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**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

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## APPLICATION FOR BUILDING WARRANT

### Building (Scotland) Act 2003

(Amended October 2005, April 2007, January 2009, May 2009, May 2011)

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, Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, East Renfrewshire, South Lanarkshire or West Dunbartonshire**

\*Whenever practical, we will communicate electronically where email address is provided.

#### 1. APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tele No \_\_\_\_\_

Fax No \_\_\_\_\_

\*Email \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tele No \_\_\_\_\_

Fax No \_\_\_\_\_

\*Email \_\_\_\_\_

#### 3. OWNER (IF DIFFERENT FROM APPLICANT) (SEE NOTE 1)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tele No \_\_\_\_\_

Fax No \_\_\_\_\_

\*Email \_\_\_\_\_

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

#### 5. PROPOSED WORKS

Please give a brief description of work, and state whether it is to construct (erect, extend, or alter) and/or convert; provide services, fittings or equipment; or demolish:-

\_\_\_\_\_  
\_\_\_\_\_

**6. ESTIMATED VALUE OF WORKS**

Estimated value of works. (Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs).

£

**7. STAGED APPLICATIONS**

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

**8. APPLICATION FOR DEMOLITION**

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works will be completed within.

weeks / months \*

**9. STATE OF WORK**

Has the work which is the subject of this application already started? (If YES, see Note 6)

YES  NO

Has the work which is the subject of this application been completed? (If YES see Note 9)

YES  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  NO

(If YES) please state which description of conversion applies

**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 historical 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 to any dangerous building notice? YES  NO   
(If YES, see annex 2)

**16. CERTIFICATES 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 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. 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.

**22. DATA PROTECTION ACT**

The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used for administering your building standards application under the Building (Scotland) Act 2003 and relevant data will be held in the Building Standards Register as prescribed by the Building (Procedure) (Scotland) Regulations 2004 which is publicly accessible.

**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, drawing 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 /Duty authorised agent\*)

Person Signing  
Please Print Name - \_\_\_\_\_

Dated - \_\_\_\_\_

**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**

Development and Enterprise Service  
East Dunbartonshire Council  
Broomhill Industrial Estate  
Kilsyth Road  
Kirkintilloch  
Glasgow  
G66 1TF

Tel: 0141 578 8600  
Fax: 0141 578 8575

Email: [buildingstandards@eastdunbarton.gov.uk](mailto:buildingstandards@eastdunbarton.gov.uk)  
Web: <http://www.eastdunbarton.gov.uk>

## 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 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. 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 requirements of regulations 13 o 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 decision, appeal to the sheriff by way of summary application.

**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.**

\*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 issue certificates for the matters certified on the date the certificate was signed.

<b>Certifier of Design</b>	<b>Certificates Reference Number</b>

ANNEX 3

<b>Certificate from Approved Certifiers of Construction</b>			
Please list the certification 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 –			
<b>Name of Certifier</b>		<b>Registration No.</b>	
<b>Name of approved body</b>		<b>Registration No.</b>	

**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.

	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

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 this 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 two 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.**