



Renfrewshire  
Council

Development & Housing Services

## **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, Chief Executive's Service, Building Standards Section, Renfrewshire House, Cotton Street, Paisley PA1 1LL.

Telephone: 0300 3000 144

Email: [building.standards@renfrewshire.gov.uk](mailto:building.standards@renfrewshire.gov.uk)

## Do I need a building warrant?

Most new building and alterations to existing buildings, need building warrant permission. Some porches, conservatories, detached garages and sheds are exempt but please telephone building standards at 0300 3000 144 for further information.

## How do I apply?

Complete the enclosed form and return it to Renfrewshire Council, Chief Executive's Service, 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). 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 may 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.

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.

If you are not happy with our decision regarding the estimated cost please contact building standards at 0300 300 0144 and we will explain how we calculate this amount.

The fees can be viewed using the following link  
<http://www.legislation.gov.uk/ssi/2017/188/contents/made>

## Where should I submit my application?

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

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

Payment can be made at <https://myaccount.renfrewshire.gov.uk/> or by telephone - on 0300 3000 300 between the hours of 8.45am to 4.45pm Monday to Thursday and 8.45am to 3.55pm on Fridays. Alternatively, 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. <http://www.renfrewshire.gov.uk/complaints>