



Renfrewshire  
Council

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

## APPLICATION FOR TEMPORARY OCCUPATION OR USE

Building (Scotland) Act 2003

Application under section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building

<b>Applicant</b>	Name..... Address..... ..... Postcode..... Tel No..... Fax No..... e-mail.....
<b>Duly authorised Agent (if any)</b>	Name..... Address..... ..... Postcode..... Tel No..... Fax No..... e-mail.....
<b>Location of building or site to which the application relates</b> Address - (including postcode if known)	
<b>Details of building warrant</b> Date of building warrant (and any amendments)..... Reference number of building warrant.....	
<b>Extent of occupation</b> Is whole of building to be occupied or used? YES                      NO If NO, please state part of building to be occupied or used..... .....	

**Previous applications**

Has a previous application for temporary occupation or use been granted? YES NO

If YES, please give details.....

Date authorisation given.....

Date authorisation expires.....

**Length of temporary occupation**

Period of temporary occupation requested -from (date) to (date)

.....TO.....

**Reason for application**

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved.

**Declaration**

I/We\* apply for temporary occupation or use of the building as detailed above

**Signed –**

**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 3000 144

e-mail [bc@renfrewshire.gov.uk](mailto:bc@renfrewshire.gov.uk)

**WARNING This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing**