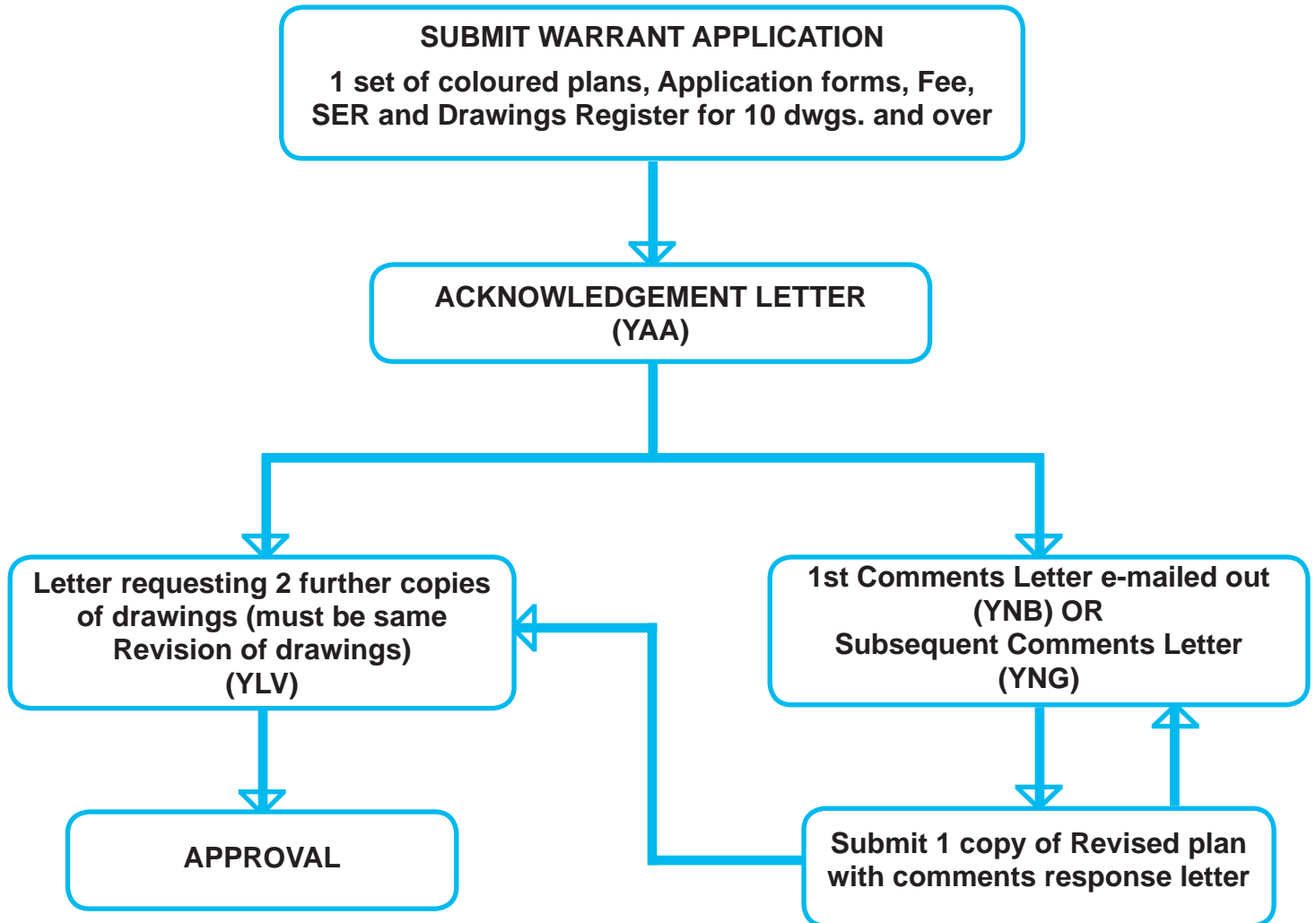


# SUBMITTING A BUILDING WARRANT APPLICATION



# SINGLE PLAN SUBMISSION

## APPLICANT/AGENT'S APPLICATION GUIDANCE NOTES

### Introduction

For larger applications, where 10 or more plans are submitted, the applicant must submit a drawing register. The majority of correspondence will be sent by e-mail, therefore, it is essential that applicants/Agents include their e-mail address on the building warrant application form.

### Protocol where application conforms to statutory requirements

- Applicant/Agent submits 1 set of coloured/highlighted plans; application form, fee and SER design certificate/structural calculations (if applicable).
- New application is allocated to BSO and acknowledgement letter sent to applicant by e-mail. (YAA)
- BSO checks application.
- Application complies with statutory requirements (i.e. no first report letter is required). Applicant/Agent will receive a letter requesting 2 further sets of plans. (YLV)
- Once applicant/agent submits 2 further sets of plans with cover letter noting BW reference and address - 1 set of stamped, approved plans will be returned to applicant, along with the warrant approval documentation.

### Protocol where application does not conform to statutory requirements

- Applicant/Agent submits 1 set of coloured/highlighted plans; application form, fee and SER design certificate/structural calculations (if applicable).
- New application is allocated to BSO and acknowledgement letter sent to applicant by e-mail. (YAA)
- BSO checks application.
- First report letter (YNB) e-mailed to applicant/agent listing observations or areas requiring further clarification.
- Applicant/Agent makes any necessary adjustments to the proposals and submits revised plans with responses on the YNB letter. (and a revised drawing register if applicable).
- BSO checks revised plans.
- If the revised plans still do not conform to statutory requirements, the BSO e-mails another contact letter (YNG). Revised plans are submitted as above and BSO checks.
- When the application complies with statutory requirements, BSO requests 2 further sets of completed revised plans. (YLV)
- Once applicant/agent submits 2 further sets of plans with cover letter noting BW reference and address - 1 set of stamped, approved plans will be returned to applicant, along with the warrant approval documentation.

Your Ref.  
Our Ref. OFFICER CODE/WARRANT REF[YAA]  
Contact Case Officer Name  
Email Case Officer email address  
Direct Dial Case Officer telephone number  
Direct Fax 01224 523180

*Applicant/ agent name*

*Applicant/ agent address*

Planning & Sustainable  
Development  
**Communities, Housing and  
Infrastructure**  
Aberdeen City Council  
Business Hub 4  
Ground Floor North  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Tel 03000 200 292  
Fax 01224 523180  
Minicom 01224 522381  
DX 529452, Aberdeen 9  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear Sir/Madam

**Building (Scotland) Act 2003**  
**Building (Scotland) Acts 1959-70 As Amended**  
**Site/ property address**  
**Description of works**  
**Application number B \_\_\_\_\_**

Thank you for your Building Warrant application received at our offices on 7 April 2015. If this application required a fee and you have not already received a receipt for £100.00, being the fee paid to this authority for processing, this letter acts as such and should be retained for your records.

In most cases, we aim to provide you with a technical response, or issue the building warrant, as applicable, within 20 working days from receipt of your valid application. In some cases, applications for a building warrant will result in a "customer agreement" between you and building standards where the performance outcomes including the target first response period will be specifically agreed.

Other than those applications covered by a customer agreement, if you have not received a technical response, or a building warrant, as applicable, within 35 working days from receipt of your valid application you have the right to request resolution to the matter. This may be done by contacting the Building Standards Manager on Tel 522436. You may also report the issue to the Building

Standards Division at [buildingstandards@scotland.gsi.gov.uk](mailto:buildingstandards@scotland.gsi.gov.uk) or Tel 01506 600400.

As soon as the application has been checked, 'Case Officer' on direct dial 01224 52\_\_\_\_\_ will contact you about any matters requiring attention

If contacting this office, it will help if you quote 'Application number \_\_\_\_\_'.

Yours faithfully

***Building Standards Manager***

Your Ref.  
Our Ref. OFFICER CODE/WARRANT REF[YNB]  
Contact Case Officer Name  
Email Case Officer email address  
Direct Dial Case Officer telephone number  
Direct Fax 01224 523180

*Applicant/ agent name*

*Applicant/ agent address*

Planning & Sustainable  
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Dear Sir/Madam

**Building (Scotland) Act 2003**  
**Building (Scotland) Acts 1959-70 As Amended**  
**Site/ property address**  
**Description of works**  
**Application number B \_\_\_\_\_**

I refer to your application for Building Warrant and would advise you that the drawings submitted require some revisions before the Warrant can be issued. A list of the points requiring clarification follows:

**List of points:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

We have retained your set of drawings at present and look forward to receiving either:

One copy of revised drawing(s) for substitution with the originals in our possession. The revised drawing(s) will then be re-checked and, if satisfactory, we will contact you for a further 2 full sets of drawings for approval purposes;

OR

If you are confident that all points have been fully addressed, all 3 copies of drawing(s) including revisions may be submitted. It should however be noted that this may result in drawings being destroyed should some points still require clarification.

PETE LEONARD  
DIRECTOR

On submission of revised plans, a covering letter quoting the reference number is necessary and a drawing register must be provided if the application exceeds 10 plans.

**Deemed determination (refusal).**

Section 47(2) of the Act as read with regulation 60 of the Procedure Regulations requires a verifier to refuse an application after a prescribed period of time has elapsed. The time period set by regulation 60(2) of the Procedure Regulations unless extended by mutual agreement or by the circumstances specified in regulation 60(7) of the same regulations is 9 months from the date of this letter.

Yours faithfully

***Officers Name***

Building Standard Officer

Your Ref.  
Our Ref. OFFICER CODE/WARRANT REF[YNG]  
Contact Case Officer Name  
Email Case Officer email address  
Direct Dial Case Officer telephone number  
Direct Fax 01224 523180

*Applicant/ agent name*

*Applicant/ agent address*

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Dear Sir/Madam

**Building (Scotland) Act 2003**  
**Building (Scotland) Acts 1959-70 As Amended**  
**Site/ property address**  
**Description of works**  
**Application number B \_\_\_\_\_**

Further to receiving amended plans for the above application I have to advise you that some amendments are still required before Warrant can be issued. A revised list of points requiring attention is appended.

**List of further points:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

We have retained your set of drawings at present and look forward to receiving either:

One copy of revised drawing(s) for substitution with the originals in our possession. The revised drawing(s) will then be re-checked and, if satisfactory, we will contact you for a further 2 full sets of drawings for approval purposes;

OR

PETE LEONARD  
DIRECTOR

If you are confident that all points have been fully addressed, all 3 copies of drawing(s) including revisions may be submitted. It should however be noted that this may result in drawings being destroyed should some points still require clarification.

On submission of revised plans, a covering letter quoting the reference number is necessary and a drawing register must be provided if the application exceeds 10 plans.

Yours faithfully

***Officer Name***

Building Standards Officer



Your Ref.  
Our Ref. OFFICER CODE/WARRANT REF[YLV]  
Contact Case Officer Name  
Email Case Officer email address  
Direct Dial Case Officer telephone number  
Direct Fax 01224 523180



**ABERDEEN**  
**CITY COUNCIL**

*Applicant/ agent name*

*Applicant/ agent address*

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**Communities, Housing and  
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Dear Sir/Madam

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**Site/ property address**  
**Description of works**  
**Application number B \_\_\_\_\_**

The above warrant is ready for warrant approval. To obtain the approved documentation and stamped drawings you are required to send two further paper copies of the undernoted drawings:

**List of drawings that need further copies submitted:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**It is important to only provide the above drawings & revisions** which have been agreed as acceptable for approval. If there have been subsequent minor revisions then these can be dealt with during construction and completion. Significant revisions that affect building regulations, should either be agreed directly with the Building Standards Officer or be subject to an Amendment to Warrant after approval.

Please also submit all drawings under the same cover e.g. *structural and architectural*. Failure to do so will result in incomplete issue of your set of stamped drawings and may jeopardise the future Completion Certificate.

Any queries should be directed to the Application Support Team at the telephone number at the top of this letter. Please note you will not be sent a reminder to this letter.

PETE LEONARD  
DIRECTOR

Yours sincerely

**Building Standards Manager**