



Planning & Transport

NOTES FOR GUIDANCE Building Warrant

To help you to complete your building warrant application

These notes have been provided to help you complete a building warrant application form. Before you complete the application form we suggest you discuss your proposals with a building standards surveyor to decide whether you need a building warrant. A building warrant is necessary for all new building works as well as alterations, extensions, demolitions and conversions of existing buildings. A building warrant does not exempt you from needing other types of permission e.g. planning permission or listed building consent.

To contact a building standards surveyor write or call Renfrewshire Council, Department of Planning & Transport, Building Standards Section, Renfrewshire House, Cotton Street, Paisley PA1 1LL.

Telephone: 0300 3000 144 Fax: 0141 618 7935 Email: bc@renfrewshire.gov.uk

Do I need a building warrant?

Most new buildings and alterations to existing buildings, need building warrant permission. Some porches, conservatories, detached garages and sheds are exempt but please telephone building standards at 0141 842 5878 for further information.

How do I apply?

Complete the enclosed form and return it to Department of Planning & Transport, Building Standards Section, Renfrewshire House, Cotton Street, Paisley PA1 1LL with three paper copies of plans, (one showing new work in colour) and the correct fee (see table of fees). All cheques should be made payable to 'Renfrewshire Council'. If you have difficulty with the form contact the Building Standards Section for advice (details on page 1) a member of staff will be happy to help you complete the form.

Should a staged application be required, the following stages of construction should be adopted:- construction of foundations or other stages considered appropriate. Stages may be combined as necessary but it should be noted that an amendment to building warrant form must be used for all stages following the original submission.

What type of plans do I need?

Normally plans are prepared by a competent person such as an architect or building surveyor and if you are proposing to carry out major works you would be best to consult a construction professional.

If the proposals are for minor alterations or small extensions, professionally prepared plans are not essential but they are strongly recommended because the warrant is likely to be delayed if the plans are not considered good enough.

The plans only require to be on paper and each plan should be to a metric scale, and have a different reference number, dated and include the following details:-

A location plan, this is a street map outlining in red where the premises are in relation to the nearest main road. It should be supplied at a scale of 1:1250 or 1:2500. Copies of location plans can be purchased from the Department of Planning & Transport, telephone 0141 842 5811/5822.

A block plan, this is a plan detailing all site boundaries and the exact position of the proposed building
*1:500

Construction drawings where applicable:

Elevations *1:100 but preferably 1:50, floor plan, section through the building, and all construction details/full material specifications from foundations to roof.

***recommended scales**

If there is anything that you do not understand, please contact building standards we will be happy to give further advice.

How much will it cost me?

Fees for building warrant application are set by the Scottish Ministers and based on the estimated cost of the proposed building work (see table).

We will check the estimate submitted using the guidelines issued by the Scottish Building Standards Agency "Building Cost Information Service" book.

We will question the estimate submitted if we consider it too low for the work involved. This could delay the issue of your building warrant.

VALUE OF WORKS	WARRANT FEE	VALUE OF WORKS	WARRANT FEE
£0-£5,000	£100	£140,001-£160,000	£1,180
£5,001-£5,500	£115	£160,001-£180,000	£1,280
£5,501-£6,000	£130	£180,001-£200,000	£1,380
£6,001-£6,500	£145	£200,001-£220,000	£1,480
£6,501-£7,000	£160	£220,001-£240,000	£1,580
£7,001-£7,500	£175	£240,001-£260,000	£1,680
£7,501-£8,000	£190	£260,001-£280,000	£1,780
£8,001-£8,500	£205	£280,001-£300,000	£1,880
£8,501-£9,000	£220	£300,001-£320,000	£1,980
£9,001-£9,500	£235	£320,001-£340,000	£2,080
£9,501-£10,000	£250	£340,001-£360,000	£2,180
£10,001-£11,000	£265	£360,001-£380,000	£2,280
£11,001-£12,000	£280	£380,001-£400,000	£2,380
£12,001-£13,000	£295	£400,001-£420,000	£2,480
£13,001-£14,000	£310	£420,001-£440,000	£2,580
£14,001-£15,000	£325	£440,001-£460,000	£2,680
£15,001-£16,000	£340	£460,001-£480,000	£2,780
£16,001-£17,000	£355	£480,001-£500,000	£2,880
£17,001-£18,000	£370	£500,001-£550,000	£3,055
£18,001-£19,000	£385	£550,001-£600,000	£3,230
£19,001-£20,000	£400	£600,001-£650,000	£3,405
£20,001-£30,000	£460	£650,001-£700,000	£3,580
£30,001-£40,000	£520	£700,001-£750,000	£3,755
£40,001-£50,000	£580	£750,001-£800,000	£3,930
£50,001-£60,000	£640	£800,001-£850,000	£4,105
£60,001-£70,000	£700	£850,001-£900,000	£4,280
£70,001-£80,000	£760	£900,001-£950,000	£4,455
£80,001-£90,000	£820	£950,001-£1,000,000	£4,630
£90,001-£100,000	£880	AND FOR EVERY	
£100,001-£120,000	£980	£100,000 OR PART	ADD £250
£120,001-£140,000	£1,080	THEREOF OVER 1 MILLION	

Application for building warrant for conversion only, that is without any building work -	Fee is £100
Application for demolition only, that is where there are no immediate plans for rebuilding -	Fee is £100
Application for amendment to warrant -	
(a) where the new total estimated value is less than the original, or is an increase of no more than £5,000 -	Fee is £50
(b) where the new total estimated value increases by more than £5,000 -	Fee is the amount for a building warrant of the same value (that is, if the increase is £20,000, the fee will be £400).
Application for an amendment to warrant for demolition or conversion only	Fee is £50
Application to extend the period of validity of a warrant -	Fee is £50
Where a late application for building warrant is made, or a completion certificate is submitted and there was no warrant obtained when there should have been the fee is increased by 25% to cover the increased difficulty the verifier will have in establishing whether work that is already underway or completed complies with the plans, specification and other information provided. The resulting fees are detailed below.	
Application for late building warrant, i.e. where work is already started -	
(a) application for a building warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition).	Fee is 125% of the fee in table of fees
(b) application for warrant for demolition only -	Fee is £125

Submission of a completion certificate where no warrant was obtained for -

(a) the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for

Fee is the same as for a late application for building warrant of the same value of works, that is 125% of the fee in the table of fees.

(b) application for demolition only, or for conversion only -

Fee is £125

Note - There is no fee for completion certificates registered by a local authority in relation to enforcement notices, even though these are in effect late submissions without a warrant.

A building warrant fee is discounted where certificates from approved certifiers of design are presented, as below -

Where one or more such certificates are presented with a building warrant application, by -

10% for each certificate that covers the whole of any section of the functional standards, and

1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section;

All subject to a maximum discount of 60% of the warrant fee.

Note that the discounts apply where a late application for warrant is made. The discount is applied to the whole fee. Discounts also apply to the stages in a staged warrant where the discount is on the fee for the amendment of warrant (which in staged warrants should take account of the increased value of the work).

A refund of the original fee (before any discounting) is made where one or more certificates from an approved certifier of construction are presented, as below -

Where one or more such certificates are submitted with a completion certificate, by -

1% for each certificate covering a defined trade or installation, up to a maximum of 20%, but subject to a minimum refund of £20.

Note that refund is only made where a verifier has been informed of the intention to use the approved certifier of construction in relation to any certificate. This precludes refunds where a late submission of completion certificate is made. However, a certificate from an approved certifier of design may accompany a submission of a completion certificate without warrant, and a discount of the fee is allowed for as above.

If you are unhappy with our decision regarding the estimated cost please contact building standards at 0141 842 5878 and we will explain how we calculate this amount.

Where should I submit my application?

You submit the completed application form, together with the necessary plans, drawings and fee to:-

Renfrewshire Council
Department of Planning & Transport
Building Standards Section
Renfrewshire House
Cotton Street
Paisley PA1 1LL

Cheques should be made payable to "Renfrewshire Council"

What happens next?

When we receive your application, we will check the details to make sure that the form, plans and the fee, for the estimated cost submitted, are all correct. If for some reason, the application is not complete and cannot be processed we will write and tell you what you must do.

If your application is complete, you will receive an acknowledgment letter. This will tell you the application number which you should quote in all further correspondence with the building standards section.

You can normally expect a decision on your application within 6 weeks.

Please note that if you use an agent to make an application on your behalf we will contact that person for all future communications.

The decision

We will grant a building warrant or a building warrant for demolition if we are satisfied that the building will be constructed or demolished in accordance with the Building Regulations.

Your statutory rights

The Council are responsible for enforcement of the Building Regulations. In most cases any difficulties or disagreements over interpretation can be resolved in discussion. There is, however, the right of appeal to the Sheriff Court in the event of refusal of warrant and certain other actions. The time required for checking may depend on the size of the project, and on any adjustments needed to the design.

A warrant is valid for 3 years from its issue but this period may be extended on request.

If you feel that we have failed to follow the correct procedures or that you have suffered an injustice, you can ask the Local Ombudsman to investigate the matter. You should contact the Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh EH3 7NS (telephone 0870 011 5378). However, The Ombudsman generally prefers aggrieved persons to contact the Council's Complaints Officer in the first instance. The Planning & Transport Complaints Officer can be contacted on 0141 618 7910