



Renfrewshire
Council

Department of Planning & Transport
Building Standards Section
HQ South Building
Cotton Street
PAISLEY
PA1 1LL

FOR OFFICIAL USE ONLY Reference No.

APPLICATION FOR BUILDING WARRANT

Building (Scotland) Act 2003

Application under section 9 for a warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building

1. Applicant	Name Address
	Postcode Fax No.
	Tel No. e-mail
2. Duly authorised Agent (if any)	Name Address
	Postcode Fax No.
	Tel No. e-mail
3. Owner (if different from applicant)(see note 1)	Name Address
	Postcode Fax No.
	Tel No. e-mail
4. Location of building or site to which the application relates	Address
	Postcode (if known)

5. Estimated value of works

£

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

6. Proposed work

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

7. Staged Application

Is a staged warrant required?

YES

NO

Please indicate which stage(s) you intend applying for (please tick box)

[Note these should be agreed with the verifier]

NEW BUILD WORKS

- 1. Foundations
- 2. Substructure
- 3. Underground drainage system
- 4. Superstructure, excluding the stages specified below
- 5. External wall cladding or internal walls or their linings
- 6. Roof
- 7. Installation of service lift, escalator, electrical, ventilation, heating of plumbing system
- 8. Please supply any other stages if different from above

DEMOLITION WORKS

- 9. Isolation and removal of services, fixtures and fittings
- 10. Isolation and protection of adjacent structures
- 11. Structures
- 12. Other stages as defined below

13. Certificates of design

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

YES
NO

(If YES, see annex 2)

14. Small buildings structural guidance

Have the proposals been designed using the small buildings structural guidance contained within section 1 of the technical handbooks?

YES
NO

15. Security

Do you consider any part of your proposal should not be open to public inspection in the building standards register? (see note 4)

YES
NO

(If YES, the verifier will decide with you the extent of the restrictions)

16. Declaration

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

1. That the work will be in accordance with the details supplied above and with any necessary accompanying information (including annexes to this application, drawings and specifications),
And
2. I am/We are the owner of the building/that the owner of the building is aware of this application*

Signed -

(applicant/duly authorised agent*)

Dated -

*Delete as appropriate

17. Address to which you should send this application

Department of Planning & Transport
Building Standards Section
HQ South Building
Cotton Street
PAISLEY
PA1 1LL

Tel No. 0141 842 5878
Fax No. 0141 842 5833
e-mail renfrewshire.gov.uk

Notes

1. The name and address of the owner is required as the Act requires the owner to be informed if a building warrant is granted.
2. 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.
3. 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 way of a summary application.
4. Security matters. Normally the details of applications are made public in accordance with the procedural regulations, with completed application forms available on line, and drawings etc. available for copy at local authority premises. Where the applicant wishes to ensure that certain details or documents are not made available for inspection or copying, because they would raise security concerns, the details must be agreed between the verifier and the applicant. The regulations allow parts of applications for buildings such as banks only to be available for inspection or copying with the owners written permission, and restrict the inspection or copying of residential buildings plans to owners, occupiers or prospective tenants. 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 Agency. This is available on the Agency website www.sbsa.gov.uk
6. If work has started, the regulations which apply are those at the date of this application, and the fee to be paid will be 25% higher because the verifier will require to inspect the work. Disruptive surveys may be needed to establish what has been constructed.

WARNING - A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building 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 involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increases 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 original signed certificates to this application -

Important Note. The certificates must be original documents, signed by certifiers fully approved to issued certificates for the matters certified on the date the certificate was signed.