



<i>FOR OFFICIAL USE ONLY</i>			
Ref No:	Consultations
Amount Received:
Payment Type:
Date Received:	1 st Check	Y/N
		Final Check	Y/N

APPLICATION FOR BUILDING WARRANT

BUILDING (SCOTLAND) ACT 2003

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

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 applicant) (see note 1)

Surname: Forename:

Address:

.....

.....

Postcode: Tel No:

Fax No: Email:

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

Address:

.....

.....

Postcode (if known):

5. USE OF BUILDING

[If new building or an extension] Please state proposed use –

.....
.....

[If existing building] Please state –

1. current use –

.....
.....

2. 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 –

.....
.....

6. PROPOSED WORK

Please give 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 –

.....
.....
.....

7. 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

8. SECURITY MATTERS

Do you consider any part of your proposals should not be open to public inspection on the Building Standards Register? (see note 4)

YES/NO*

(If YES, the Verifier will decide with you the extent of the restrictions)

.....
.....

9. 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.)

10. 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) –

.....

11. RELAXATION DIRECTION

If the proposed work is the subject of a Relaxation direction given by the Scottish Ministers please state reference number:and date:

12. NOTICES

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

Building Regulations Compliance Notice: YES/NO*

Building Warrant Enforcement Notice: YES/NO*

Defective Buildings Notice YES/NO*

Is the building subject to any Dangerous Building Notice? YES/NO*

(If YES, give the reference number)

.....

.....

13. 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).

14. CERTIFICATES OF DESIGN

Do any certificates from Approved Certifiers of Design accompany this application (If YES, see YES/NO* annex 2)

15. CERTIFICATES OF CONSTRUCTION

	Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission? (If YES, see annex 3)	YES/NO*
--	--	---------

16. 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 with section 7 of the Technical Handbooks? (IF YES ,see annex 4) YES/NO*

17. STATE OF WORK

Has the work which is the subject of this application already started? (if Yes ,see note 2) YES/NO*
 Has the work which is the subject of this application been completed? YES/NO*
 (If YES, see note 3)

18. STAGE APPLICATIONS

If the application is to be staged, the stage(s) applied for should be indicated (this should be agreed with the verifier)

.....

19. 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.

.....

20. 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*] (see note 7)

Dated:

*** Delete As Appropriate**

Address to which you should send this application

**North Ayrshire Council
 Building Standards
 Cunninghame House
 IRVINE
 KA12 8EE
 Tel: 01294 324348
 Fax: 01294 324304**

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 may not be appropriate and a completion certificate under the terms of Section 17(4) of the Building (Scotland) Act 2003 can be submitted although it should be noted that a separate Building Warrant application may require to be submitted for any additional works required.
4.	Security matters. Subject to the restrictions below, details of the applications are made public in accordance with the procedural regulations, with information of the application forms 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 also restrictions on their copying. The first restriction relates to non domestic 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 the applications for buildings such as banks may only be available for inspection or copying 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 or 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 buildings.
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 on the Agency website 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.

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 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 which relate to 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 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 number –

Name of approved body – Registration number –

Important Note

1. From the 4 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

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.

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.

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	Not applicable		Not applicable		Not applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

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.



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%.

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.