



PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE AREA OFFICE CLOSEST TO THE LOCATION OF YOUR PROJECT.

For Official Use Only:
Reference No.
Date of Receipt

APPLICATION FOR TEMPORARY OCCUPATION OR USE

Building (Scotland) Act 2003, Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building.

1. Applicant

Name.....
 Address.....

 Post Code..... Tel No.....
 FAX No..... e-mail.....

2. Duly authorised Agent (if any)

Name.....
 Address.....

 Post Code..... Tel No.....
 FAX No..... e-mail.....

3. Location of building or site to which the application relates

Address – (include post code if known)

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? YES/NO*
 If NO, please state part of building to be occupied or used -

6. Previous applications

Has a previous application for temporary occupation or use been granted? YES/NO*
 If YES, please give details -
 Date authorisation given -
 Date authorisation expires -

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.

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.....

9. Declaration

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

Signed -applicant/duly appointed agent*

Dated -

*Delete as appropriate

Your completed application form should be sent to the Area **OFFICE** closest to the location of your project.

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.

The Local Authority can advise you on what plans, drawings, specifications and other particulars should accompany your application.

For further information and advice please contact your local Building Standards Surveyor at the relevant area office

Bute & Cowal	Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU	01369 708606
Oban, Lorn & the Isles	Lorn House, Albany Street, Oban, Argyll, PA34 4AR	01631 567950
Mid Argyll, Kintyre & Islay	67 Chalmers Street, Ardrishaig, Argyll, PA30 8DX	01546 604070
Helensburgh & Lomond	Blairvadach, Shandon, Helensburgh, G84 8ND	01436 658882