



**NORTH AYRSHIRE**  
COUNCIL

## APPLICATION FOR TEMPORARY OCCUPATION OR USE

### BUILDING (SCOTLAND) ACT 2003

Application under section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that 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. LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address: _____
Postcode: _____

#### 4. DETAILS OF BUILDING WARRANT

Date of Building Warrant (and any amendments): _____
Reference number of Building Warrant: _____

#### 5. EXTENT OF OCCUPATION

Is whole of building to be occupied or used? (If NO, please state part of building to be occupied or used)	<u>YES/NO*</u>
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**6. PREVIOUS APPLICATIONS**

Has a previous application for temporary occupation or use been granted?

**YES/NO\***

(If YES, please give details)

Date authorisation  
expiresDate authorisation  
given**7. LENGTH OF TEMPORARY OCCUPATION**

Period of temporary occupation requested

From: \_\_\_\_\_

To: \_\_\_\_\_

**8. REASONS FOR APPLICATION**

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved.

**9. DECLARATION**

I/We\* apply for temporary occupation or use of the building as detailed above

**\*Delete as Appropriate****Signed:** ..... [applicant/duly authorised agent\*]**Dated:** .....

Address to which you should send this application

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

**WARNING**

**This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing.**