



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 AMENDMENT OF BUILDING WARRANT

Building (Scotland) Act 2003. Application under Section 9 to amend a building warrant

<p>1(a) Applicant</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Post Code..... Tel No.....</p> <p>FAX No.....</p> <p>E-mail.....</p>	<p>1 (b). Duly appointed Agent (if any)</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Post Code..... Tel No</p> <p>FAX No.....</p> <p>E-mail.....</p>
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2. Owner (if different from original warrant application)

Name.....

Address.....

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Post Code..... Tel No.....

FAX No..... e-mail.....

3. 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 post code if known)

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4. For amendments to construction

What changes do you wish to make to the proposals for which a building warrant was granted ?

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5. For later stage(s)

For which stages did the original warrant require further detail? For which of these stages are you now applying to amend the warrant?

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6. 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

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7. 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.)

8. Certificates of design

Do any certificates from approved certifiers of design accompany this application for amendment? YES/NO*

(If YES, see annex 2)

9. 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 appointed agent*

Dated -

*Delete as appropriate

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

Note:

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. (please see warning below)

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 form - Application to extend period of validity of building warrant).

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

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.
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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:

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Important Note. A Certificate must be the original document, signed by a certifier fully approved to issue certificates for the matters concerned on the date the certificate was signed.

CHARGES

To view the charges leaflet please click [here](#)

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
