغة أخرى فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার জন্য সিডি, অথবা দলিলটি অন্য কোল ভাষায় অনূদিত চান তবে অনুগ্রহ করে লীচের টেলিফোন নম্বরে ফোন করে আমাদের সাথে যোগাযোগ করুন।

如欲索取此文件的凸字版、大字版、語音光碟，或其他語文翻譯本，請致電下列號碼。

Proszę się skontaktować z nami pod poniższym numerem telefonu jeśli ten dokument jest wymagany w alfabecie Brjaja, w dużym druku, na płycie kompaktowej CD lub przetłumaczony na inny język.

Пожалуйста, свяжитесь с нами по номеру телефона, указанному ниже, если Вы хотите получить этот документ шрифтом Брайля, крупным шрифтом или на компактном аудио диске, а также если Вам нужен перевод этого документа на другой язык.

Please call us on **(01224) 523470** if you have any further enquiries or email **pi@aberdeencity.gov.uk**.

Information can also be found online at **www.aberdeencity.gov.uk/buildingstandards**

Building Standards FAQ's

Building Standards -

The purpose of this leaflet is to give you a brief overview of the Building Standards Service and answer some of the questions you might have about how it works.

Building Regulations are legal requirements setting down the minimum standard that must be observed by anyone planning to construct, alter or change the use of a building and are currently covered by the Building (Scotland) Act 2003. These regulations are put in place to ensure that building work on both new and existing properties meets reasonable standards in relation to the safety and convenience of users, conservation of fuel and power and sustainable development.

We strongly recommend that anyone considering building work engages a professional advisor such as an architect or chartered surveyor to guide them through the process and make sure all regulations are complied with. Anyone having construction work done may need to notify the Health and Safety Executive and may also have other requirements to comply with. To find out if any of these apply to you, visit <http://www.hse.gov.uk/construction/index.htm>

You can also contact the Building Standards team on **(01224) 523470** for advice or email **pi@aberdeencity.gov.uk**.

If you would like to get advice in person, you can find us on the Ground Floor at Marischal College, Broad Street, Aberdeen, AB10 1AB. You can make an appointment by calling the number above. Information can also be found online at **www.aberdeencity.gov.uk/buildingstandards** where you can access all the relevant forms and guidance notes.

If you submit an application, you will be given a named Case Officer who will guide you through the process. All our contact details can be found on the website.

Building Standards - FAQ's

What is a Building Warrant and will I need one?

A Building Warrant is the permission required before starting 'building' work. 'Building' covers nearly all building activities including alterations, conversions and demolition work. There are some exceptions such as replacement windows, most internal work in houses and most raised decking. Such work would still need to comply with building regulations. Details of all works exempt from warrant approval or building regulations can be found in the Building Standards (Scotland) Regulations and associated technical handbooks. If you are unsure, contact us for clarification. You can find out more about the regulations and technical handbooks by visiting the Scottish Building Standards Division website at <https://www.gov.scot/policies/building-standards/>

Why is it important?

Experience has shown that appropriate approvals such as a Building Warrant and particularly the Notice of Acceptance of Certificate of Completion which follows completion of any work are important when a property is sold. Lack of appropriate approvals can jeopardise a sale or reduce the value of a property. An advisor such as an architect or chartered surveyor is the best person to consult to ensure everything is done in accordance with relevant regulations.

Do I need to contact you before I apply for a Warrant?

A discussion with us prior to applying is welcomed, whether the work proposed is complex or not. We know that what looks like a simple application can be complicated to someone with no specialist knowledge. Also, on larger applications, it is beneficial to both us and you to set up a dialogue as soon as possible.



How much will it cost?

Fees for Building Warrants vary widely from £100 upwards, and are based on the value of the works to be carried out at normal market costs. Full details can be found on our website.

How long will it take to obtain a Warrant and is there anything I can do to speed up the process?

We aim to respond to building warrant applications within 20 working days of receipt, provided the application is valid. The time taken to approval depends on the complexity of the application and any changes to plans that are required.

On submitting an application via the eBuilding Standards portal <https://www.ebuildingstandards.scot/eBuildingStandardsClient/default.aspx> please ensure you have completed the correct form; plans are accurate and the correct fee is paid. Guidance notes on this and the other documents you need to supply are available by visiting our website.

Do I need to inform my neighbours of my proposals and can they object?

You do not need to let your neighbours know about a building warrant application as long as there are no mutual interests such as shared boundaries or links. Neighbours cannot object at this stage. The right of neighbours to object to proposals is only relevant if you need to get Planning Permission which is a separate process.

Will I need Planning Permission?

It depends on the type of work that is being done. You must make sure that all necessary consents are in place before you start – a chartered surveyor or other building advisor will be able to help you. You can also visit our website for more information or contact us directly.

Do I need to let you know before work starts?

Yes, there is a requirement to inform the verifier within seven days of work commencing. This can be done in writing or via the eBuilding Standards portal.