



**Renfrewshire**  
Council

Chief Executive's Service  
Building Standards Section  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1WB

FOR OFFICIAL USE ONLY Reference No.
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**APPLICATION FOR AMENDMENT OF BUILDING WARRANT**  
**Building (Scotland) Act 2003**  
**Application under section 9 to amend a building warrant**

**Applicant**

Name .....

Address .....

.....

.....

Postcode ..... Tel No.....

Fax No..... E-mail.....

**Duly authorised Agent  
(if any)**

Name .....

Address .....

.....

.....

Postcode ..... Tel No.....

Fax No..... E-mail.....

**Owner (if different from  
original warrant  
application)**

Name.....

Address .....

.....

.....

Postcode ..... Tel No.....

Fax No..... E-mail.....

**Details of building warrant**

Date of building warrant - .....

Reference number of  
building warrant - .....

Location of building or site to which the building warrant applies - (include postcode if known)  
.....

**For amendments to construction**

What changes do you wish to make to the proposals for which a building warrant was granted?

.....  
.....

**For later stages(s)**

For which stages did the original warrant require further detail? .....

.....

For which of these stages are you now applying to amend the warrant? .....

.....

**For amendments which alter the intended use of an existing building**

Please state if this results in a conversion in terms of the regulations (see annex 1)

YES NO

If YES, please state which description of conversion applies.....

.....

**Value of works after amendment**

How does the proposed amendment alter the estimated value of works?.....

Value as stated in warrant - £.....

Amended value - £.....

(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 for amendment?

YES NO

(If YES, see annex 2)

**Declaration**

I/We\* apply for amendment of building warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications).

**Signed** - .....  
applicant/duly appointed agent\*

**Dated** - .....

\*Delete as appropriate

**Address to which you should send this application**

Chief Executive's Service  
Building Standards Section  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1WB

Tel No. 0300 300 0144  
e-mail bc@renfrewshire.gov.uk

**Note.**

1. 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 summary application.

**WARNING**

**Please note that approval of amendment to building warrant**

- does not remove the need to obtain amended planning permission if that is required (consult the planning authority if in doubt).
- does not alter the original period of validity of the warrant. (See Application to extend period of validity of building warrant).

## 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 -

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.....

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**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.