

BUILDING WARRANTS TO BUILD, CONVERT OR DEMOLISH

How to apply for a building warrant



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

On 1 May 2005 a new building standards system came into operation in Scotland. The previous building control system remains relevant for all warrant applications made on or before 30 April 2005 including any further new amendments to these warrants and the procedures for making application for completion certificates when work is complete. The applications fees remain as set under the Building (Scotland) Act 1959 as do the legislative procedures to be followed under this 1959 Act. Reference should continue to be made to the Building Control – Building (Scotland) Act 1959 guidance, forms and fee table (search under building control with Forms selected on Council website www.eastdunbarton.gov.uk).

All new building warrant applications from 1 May 2005 require to be processed under the Building (Scotland) Act 2003 and the regulations enabled under this Act on fees, procedures and setting Building Standards. The 2003 Act and regulations are accessible from the Scottish Government website <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards> and provides further information.

An application for warrant will consist of:-

- 1. an application form with signed declaration for the type of warrant being sought together with any appropriate certification;**
- 2. the prescribed fee (see table of fees – Annex A & B);**
- 3. the drawings and other information set out below in relation to the type of work or conversion.**

Applications for building warrant should be made on forms available from the Council's website or from the Building Standards Service office (see contact point at end) or any of our partner authorities:-

Argyll and Bute, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, South Lanarkshire and West Dunbartonshire.

The accompanying information can be on paper. Where prior agreement is made with us, however, we may be able to accept some forms of electronic format and may also be able to accept a combination of both.

If in paper form, two sets of drawings, and one of other accompanying information, are normally required, but 1 or 2 additional copies may be requested by the Building Standards Service e.g. for consultation purposes. Drawings should be indelible or read-only format if electronic.

A warrant application may be made and signed by anyone wishing to do building work, or this may be done through a duly authorised agent.

Schedule 2 of the Building Procedure (Scotland) Regulations 2004 sets out the information which should accompany an application for a building warrant. This information will normally be provided on drawings, but written schedules can be used where appropriate. (See list under application types)

Large projects require extensive information, but for small or very simple work, we may be able to agree to accept less information. Details of the kind of drawings which may be required are given below. The drawings no longer have to be signed, but each drawing in an application must have a different reference number. Large project submissions should include a drawing schedule.

Approved certifiers of design and construction

There is an alternative to providing the Building Standards Service with all of the detailed information described above. An approved certifier of design can provide a certificate saying that particular aspects of the work will comply with the building regulations. Less detail is provided for that aspect (see

East Dunbartonshire Council, Building Standards Service, Broomhill Industrial Estate,
Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Tel. No. 0141 578 8600 Fax No. 0141 578 8575

Email. buildingstandards@eastdunbarton.gov.uk

below), as the Building Standards Service as a verifier is required to accept this certificate, so long as it has been issued in accordance with the conditions which apply to the certifier. For example, when we are presented with a certificate of design for structure, we check that the person signing the certificate is on the approved list maintained by the Scottish Building Standards Agency. We must also check that the counter-signing body is approved to co-ordinate the certification of structure. These certificates form part of the warrant application form, and must be signed by an approved certifier and counter-signed by the certification co-ordinator of an approved body. If a warrant is granted on information which includes certified design, any application for amendment to warrant that affects the certified matters should be accompanied by a new certificate of design.

The information then provided must allow us to clearly identify the scope of the certified work, and allow consultation with other authorities when necessary. The applicant must also provide enough information on the certified work to assist any site inspections we wish to make. Thus, using structural certification as an example, the certifier of design may have to provide the applicant with details of beam sizes, bearings etc., for submission to us, even where the design has been certified by an approved certifier of design for structure. Precise details may however be permitted to follow on in amendments. For example, an approved certifier of timber frames might submit general arrangement drawings together with standard frame details to help obtain the warrant, but could submit final drawings with an amendment application before the start of the relevant work on site.

Where an engineer is to be employed as an approved certifier of construction, to supervise structural work on site, less detail may be accepted. The extent of detail submitted by the applicant must be agreed with us. Note that if an approved certifier of construction is not subsequently used, we can request more details and ask for a submission for an amendment to the warrant. If a certifier is used, the certifier must retain, in their own records, not just the information submitted, but all the details relevant to the project.

Alterations and extensions to buildings

If the application is for alteration or extension of an existing building, enough information on the existing building must be provided to demonstrate that it is not being adversely affected. For example, subdivision might result in the means of escape in the remaining part having to be checked, so these should be shown. There may also be related repair work, which is not subject to the requirement for warrant, but which should be shown on warrant drawings where it results in, or affects, work that requires a warrant. For example a damaged plasterboard lining may have to be replaced, which could affect the sound resistance or thermal insulation of a wall. The requirement to show the existing building may also apply to work done to meet the requirements of a warrant to convert. It may even be applicable when the warrant for conversion does not entail building work or demolition associated with the conversion.

Relaxation approved by Scottish Building Standards Agency

Where a relaxation of the regulations relating to the application is obtained from the Scottish Building Standards Agency, this must either form part of the application or, if obtained after the application is made, be added to it.

Processing of applications

Any additional information required by us also becomes part of the application when submitted.

In some cases, the first response to an application may be a request for further detail drawings and specification. When planning a project, the time allowed to obtain a warrant should include time for providing such information as well as processing by us. We will endeavour to provide a full response within 20 working days from the date an application is received and made valid.

Lodging fees

If a warrant application is received without the appropriate fee, the application form will be returned. Any related drawings will be held and not returned. These will be disposed of by us if no fee is paid within 42 days of the date on which the form is returned. A warrant application without the specified drawings can either be accepted unconditionally when the information submitted appears to us to be sufficient, or can be accepted with the condition that the applicant submits adequate drawings within 42 days of the date of receipt. If this condition is not met the application is considered withdrawn.

The amount of lodging fee is related to the 'value of the works' and is set by separate fees regulations (see table for details of the current fees). The fee is subject to a discount where certificates of design form part of the

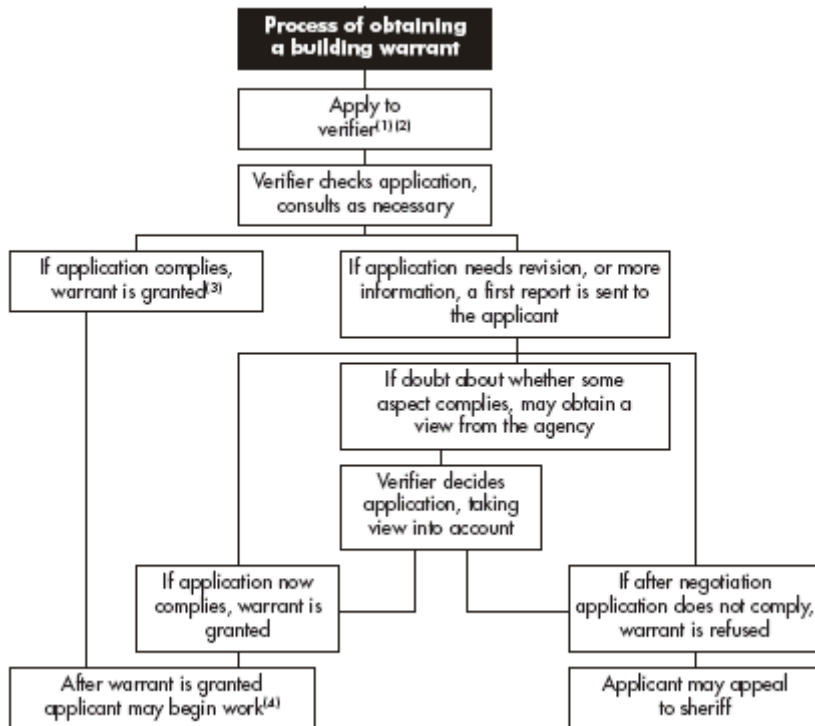
East Dunbartonshire Council, Building Standards Service, Broomhill Industrial Estate,
Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Tel. No. 0141 578 8600 Fax No. 0141 578 8575
Email. buildingstandards@eastdunbarton.gov.uk

application. Note, however, that to qualify for the discount, the certificate must be provided as part of the application when initially submitted, either for warrant or for amendment of warrant.

Building Standards Register

Once processed, the application submission will be held in the Building Standards Register. This register is in 2 parts. Limited information relating to the application is publicly held in Part I. Depending on the type of building and/or there being security issues raised by an applicant regarding access to drawings and other information, the public will not have a general right to have access to view or obtain copies of the information contained in applications for warrant and held in Part II of the register.



Notes:

- (1) At present, the verifier is the local authority for the area where the work is to be carried out.
- (2) Apply on approved form with fee, plans and information on materials etc. Include any certificate(s) from certifiers of design.
- (3) Warrant may be granted subject to conditions, or continuing requirements.
- (4) Applicant must notify verifier when work begins and must give verifier details of any work that they intend to cover with a certificate of construction.

DRAWINGS AND INFORMATION TO ACCOMPANY APPLICATION FOR WARRANT

An application for warrant or amendment to warrant should be accompanied by the information listed below. (This is an expansion of schedule 2 of the procedure regulations).

Note, however, that we have discretion over the extent to which the information must be provided, so that minor work can be treated more simply.

A) List for application for warrant to erect.

1. General arrangement drawings comprising:

East Dunbartonshire Council, Building Standards Service, Broomhill Industrial Estate,
Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Tel. No. 0141 578 8600 Fax No. 0141 578 8575
Email. buildingstandards@eastdunbarton.gov.uk

- a plan of the foundations, each floor and any roof
- sections through the building
- an elevation of each face of the building.

All to be at a scale not less than 1:100 (1:50 preferred), with drawings to a larger scale as necessary to show the particulars needed to determine the application, and to show the relevant particulars set out below –

For all buildings (but see note 1 below):

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum;
- the position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and such other parts of the building as the verifier requests;
- details of construction including any frame and size and position of reinforcing material.
- details of calculation of loading and strength.
- indication of compartment and separating walls and floors, and details of fire stopping.
- position, materials and dimensions, including gauge or weight, of any damp proof course or other moisture barrier.
- position of any sanitary facility or other built in equipment.
- position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
- position, materials, dimensions and form of any traps, manholes and access openings.
- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13, 14 and 15.
- the position and dimensions of any lift well, lift car, machine room and platform lift.
- the escape routes available as means of escape from fire including dimensions.
- the position of any ground hydrants, fire mains, and fire appliance access.
- any supplementary information, as requested by us, so as to allow an application to be properly considered, such as ground condition or fire engineering reports.

In addition, for dwellings:

- the position and number of socket outlets and smoke alarms
- the position of automatic fire detection in residential buildings.

Notes

1. Some of the above may be presented in a written specification as the verifier may agree, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength. However, for complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.
2. Each drawing must have a unique reference number, to identify the drawing.
2. **A block plan to a scale not less than 1:1250 (1:500 preferred) to show:**
 - the size and position of the building, and any adjoining building as it affects the proposal.
 - a north point.
 - the position, width and level (in relation to some known datum) of any road, court or footway adjoining the building or from which there is access to the building.
 - the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards.
3. **Where the site is not identifiable from the block plan referred to above, a location plan to show:**
 - the position of the site, to a scale not less than 1:2500 (1:1250 preferred), and a north point.

B) List for application for warrant to extend

East Dunbartonshire Council, Building Standards Service, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Tel. No. 0141 578 8600 Fax No. 0141 578 8575
Email. buildingstandards@eastdunbarton.gov.uk

Plans and specifications, as detailed in A above, of the extension and of the building so far as it is affected by the extension.

The drawings should be coloured or shaded to the extent necessary to identify new work, materials used, doughtakings etc.

C) List for application for warrant to alter, to convert, or to provide services, fittings or equipment

Plans and specifications, as detailed in A above, but only so far as is necessary to show that the building after the proposed alteration, conversion or fixture will comply with the building regulations.

The drawings must be coloured or shaded to the extent necessary to identify new work, materials used, doughtakings etc.

An assessment of the existing structure may be required if the proposed work is reliant on it for compliance e.g. if loads are significantly changed.

In the case of certified self-contained projects to install particular services, the details to be provided may be specified in the scheme.

D) List for application for warrant to demolish

- a block plan, to a scale not less than 1:500 showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation;
- a statement of the method by which the building is to be demolished;
- a statement providing information on the construction of the building to be demolished (this may be a section of the building to be demolished, but photographs of the existing, or original as-built drawings, may provide enough information – to be agreed with the Building Standards Service);
- particulars appropriate to show that the work involved will meet the requirements of building regulations 10 and 13 to 15;
- if the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

E) List for application to amend any warrant under section 9(4) or 9(5) of the 2003 Act. (For amendment under 1959 Act please see separate guidance)

Plans and specifications, as detailed in A above, but only so far as is necessary to show the further information required or the proposed amendment.

In the case of an amendment to previously certified design, the information supplied should be sufficient to allow us to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities and to assist any site inspection we may wish to make.

F) Supplementary information

Part G of schedule 2 covers details such as requiring dimensions to be figured, plans to be drawn in a clear and intelligible manner and the requirement for plans to have a reference number.

East Dunbartonshire Council, Building Standards Service, Broomhill Industrial Estate,
Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF

Tel. No. 0141 578 8600 Fax No. 0141 578 8575
Email. buildingstandards@eastdunbarton.gov.uk