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APPLICATION FOR AMENDMENT TO BUILDING WARRANT
BUILDING (SCOTLAND) ACT 2003

Application under section 9 to amend a building

1. APPLICANT

Surname: _____ Forename: _____

Address: _____

Postcode: _____ Tel No: _____

Fax No: _____ Email: _____

2. DULY AUTHORISED AGENT (if any)

Surname: _____ Forename: _____

Company: _____

Address: _____

Postcode: _____ Tel No: _____

Fax No: _____ Email: _____

3. OWNER (if different from original warrant application)

Surname: _____ Forename: _____

Address: _____

Postcode: _____ Tel No: _____

Fax No: _____ Email: _____

4. DETAILS OF BUILDING WARRANT

Date of Building Warrant: _____

Reference number of Building Warrant: _____

Location of building or site to which the Building Warrant applies: [Include postcode if known]

5. FOR AMENDMENTS TO CONSTRUCTION

What changes do you wish to make to the proposals for which a Building Warrant was granted?

6. FOR LATER STAGE(S)

For which stages did the original Warrant require further details?

For which of these stages are you now applying to amend the Warrant?

7. FOR AMENDMENTS WHICH ALTER THE INTENDED USE OF AN EXISTING BUILDING

Please state if this results in a conversion in terms of the Regulations (see annex 1)

YES/NO*

(If YES, please state which description of conversion applies)

8. VALUE OF WORKS AFTER AMENDMENT

How does the proposed amendment alter the estimated value of works?

Value as stated in Warrant £

Amended value £

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

9. CERTIFICATES OF DESIGN

Do any certificates from Approved Certifiers of Design accompany this application for amendment? **YES/NO***

(If YES, please list reference numbers of any certificates from Approved Certifiers of Design which relate to this application) (see annex 2)

10. DECLARATION

I/We* apply for amendment of Building Warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications).

Signed: [applicant/duly authorised agent*]

Dated:

*** Delete As Appropriate**

Address to which you should send this application

**North Ayrshire Council
Building Standards
Cunninghame House
IRVINE
KA12 8EE
Tel: 01294 324300
Fax: 01294 324304**

NOTE

1. 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.

WARNING

Please note that approval of amendment of Building Warrant

- **does not remove the need to obtain amended planning permission if that is required (consult the planning authority if in doubt)**
- **does not alter the original period of validity of the Warrant. (See Model Form C- application to extend period of validity of Building Warrant).**

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 involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase 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 in section 9 of this application, and attach the original signed certificates to this application.

IMPORTANT NOTE

The certificates must be original documents, signed by Certifiers fully approved to issue certificates for the matters concerned on the date the certificate was signed.



**NORTH AYRSHIRE
COUNCIL**

HOW TO APPLY FOR A BUILDING WARRANT (Effective from 1st May 2005)

DO YOU NEED A BUILDING WARRANT?

Most buildings and alterations to buildings require **Building Warrant Approval** prior to commencement of works. Some works, however, are exempt but please telephone Building Standards on 01294 324300 for further information.

HOW TO APPLY

Complete the enclosed form and return it to Building Standards with two copies of the plans (three if the application relates to a property on the Island of Arran) and the correct fee. Additional copies of the plans may require to be submitted for consultation purposes. All cheques should be made payable to North Ayrshire Council. If you require assistance with the form, Building Standards will be happy to help you.

WHAT TYPE OF PLANS ARE REQUIRED?

Generally plans are prepared by an Architect or other competent person however, if the proposals are of a minor nature professionally prepared plans may not be essential although they are strongly recommended. Each plan requires to be individually numbered and if the proposals relate to the alteration of an existing building they require to be coloured to highlight the new work. The following plans will be required in support of your application:-

- Location Plan to a scale of 1:1250 (if site not readily identifiable from the block plan).
- Block Plan to a scale of not less than 1:500 showing:-
 - The size and position of the existing/proposed building
 - The boundaries with land in different occupation (outlined in red)
- General Arrangement Plans to a scale of not less than 1:100 (1:50 Preferred) providing:-
 - Sufficient plans, sections and elevations to show extent of proposals
 - Construction and structural details as appropriate
 - Internal and external plumbing and drainage as appropriate
 - Electrical and ventilation installations as appropriate
 - Details of energy efficiency/heat loss as appropriate
 - Any other details required to establish compliance with the Building Regulations

If you are in any doubt, please contact Building Standards who will be pleased to give further advice.

HOW MUCH WILL IT COST?

Fees for Building Warrants are laid down by the Scottish Ministers and are based on the 'value of the works' at 'normal market values'. The fee is calculated by reference to Fee Structure below and may be subject to a discount where appropriate. Where the Council considers the stated value of the work to be low, it will be checked against established indices of building costs e.g. the RICS Building Cost Information Surveys of Tender Prices.

It should be noted that the fee is payable at the time of submission of the application and is non refundable.

FEE STRUCTURE

<i>Value of Works</i> £	<i>Warrant Fee</i> £	<i>Value of Works</i> £	<i>Warrant Fee</i> £
0 – 5,000	100	140,001 – 160,000	1180
5,001 – 5,500	115	160,001 – 180,000	1280
5,501 – 6,000	130	180,001 – 200,000	1380
6,001 – 6,500	145	200,001 – 220,000	1480
6,501 – 7,000	160	220,001 – 240,000	1580
7,001 – 7,500	175	240,001 – 260,000	1680
7,501 – 8,000	190	260,001 – 280,000	1780
8,001 – 8,500	205	280,001 – 300,000	1880
8,501 – 9,000	220	300,001 – 320,000	1980
9,001 – 9,500	235	320,001 – 340,000	2080
9,501 – 10,000	250	340,001 – 360,000	2180
10,001 – 11,000	265	360,001 – 380,000	2280
11,001 – 12,000	280	380,001 – 400,000	2380
12,001 – 13,000	295	400,001 – 420,000	2480
13,001 – 14,000	310	420,001 – 440,000	2580
14,001 – 15,000	325	440,001 – 460,000	2680
15,001 – 16,000	340	460,001 – 480,001	2780
16,001 – 17,000	355	480,001 – 500,000	2880
17,001 – 18,000	370	500,001 – 550,000	3055
18,001 – 19,000	385	550,001 – 600,000	3230
19,001 – 20,000	400	600,001 – 650,000	3405
20,001 – 30,000	460	650,001 – 700,000	3580
30,001 – 40,000	520	700,001 – 750,000	3755
40,001 – 50,000	580	750,001 – 800,000	3930
50,001 – 60,000	640	800,001 – 850,000	4105
60,001 – 70,000	700	850,001 – 900,000	4280
70,001 – 80,000	760	900,001 – 950,000	4455
80,001 – 90,000	820	950,001 – 1,000,000	4630
90,001 – 100,000	880	And for every 100,000 or part thereof over 1 million	Add 250
100,001 – 120,000	980		
120,001 – 140,000	1080		

TYPE OF WARRANT**FEE**

Application for Building Warrant for conversion only, i.e. without any building work	Fee is £100
Application for demolition only, i.e. where there are no immediate plans for rebuilding	Fee is £100
Application for amendment of Warrant a) where the new total estimated value is less than the original, or is an increase of no more than £5,000 b) where the new total estimated value increases by more than £5,000	Fee is £50 Fee is the amount for a Building Warrant of the same value. (That is, if the increase is £20,000, the fee will be £400).
Application for an amendment to Warrant for demolition or conversion only	Fee is £50
Application to extend the period of validity of a Warrant	Fee is £50
Where a late application for Building Warrant is made, or a completion certificate is submitted and there was no Warrant obtained when there should have been, the fee is increased by 25%. This is to cover the increased difficulty the verifier will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The resulting fees are detailed below.	
Application for late Building Warrant, i.e. where work has already started a) application for a Building Warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition) b) application for Warrant for demolition only	Fee is 125% of the fee in table of fees above Fee is £125
Submission of a completion certificate where no Warrant was obtained for a) the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for demolition) b) application for demolition only, or for conversion only	Fee is the same as for a late application for Building Warrant of the same value of works, that is 125% of the fee in table of fees above Fee is £125

Note – There is no fee for completion certificates registered by a local authority in relation to enforcement notices, even though these are in effect late submissions without a Warrant.

A Warrant fee is discounted where certificates from approved certifiers of design are presented, as below –

where one or more such certificates are presented with a Warrant application, the following discounts will apply –

- 10% for each certificate that covers the whole of any section of the functional standards, and
- 1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section;
- all subject to a maximum discount of 60% of the Warrant fee.

Note that the discounts apply where a late application for Warrant is made. The discount is applied to the whole fee. Discounts also apply to the stages in a Staged Warrant where the discount is on the fee for the amendment of Warrant (which in Staged Warrants should take account of the increased value of the work).

A refund of the original Warrant fee (before any discounting) is made where one or more certificates from an approved certifier of construction are presented, as below –

where one or more such certificates are submitted with a completion certificate, the following discounts will apply –

- 1% for each certificate covering a defined trade or installation, up to a maximum of 20%, but subject to a minimum refund of £20.

Note that refund is only made where a verifier has been informed of the intention to use the approved certifier of construction in relation to any certificate. This precludes refunds where a late submission of completion certificate is made. However, a certificate from an approved certifier of design may accompany a submission of a completion certificate without Warrant, and a discount of the fee is allowed for as noted above.

Note that the fee is set at zero for works to alter or extend the existing dwelling of a disabled person provided the works are solely for the benefit of the disabled person. (A disabled person is defined as one with a physical, hearing or sight impairment which affects their mobility or their use of buildings)

DO I REQUIRE ANY OTHER PERMISSION?

The grant of a Building Warrant does not preclude the requirement to obtain other types of statutory consent e.g. Planning Consent, Listed Building Consent, etc.

FURTHER GUIDANCE OR ENQUIRIES

For further advice regarding the submission of a Building Warrant application or any other Building Standards matter please contact:

**North Ayrshire Council
Building Standards
Cunninghame House
Irvine
KA12 8EE
Tel 01294 324300**



GUIDANCE NOTES FOR CERTIFICATION OF ELECTRICAL INSTALLATIONS

The Local Authority as verifier must make reasonable enquiry and subsequently be satisfied that electrical works have been designed, installed and inspected in accordance with BS 7671 : 2001 (Requirements for Electrical Installations) to ensure that compliance with the Building Standards (Scotland) Regulations 2004 is achieved.

Following consideration of guidance issued by the Scottish Building Standards Agency (SBSA), North Ayrshire Council Building Standards have adopted the following policy:-

On submitting a Completion Certificate to the Verifier the relevant person submitting the completion certificate should also provide:-

1. a Certificate of Construction*, or
2. a relevant BS 7671 Certificate, together with inspection and test results, completed and signed by a *competent person***

* a Certificate of Construction is a certificate issued by an Approved Certifier of Construction. A register of approved certifiers can be found on the Scottish Building Standards Agency website www.sbsa.gov.uk. It should also be noted that a refund may be issued where a verifier has been informed of the intention to use an approved certifier of construction.

** a competent person is deemed to be an installer having current membership of a UKAS accredited registration scheme operated by NICEIC or SELECT or an equivalent body.

NOTE: It should be noted that the submission of a BS 7671 Certificate completed and signed by any other person **will not** be accepted.