



Renfrewshire  
Council

FOR OFFICIAL USE ONLY  
Reference No.

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

## APPLICATION FOR BUILDING WARRANT

Building (Scotland) Act 2003

(Amended October 2005, April 2007, January 2009, May 2009)

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

**PLEASE NOTE YOU MAY USE THIS APPLICATION FORM IF APPLYING TO THE FOLLOWING LOCAL AUTHORITIES: ARGYLL & BUTE, EAST DUNBARTONSHIRE, GLASGOW CITY, INVERCLYDE, NORTH LANARKSHIRE, EAST RENFREWSHIRE, SOUTH LANARKSHIRE OR WEST DUNBARTONSHIRE**

### 1. APPLICANT

Name:

Address:

Postcode:

Telephone number:

Fax No.

e-mail:

### 2. DULY AUTHORISED AGENT (if any)

Name:

Address:

Postcode:

Telephone number:

Fax No.

e-mail:

### 3. OWNER (if different from applicant)(see note 1)

Name:

Address:

Postcode:

Telephone number:

Fax No.

e-mail:

### 4. LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address:

Postcode:

### 5. ESTIMATED VALUE OF WORKS

£

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

## 6. PROPOSED WORKS

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. APPLICATION FOR DEMOLITION

If the application is for demolition of a building please state the period of time that the demolition works will be completed within; weeks/months\*

## 8. STAGED APPLICATION (see note 8)

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 or 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

## 9. STATE OF WORK

Has the work which is the subject of this application already started? YES  
(If YES, see note 2) NO

Has the work which is the subject of this application been completed? YES  
(If YES, see note 3) NO

## 10. USE OF BUILDING

(If new building or extension) please state proposed use -  
If existing building please state -

a) current use -

b) proposed use -

Is this a conversion in terms of the regulations - (see annex 1) YES  
(If YES) please state which description of conversion applies NO

## 11. LIMITED-LIFE BUILDING

If the intended life of the building is to be five years or less from the date of completion, please state - years.

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life).

## 12. FIRE AUTHORITY

If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 (as amended) is not the local Fire and Rescue Service please state the fire authority –

## 13. PLANNING – LISTED BUILDINGS

If the application concerns buildings listed as being of special architectural or historic interest or in a conservation area, please state category -  
(If in doubt, the planning authority can advise)

Please state if the building has any other historical importance (e.g. association with significant historical person or event).

## 14. RELAXATION DIRECTION

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers, please state reference number - and date -

## 15. NOTICES

Please indicate if this application is as a result of any of the following notices, and if so give the reference number -

Building regulations compliance notice

Building warrant enforcement notice

Defective building notice

Is the building subject of any dangerous building notice?

YES

NO

(If YES, give the reference number)

## 16. CERTIFIERS OF DESIGN (see note 5)

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

YES

NO

(If YES, see annex 2)

## 17. CERTIFIERS OF CONSTRUCTION (see note 5)

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?

YES

NO

(If YES see annex 3)

## 18. 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

## 19. 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)

## 20. SUSTAINABILITY

(For warrants related to construction of new buildings only)

Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Handbooks?

YES

NO

If YES, see annex 4

## 21. PRIVACY NOTICE

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX**.

If un-ticked, we will assume you are happy to be invited to participate in the survey.

## 22. FAIR PROCESSING NOTICE

**The information which you provide on this form will be processed by the council (which is the “data controller” for the purposes of the data Protection Act 1998) in order to process your application for a building warrant. The Council is under an obligation to properly manage funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or organisations that handle public funds.**

## 23. DECLARATION

I/We\* apply for a building warrant and declare –

1. That the work will be carried out in accordance with building regulations and in accordance with the details supplied above and any necessary accompanying information (including annexes to this application, drawings and specifications) (see note 6).
2. I am/We\* are the owner of the building/that the owner of the building is aware of this application\*.
3. [Where the warrant involves a specified conversion] That after the conversion the building as converted will comply with the building regulations\*

Signed - \_\_\_\_\_ (applicant/duly authorised agent\*)

Person Signing

Please Print Name- \_\_\_\_\_

Dated – \_\_\_\_\_

\*Delete as appropriate

**IF THE DECLARATION IS BEING SIGNED BY THE DULY AUTHORISED AGENT THE SIGNATURE SHOULD BE OF AN INDIVIDUAL WHO REPRESENTS THE COMPANY.**

## 24. ADDRESS TO WHICH YOU SHOULD SEND THIS APPLICATION

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

Telephone number: 0300 3000 144

Fax number: 0141 618 7935

e-mail: [building\\_standards@renfrewshire.gov.uk](mailto:building_standards@renfrewshire.gov.uk)

**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.**

## 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. 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.
3. If the works have been completed an application for warrant is not appropriate and a completion certificate under the terms of Section 17 (4) of the Building (Scotland) Act 2003 should be submitted.
4. Security matters. Subject to the restrictions below, details of applications are made public in accordance with the procedural regulations, with information on the application available on line, and drawings etc. available for copy or inspection at local authority premises. The local authority may remove documents from the register if they are satisfied there are genuine security concerns. For those documents on the register there are no restrictions on their copying. The first restriction relates to non-residential buildings, prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the applicant has confirmed the disclosure or copying would raise security concerns. Details agreed between the verifier and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of application for buildings such as banks may only be available with the owners written permission. The second restriction relates to all other residential buildings and copying is restricted to owners, occupiers or tenants, or prospective owners, occupiers and tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential building.
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 Building Standards Division. This is available at [www.sbsa.gov.uk](http://www.sbsa.gov.uk)
6. Note that this includes a commitment to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
7. Even where signed by an agent, it is the applicant that is declaring that the work will be done in accordance with the regulations and details of application.
8. 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.
9. 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.

## \* 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. Please note that certificates sent under separate cover do not qualify for a fee discount.

**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.


\* ANNEX 3

**CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION**

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission –

**Scheme(s) –**

If known please list approved certifier of construction details –

Name of Certifier		Registration No.	
Name of approved body		Registration No.	

\* ANNEX 4

**SUSTAINABILITY**

In the table below, please indicate with an 'X' which aspects of the building have been designed to achieve a higher level of sustainability as defined in Section 7 of the Technical Handbooks.

**Sustainability labelling for domestic buildings**

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	N/A		N/A		N/A
Energy for water heating (domestic only)	N/A		N/A		N/A
Water use efficiency (domestic only)	N/A		N/A		N/A
Optimising performance (domestic only)	N/A		N/A		N/A
Adaptability and flexibility (domestic only)	N/A		N/A		N/A
Well-being and security (domestic only)	N/A		N/A		N/A
Material use and waste (domestic only)	N/A		N/A		N/A

**Sustainability labelling for non domestic buildings**

	Bronze Active	Silver	Silver Active	Gold	Platinum
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Carbon dioxide emissions					
Energy (for thermal comfort and artificial lighting) (Schools only)	N/A		N/A		N/A
Water efficiency (Schools only)	N/A		N/A		N/A
Biodiversity (Schools only)	N/A		N/A		N/A
Flexibility and adaptability (Schools only)	N/A		N/A		N/A
Well-being (Schools only)	N/A		N/A		N/A
Material use and waste (Schools only)	N/A		N/A		N/A
Optimising performance (Schools only)	N/A		N/A		N/A

Where this application relates to multiple buildings, please state which buildings the higher aspects relate to:

Address of building(s) –

**Important Note.** Where this application is for multiple buildings which have been designed to achieve different levels of sustainability in section 7 then a separate table will be needed for each building or group of buildings to which each level relates.

### Important Notes –

1. From the 4<sup>th</sup> January 2009, when notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, the applicant is entitled to a discount on the fee.
2. If the intention to provide a certificate from an approved certifier of construction is not declared on his form, this does not preclude a certificate subsequently being provided with the completion certificate submission.
3. Any person intending to use an approved certifier of construction should check the current status of known firms by using the Certification Register available at [www.sbsa.gov.uk](http://www.sbsa.gov.uk).

**NOTE: If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.**

### CHECKLIST

Please tick all boxes.

I enclose this completed application form

I enclose three sets of the necessary plans

I enclose the necessary fee of £ \_\_\_\_\_

**PLEASE NOTE YOUR APPLICATION CANNOT BE PROCESSED UNTIL ALL THESE DOCUMENTS AND THE CORRECT FEE ARE RECEIVED.**

## PRIVACY STATEMENT

Your views are important to us. In conjunction with local authorities, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX and RETURN THIS FLYER WITH YOUR APPLICATION.**

If this flyer is not ticked and enclosed, we will assume you are happy to be invited to participate in the survey.