



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	
Fee Paid	Date of Receipt

**BUILDING WARRANT APPLICATION FORM**

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.

Note: The Local Authority will grant a Building Warrant if they are satisfied that the building will be constructed in accordance with the Building Standards Regulations.

1(a) **Applicant** (IN BLOCK CAPITALS)  
Name .....  
Address.....  
.....  
.....  
Post Code.....Tel.No.....  
Fax. No.....  
email.....

1(b) **Duly authorised Agent** (if any)  
Name .....  
Address.....  
.....  
.....  
Post Code.....Tel. No.....  
Fax. No.....  
email.....

2. **Owner** (if different from applicant) see application note (a) Name .....  
Address.....Postcode.....  
Tel. No.....Fax. No.....email.....

3. **Location of Building or Site to which the application relates**  
Address.....Postcode.....

4. **Proposed Work**  
Please give a 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.....  
.....

5. **Use of Building**  
If new building or an extension please state proposed use - .....  
.....  
If existing building please state-  
a) current use - .....  
b) proposed use - .....

Is this is a conversion in terms of the regulations? YES  NO

If YES please state which description of conversion applies –  
.....

6. **Security matters**

Do you consider any part of your proposals should not be open to public inspection on the building standards register? (If yes, the verifier will decide with you the extent of the restrictions) YES  NO

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7. **Limited Life Buildings**

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.)

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8. **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) .....  
.....

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9. **Relaxation Direction**

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers please state

Reference number - ..... and date - .....

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10. **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

Building warrant enforcement notice

Defective buildings notice

Is the building subject to any Dangerous building notice?

YES

NO

(If YES, give the reference number)

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11. **Estimated value of works**

The cost of operation is estimated at £.....(excluding VAT)

Please note this figure will be used to calculate the fee and the Council may seek evidence for and make comparisons with established independent indices of building costs. The fee is for lodging the application, not for granting the Building Warrant, and is not refundable.

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**12. Certificates from approved certifiers of design**

Do any Certificates from Approved Certifiers of Design accompany this application? YES  NO

If YES, please list reference numbers of any Certificates from Approved Certifiers of Design that relate to this application.

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Please attach the original signed Certificates to this application. 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.

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**13. State of work**

Has the work, which is the subject of this application, already started? YES  NO

If Yes please see guidance note (e) for fee.

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**14. Stages of construction**

If a staged Building Warrant is required, please indicate the stage(s) requested.

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The stages of work can be agreed between the Council and the applicant.

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**15. Additional information**

(a) Has the Small Buildings Guide been used for compliance with Section 1.1 of the Technical Handbook? YES  NO

(b) Is it proposed to install an unvented hot water storage system? YES  NO

(c) If this application relates to an existing building is there asbestos-containing material present?  
YES  NO  DON'T KNOW

(d) Are the works to alter or extend an existing dwelling solely to make it suitable for a disabled person? YES  NO

(e) Has a Planning Application been submitted for these proposals? YES  NO   
If YES, please provide Reference Number .....

**16. 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 f)
2. I am/we are the owner(s) of the building **OR** 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 building regulations.

**Signed** ..... [applicant/duly authorised agent\*]

**Dated** ..... **\*Delete as appropriate**

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

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

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

**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 Argyll and Bute Council if in doubt.**

**CHARGES**

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

**BUILDING (SCOTLAND) ACT 2003, SECTION 9**  
**GUIDANCE NOTES FOR BUILDING WARRANT APPLICANTS**  
**EFFECTIVE FROM 1<sup>ST</sup> MAY 2005**

- (a) The name and address of the owner is required as the Act requires the owner to be informed if a Building Warrant is granted.
- (b) 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.
- (c) Any applicant aggrieved by a decision by Argyll and Bute Council to refuse a Building Warrant may, within 21 days of the date of the decision, appeal to the Sheriff by way of summary application.
- (d) Security matters. Subject to the exceptions below, details of applications are made public in accordance with the procedural regulations, with completed application forms available on line, and drawings etc. available for copy or inspection at local authority premises. The first exception is where the applicant wishes to ensure that certain details or documents are not made available for inspection or copying, because they 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 applications for buildings such as banks may only be available for inspection or copying with the owners written permission.  

The second exception to general disclosure is that the inspection or copying of residential building plans is restricted to owners, occupiers, tenants or prospective tenants. There will thus normally be no need to further restrict access to any details in relation to residential buildings. The building standards register will however hold all the documents that were necessary to establish approval of the warrant.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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 a –

1. building to create a dwelling or dwellings or a part thereof
2. building ancillary to a dwelling to increase the area of human occupation
3. building which alters the number of dwellings in a building
4. domestic building to any other type of building
5. residential building to any other type of building
6. residential buildings 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. building so that it becomes a residential building
8. building which is exempt (in terms of schedule 1) to a building which is not so exempt
9. building to allow access by the public where previously there was none
10. building to accommodate parts in different occupation where previously it was not so occupied.

Before submitting an application for Building Warrant applicants should study the following notes carefully:-

<p><b>A. PLANS:-</b></p>	<p>All applications to Argyll and Bute Council must be accompanied by three sets of plans, comprising a <b>location plan</b>, a <b>block/site plan</b> and <b>detailed plans</b> of the development. Each drawing requires to be individually referenced and coloured drawings may be required to identify the works. The applicant shall submit such information or additional plans, or such future copies (not exceeding 2) of the application or of the plans submitted with the application, if required by the Council.</p> <p><b>Location Plan</b> should be to a scale of 1/1250 or 1/2500 clearly showing:</p> <ul style="list-style-type: none"> <li>• The location of the proposed development in relation to the nearest road junction;</li> <li>• In rural situations should include a six-figure ordnance survey grid reference.</li> </ul> <p><b>Block/Site Plan</b> should be to a scale of at least 1/500 showing:</p> <ul style="list-style-type: none"> <li>• Existing and proposed buildings;</li> <li>• The extent and boundaries of the site;</li> <li>• The north point and scale of the plan.</li> </ul> <p><b>Detailed Plans</b> should be to a scale of not less than 1/50 and should provide the following information:</p> <ul style="list-style-type: none"> <li>• Sufficient plans, sections and elevations to give a complete representation of the proposals;</li> <li>• Constructional details of all relevant parts of the building;</li> <li>• Structural detailing as appropriate;</li> <li>• Internal and external plumbing and drainage as appropriate;</li> <li>• Ventilation and electrical arrangements;</li> <li>• Details of energy efficiency/heat loss, and</li> <li>• Any other details to establish compliance with the Building Regulations.</li> </ul>
<p><b>B. CONSULTATIONS:-</b></p>	<p>The above Legislation introduces a new responsibility on the applicant/agent to carry out consultations and include responses with the Building Warrant application. Failure to carry out appropriate consultations <b>may</b> result in a delay in the Building Warrant process.</p> <p>Prior to applying for Building Warrant, an applicant requires to consult with various bodies to establish if other requirements may affect the proposed design or adversely impact on compliance with the Building Regulations. A copy of the consultation response requires to be submitted as part of the Building Warrant application.</p> <p>Examples of bodies that may require to be consulted are: Argyll and Bute Council Planning, Licensing, Roads (Infrastructure) and Environmental Health Service, Argyll and Bute Access Panels, Strathclyde Fire Brigade, Scottish Environment Protection Agency (SEPA), Scottish Water, Strathclyde Police, Care Commission and Historic Scotland.</p> <p>Further information is available within Section 14 of the Procedural Handbook produced by the Scottish Building Standards Agency.</p>
<p><b>C. CERTIFICATES OF DESIGN:-</b></p>	<p>There is an alternative to providing the Council with all of the detailed design information by providing a Certificate of Design from an Approved Certifier saying that particular aspects of the work will comply with the building regulations. For more information please contact the Council's Building Standards Service or the Scottish Building Standards Agency. 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.</p>
<p><b>D. STAGED WARRANTS:-</b></p>	<p>In some projects a proposed building cannot be fully designed at the outset. However, a Building Warrant can be considered on incomplete information and will be subject to a condition that work still to be designed must not start until it is approved or certified as part of a Building Warrant application for a later stage. Fee discounts can apply to the stages in a staged Building Warrant where the discount is on the fee for the amendment, see part F8 of the Building Warrant Fee Structure notes.</p>
<p><b>E. LIMITED LIFE BUILDINGS:-</b></p>	<p>Where a building is intended to be used for a limited period of time not all of the design standards may apply and a Building Warrant can be granted for a limited period of time. However, an application to demolish is required before the time limit is reached and removal of the building is a condition of the Building Warrant.</p>