PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE AREA OFFICE CLOSEST TO THE LOCATION OF YOUR PROJECT. PLEASE NOTE THAT YOU ARE NOW ABLE TO APPLY FOR PERMISSION ELECTRONICALLY ON OUR WEBSITE.

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.

<table>
<thead>
<tr>
<th>1(a) Applicant (IN BLOCK CAPITALS)</th>
<th>1(b) Duly authorised Agent (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ..................................................</td>
<td>Name ..................................................</td>
</tr>
<tr>
<td>Address ..............................................</td>
<td>Address ..............................................</td>
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<tr>
<td>........................................................</td>
<td>........................................................</td>
</tr>
<tr>
<td>Post Code................Tel. No.............</td>
<td>Post Code................Tel. No...............</td>
</tr>
<tr>
<td>Email...............................................</td>
<td>Email...............................................</td>
</tr>
</tbody>
</table>

2. Do you wish to be contacted electronically throughout the process?   YES ☐ NO ☐

(Please ensure you have provided your email address)

3. Owner ((if different from applicant) (see note (a))

   Name....................................................................................................................................................
   Address...................................................................................................................................................
   Postcode...............................................Tel. No.................................................................
   E-mail....................................................................................................................................................

4. Location of Building or Site to which the application relates

   Address.............................................................................................................................................. Postcode......................

5. 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

   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................
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   ..............................................................................................................................................................
6. 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 (see note (b)) YES ☐ NO ☐
If YES please state which description of conversion applies - 
.............................................................................................................................................................. 
.............................................................................................................................................................. 

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

8. 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.)

9. Fire Authority
If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) is not the Fire and Rescue Service please state the fire authority.
.............................................................................................................................................................. 

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)
.............................................................................................................................................................. 

Page 2 of 14
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..............................................................
Building Warrant enforcement notice..............................................................
Defective buildings notice..............................................................

Is the building subject to any Dangerous building notice? YES ☐ NO ☐
(If YES, give the reference number) ..............................................................

13. Estimated value of works
The cost of operation is estimated at £.......................................................... (excluding VAT)
Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.

14. 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

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

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.

15. Certificates of construction
Do you intend to use an approved certifier of construction and provide a certificate to accompany
the completion certificate submission? (see note (d)) YES ☐ NO ☐
(If YES please list the approved certifier(s) of construction which you intend to use and provide a certificate to accompany the completion certificate submission)
If plumbing please list approved certifier of construction details.
Name of Certifier………………………………………… Registration number…………………………
Name of approved body ……………………………. Registration number ……………………………

If electrical please list approved certifier of construction details.
Name of Certifier………………………………………… Registration number…………………………
Name of approved body ……………………………. Registration number ……………………………

16. Sustainability

[For warrants relating to construction of new buildings only] Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Handbooks? (If YES, please complete table below)  

YES □  NO □

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.

**Sustainability labelling for domestic buildings**

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Bronze Active</th>
<th>Silver Active</th>
<th>Gold</th>
<th>Platinum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon dioxide emissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy for space heating (domestic only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy for water heating (domestic only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water use efficiency (domestic only)</td>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optimising performance (domestic only)</td>
<td></td>
<td>Not applicable</td>
<td></td>
<td>Not applicable</td>
</tr>
<tr>
<td>Adaptability and flexibility (domestic only)</td>
<td></td>
<td></td>
<td></td>
<td>Not applicable</td>
</tr>
<tr>
<td>Well-being and security (domestic only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material use and waste (domestic only)</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Sustainability labelling for non-domestic buildings

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Bronze</th>
<th>Silver</th>
<th>Silver Active</th>
<th>Gold</th>
<th>Platinum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon dioxide emissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy (for thermal comfort and artificial lighting) (Schools only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water efficiency (Schools only)</td>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biodiversity (Schools only)</td>
<td></td>
<td>Not applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility and adaptability (Schools only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well-being (Schools only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material use and waste (Schools only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optimising performance (Schools only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

### 17. State of work

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

If YES see note (e)

Has the work which is the subject of this application been completed? [YES ☐ NO ☐]

If YES see note (f)

### 18. Demolition

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works with be completed within

Days ........................................

Weeks ........................................
19. Stages of construction

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

20. Additional information

(a) Has this application be the subject of a formal Pre-Warrant Enquiry?  
   YES □  NO □

   If YES, please provide reference number

(b) Have the proposals been designed using the small buildings structural guidance contained within Section 1 of the Technical Handbook  
   YES □  NO □

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

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

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

(f) Has a Planning Application been submitted for these proposals?  
   YES □  NO □

   If YES, please provide Reference Number

Privacy Notice

The Council has been appointed as verifiers by Scottish Ministers under section 7 of the Building (Scotland) Act 2003 and due to that appointment information supplied by you on this form may be shared with the Scottish Government in relation to the Building Standards Verification Performance Framework.

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we DO NOT share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please TICK THIS BOX. □

If un-ticked we will assume you are happy to be invited to participate in the survey.
21. 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 g)

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*] (see note (h))

Dated .................................................................

*Delete as appropriate

Your completed application form should be sent to the area office closest to the location of your project.

For further information and advice please contact your local Building Standards Surveyor at the relevant area office or phone our Customer Service Centre on 01546 605518

Bute & Cowal
Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU
Planning.bandc@argyll-bute.gov.uk

Oban, Lorn & the Isles
Municipal Buildings, Albany Street, Oban PA34 4AW
Planning.olandil@argyll-bute.gov.uk

Mid Argyll, Kintyre & Islay
1A Manse Brae, Lochgilphead, Argyll, PA31 8RD
Planning.maki@argyll-bute.gov.uk

Helensburgh & Lomond
The Helensburgh and Lomond Civic Centre
38 East Clyde Street, Helensburgh, G84 7PG
Planning.handi@argyll-bute.gov.uk

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 or Loch Lomond and Trossachs National Park Authority, whichever applicable, if in doubt.
(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) 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 use 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.

(c) Security matters. Subject to the restrictions below, details of applications are made public in accordance with the procedural regulations, with information on the application 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-residential 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 applications for buildings such as banks may only be available with the owner’s 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. The building standards register will however hold all the documents that were necessary to establish approval of the warrant.

(d) 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.

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.

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 http://www.certificationregister.co.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.

(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) If the works have been completed an application for warrant is not appropriate and a completion certificate under the terms of Section 17(4) of the Building (Scotland) Act 2003 should be submitted.

(g) 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 at www.scotland.gov.uk/bsd

(h) 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.

(i) 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.
(j) 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.

(k) 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.

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 or Loch Lomond and Trossachs National Park Authority, whichever applicable, if in doubt.
Before submitting an application for Building Warrant applicants should study the following notes carefully:

<table>
<thead>
<tr>
<th>A. PLANS:--</th>
<th>All applications to Argyll and Bute Council must be accompanied by three sets of plans, comprising a <strong>location plan</strong>, a <strong>block/site plan</strong> and <strong>detailed plans</strong> 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location Plan</strong> should be to a scale of 1/1250 or 1/2500 clearly showing:</td>
<td><strong>Block/Site Plan</strong> should be to a scale of at least 1/500 showing:</td>
</tr>
<tr>
<td>• The location of the proposed development in relation to the nearest road junction;</td>
<td>• Existing and proposed buildings;</td>
</tr>
<tr>
<td>• In rural situations should include a six-figure ordnance survey grid reference.</td>
<td>• The extent and boundaries of the site;</td>
</tr>
<tr>
<td><strong>Detailed Plans</strong> should be to a scale of not less than 1/50 and should provide the following information:</td>
<td>• The north point and scale of the plan.</td>
</tr>
<tr>
<td>• Sufficient plans, sections and elevations to give a complete representation of the proposals;</td>
<td></td>
</tr>
<tr>
<td>• Constructional details of all relevant parts of the building;</td>
<td><strong>B. CONSULTATIONS:--</strong></td>
</tr>
<tr>
<td>• Structural detailing as appropriate:</td>
<td>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 <strong>may</strong> result in a delay in the Building Warrant process.</td>
</tr>
<tr>
<td>• Internal and external plumbing and drainage as appropriate;</td>
<td>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.</td>
</tr>
<tr>
<td>• Ventilation and electrical arrangements;</td>
<td>Examples of bodies that may require to be consulted are: Argyll and Bute Council Planning, Loch Lomond and Trossachs National Park Authority, Licensing, Roads (Infrastructure) and Environmental Health Service, Argyll and Bute Access Panels, Strathclyde Fire and Rescue, Scottish Environment Protection Agency (SEPA), Scottish Water, Strathclyde Police, Care Commission and Historic Scotland.</td>
</tr>
<tr>
<td>• Details of energy efficiency/heat loss, and</td>
<td>Further information is available within Section 14 of the Procedural Handbook produced by the Scottish Government, Building Standards Division.</td>
</tr>
<tr>
<td>• Any other details to establish compliance with the Building Regulations.</td>
<td></td>
</tr>
<tr>
<td><strong>C. CERTIFICATES OF DESIGN:</strong></td>
<td>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 Scottish Government, Building Standards Division. This is available at <a href="http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards">www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards</a>.</td>
</tr>
</tbody>
</table>
| **D. CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION** | From the 4th 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.  

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.  

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 http://www.certificationregister.co.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. |
| **E. STAGED WARRANTIES:** | 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. |
| **F. LIMITED LIFE BUILDINGS:** | 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. |
F1. A Building Warrant fee must be paid when the application is submitted. No application will be processed until such time as the correct fees have been paid by the applicant, in accordance with the Building Warrant Fee Structure. Please note that this fee is for lodging the application, not for granting of warrant, and is not refundable.

The fee, before discounts, for lodging a Building Warrant application, other than late Building Warrant applications (see note F7) is shown in the table below.

<table>
<thead>
<tr>
<th>Value of Works £</th>
<th>Warrant Fee £</th>
<th>Value of Works £</th>
<th>Warrant Fee £</th>
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</thead>
<tbody>
<tr>
<td>0-5,000</td>
<td>100</td>
<td>140,001-160,000</td>
<td>1180</td>
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<tr>
<td>5,001-5,500</td>
<td>115</td>
<td>160,001-180,000</td>
<td>1280</td>
</tr>
<tr>
<td>5,501-6,000</td>
<td>130</td>
<td>180,001-200,000</td>
<td>1380</td>
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<tr>
<td>6,001-6,500</td>
<td>145</td>
<td>200,001-220,000</td>
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<td>6,501-7,000</td>
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<tr>
<td>7,501-8,000</td>
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<td>260,001-280,000</td>
<td>1780</td>
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<td>8,001-8,500</td>
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<td>1880</td>
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<td>8,501-9,000</td>
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<td>300,001-320,000</td>
<td>1980</td>
</tr>
<tr>
<td>9,001-9,500</td>
<td>235</td>
<td>320,001-340,000</td>
<td>2080</td>
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<tr>
<td>9,501-10,000</td>
<td>250</td>
<td>340,001-360,000</td>
<td>2180</td>
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<td>10,001-11,000</td>
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<td>12,001-13,000</td>
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<td>2480</td>
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<td>310</td>
<td>420,001-440,000</td>
<td>2580</td>
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<td>14,001-15,000</td>
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<td>2680</td>
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<td>16,001-17,000</td>
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<td>17,001-18,000</td>
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<td>3405</td>
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<td>20,001-30,000</td>
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<td>650,001-700,000</td>
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<td>30,001-40,000</td>
<td>520</td>
<td>700,001-750,000</td>
<td>3755</td>
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<td>40,001-50,000</td>
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<td>750,001-800,000</td>
<td>3930</td>
</tr>
<tr>
<td>50,001-60,000</td>
<td>640</td>
<td>800,001-850,000</td>
<td>4105</td>
</tr>
<tr>
<td>60,001-70,000</td>
<td>700</td>
<td>850,001-900,000</td>
<td>4280</td>
</tr>
<tr>
<td>70,001-80,000</td>
<td>760</td>
<td>900,001-950,000</td>
<td>4455</td>
</tr>
<tr>
<td>80,001-90,000</td>
<td>820</td>
<td>950,001-1,000,000</td>
<td>4630</td>
</tr>
<tr>
<td>90,001-100,000</td>
<td>880</td>
<td>And for every 100,000 or part thereof over 1 million</td>
<td>Add 250.00</td>
</tr>
<tr>
<td>100,001-120,000</td>
<td>980</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120,001-140,000</td>
<td>1080</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F2. Application for Building Warrant for conversion only, see Application Note (i), that is without any building work – Fee is £100

F3. Application for demolition only, that is where there are no immediate plans for rebuilding – Fee is £100

F4. Application for amendment of Building Warrant –
   a) where the new total estimated value is less than the original, or is an increase of no more than £5,000 – Fee is £50
   b) where the new total estimated value increases by more than £5,000 – 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.

F5. Application for an amendment to Building Warrant for demolition or conversion see Application Note (i) only – Fee is £50

F6. Application to extend the period of validity of a Building Warrant – Fee is £50
Where a late application for Building Warrant is made, or a Completion Certificate is submitted and there was no Building Warrant obtained when there should have been, the fee is increased by 25%. The additional fee covers the increased difficulty the Council will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The Council will require to inspect the work and disruptive surveys may be needed to establish what has been constructed. The resulting fees are detailed in F1 and as follows –

7.1 Application for late Building Warrant, i.e. where work is 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) – Fee is 125% of the fee in table of fees in F1.
   b) application for Building Warrant for demolition only – Fee is £125

7.2 Submission of a Completion Certificate where no Building 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 Building Warrant for demolition) – Fee is the same as for a late application of the same value of works, that is 125% of the fee in table of fees in F1.
   b) application for demolition only, or for conversion only – Fee is £125

F8. Discounts

A Building Warrant fee is discounted, where one or more Certificates from approved Certifiers of Design are presented with a Building Warrant application, as below:

- 10% for each Certificate that covers the whole of any section of the functional standards, and/or
- 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 Building Warrant is made or a late Completion Certificate submitted, with the discount applied to the whole fee.

Discounts also apply to an application for Amendment of Building Warrant but only where the increase in the estimated value of works exceeds £5,000. This may be for a different Design Scheme or, in the case of staged warrants, may involve a new Certificate. The discount is on the Amendment fee (which will take into account any increased value of work) and not the original fee.

A Building Warrant fee is also discounted where it is stated at Building Warrant application stage that one or more Certificates from an Approved Certifier of Construction are presented with a Completion Certificate, as below:

- 1% for each Certificate covering an Approved Scheme or
- 20% for a single Certificate covering the construction of the entire building

All subject to a maximum discount of 20%.

Except when accompanying a late Completion Certificate, a discount is only applicable where a Verifier has been informed of the intention to use the approved Certifier of Construction at warrant application stage, including late warrant applications.

The discounts in relation to both Certificates of Design and Certificates of Construction are based on the original warrant fee (before any discounting).

F9. Fee Exemption for Disabled Persons

The Fee Regulations state that no fee shall be payable where the purpose of the work to which the application relates is to alter or extend a dwelling so that it is made suitable as a dwelling for a disabled person

The fee is set at zero for works to alter or extend the existing dwelling occupied by a disabled person provided the works are solely for the benefit of the disabled person.

The relief therefore is not for disabled people in general, it relates specifically to works to provide facilities for disabled people as defined in the building standards. “Disabled person” means a person with a physical, hearing or sight impairment, which affects that person’s mobility or use of buildings.

To allow Argyll and Bute Council to assess your entitlement to this fee exemption you should provide a letter from your Doctor or Occupational Therapist confirming your disability unless the work is related to an Improvement Grant application for a Disabled Person.