

Argyll and Bute Council

Comhairle Earra-Ghàidheal agus Bhòid

Building Standards Express Building Warrant Assessment Service for Minor Applications



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argyll-bute.gov.uk



This guidance note is intended as a general guide to the Express Plan Assessment Service. If you have any doubts or require more help please contact Building Standards staff in the nearest [area office](#), who will be only too willing to assist you.

INTRODUCTION

The Express Building Warrant Plan Assessment Service will allow certain specified works to be assessed at the time for compliance with the Building (Scotland) Regulations 2004 and associated [Technical Handbooks](#). This will allow consent to be given quickly thereby allowing work to commence on site.

ELIGIBILITY

The estimated cost of the work should be less than £5,000 and relate to works requiring Building Warrant approval such as:-

- erection of garden walls or fences to a dwellinghouse;
- provision of patio/French doors to a dwellinghouse;
- installation of roof lights/windows;
- minor alterations to the layout of a dwellinghouse; NOTE: certain elements of works may be exempt. These will be identified at the time of the assessment.
- minor alterations to non-domestic properties.

It should be noted that it is at the discretion of the Building Standards Surveyor whether the proposals are eligible for consideration under the Express Plan Assessment Service.

HOW TO PARTICIPATE

To participate in the scheme you must carry out the following:-

- arrange an appointment with the Building Standards Surveyor for the area; contact details are given at the end of this guidance note;
- at your appointment, arrive with the documents and plans listed below:-
 - an [application form](#) duly complete and signed;
 - copies of appropriate drawings and site/location plan. The drawing should be sufficiently detailed to allow the Building Standards Surveyor to carry out an assessment. NOTE: Drawings prepared by a person who is not experienced in preparing drawings for Building Warrant approval are normally unlikely to be suitable;
 - as this scheme relates to work with an estimated cost of less than £5,000, the application fee required is £150.

AT YOUR APPOINTMENT

- You will give the Building Standards Surveyor an indication of what you are seeking approval for.
- The Building Standards Surveyor will assess your proposals for compliance with the Building Regulations.
- The Building Standards Surveyor will highlight, if any, areas where your proposals do not comply.
- It may be possible to alter the drawings to comply at your appointment.
- Once the Building Standards Surveyor agrees that your proposals comply and all documentation, plans etc. are to an acceptable standard, they will forward them for processing.
- Alternatively, you can take your drawings away for alteration at your convenience. You can then submit them for approval at a later date.

APPROVAL

Once your application has been approved, the decision documents will be generated and forwarded to you.

The Building Warrant package will include guidance notes which should be read to ensure that you carry out the proper procedures.

BEFORE WORK STARTS

You should complete and return to us the appropriate start date documentation enclosed with the Building Warrant package. As your proposals are of a minor nature it is unlikely that we will carry out any interim inspections. If you are unsure as to any element of the work being carried out, or wish to amend your approved proposals, please contact the relevant Building Standards Surveyor.

ONCE WORK IS COMPLETE

When work has been completed in accordance with the approved drawings you should complete the appropriate paperwork and submit the [Completion Certificate](#). Once we receive the Completion Certificate we will visit the property and assess whether the work has been carried out in accordance with the approved drawings and the Technical Standards.

If it does not:-

- we will give you a list of the items that require attention;
- you should attend to these items and resubmit the [Completion Certificate](#).

If the work has been carried out in accordance with the approved drawings we will endeavour to issue the Completion Certificate

acceptance within three working days of the site visit.

The acceptance of a Completion Certificate is no guarantee of standard of workmanship.

This “Acceptance” is an important document that may be requested during property transactions, and should be kept securely.

BUTE AND COWAL

Milton House, Milton Avenue, Dunoon, PA23 7DU
Eaglesham House, Mount Pleasant Road, Rothesay, PA20 9HQ
Email: planning.bandc@argyll-bute.gov.uk

HELENSBURGH AND LOMOND

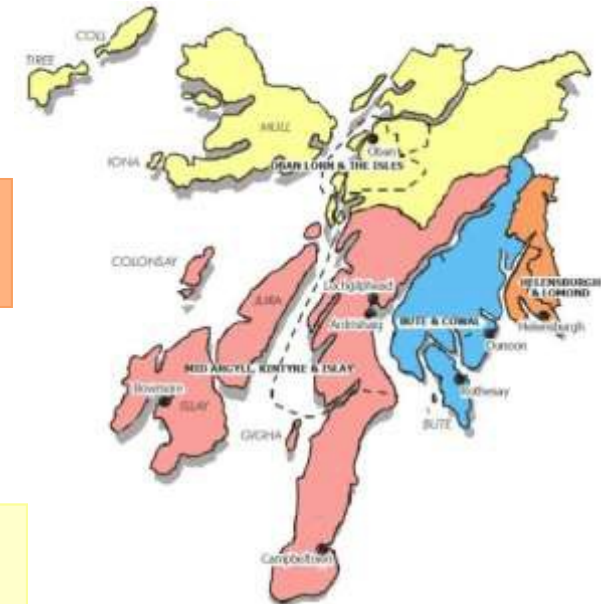
The Helensburgh and Lomond Civic Centre
38 East Clyde Street, Helensburgh, G84 7PG
Email: planning.handl@argyll-bute.gov.uk

MID ARGYLL, KINTYRE AND ISLAY

1A Manse Brae, Lochgilphead, PA31 8RD
Email: planning.maki@argyll-bute.gov.uk

OBAN, LORN AND THE ISLES

Municipal Buildings, Albany Street, Oban, PA34 4AW
Email: planning.olandi@argyll-bute.gov.uk



**To contact Building Standards by telephone:
call Customer Service Centre on 01546 605518**