

Argyll and Bute Council

Comhairle Earra-Ghàidheal agus Bhòid



Building Standards



Guidance on Roof Lights / Roof Windows



Introduction

Argyll and Bute Council is the verifying body for Building Warrant applications submitted within the geographical area of Argyll and Bute. The role of the Verifier is to protect the public interest by providing an independent check and, when satisfied, the approval of an application for Building Warrant, and also issue a Notification of Acceptance of the Completion Certificate submitted by the Applicant, Agent or Owner if they are satisfied that the work complies with the relevant Building Warrant and Building Regulations.

For the installation of roof lights and roof windows within Argyll and Bute, permission may be required from the Local Authority's Building Standards section.

It is hoped that the information provided in this guidance will assist you to obtain approvals as quickly and as easily as possible.

Making an application for a Building Warrant

Building Warrant is the permission which is required before starting "building" work. The [application form](#) for a Building Warrant can be found on the Local Authority's website at www.argyll-bute.gov.uk or can be obtained from one of our [area offices](#).

Some types of building work could be eligible for our [Express Building Warrant Assessment Service \(for minor applications\)](#), please see our guidance note for further information.

NB There is no neighbour notification procedure for Building Warrant applications.

The Building Warrant application form should be carefully completed and submitted along with the appropriate plans and fees to the relevant [area office](#).

Fee payment should normally be made by crossed cheque made payable to Argyll and Bute Council, credit card, cash or postal orders. There is a fee scale for Building Warrant applications dependant on cost of work, which can be found within the guidance notes attached to the [application form](#).

Plans

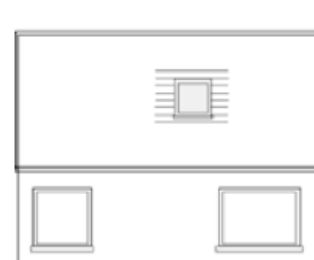
Currently two copies of the plans and specifications must accompany the application submission. Although the plans need not be produced by a professional they must be of a sufficiently high standard to convey to all parties concerned the detail required by the Building Regulations. Often it will be necessary to present complicated and technical construction details, for this reason it may be advisable to consult a professional.

The plans submitted should normally be in a scale of 1:100 or 1:50 and show the following:

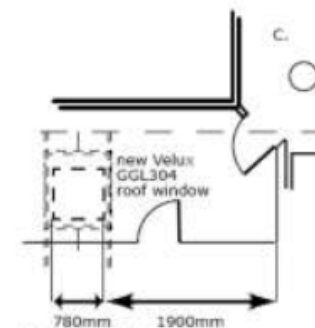
- Elevations, plans and sections to provide a complete representation of the existing building and proposed development
- Constructional details of all parts of the building
- Structural details and design certificate (if required)
- Details of ventilation and electrical arrangements (if required)
- Location plan (scale 1:1250 or 1:2500)

Examples of the type and quality of plans required for the installation of Roof Lights / Roof Windows

- Provide details of alterations to existing roof trusses, showing information about bridles etc. - Standard 1.1
- Provide details of the classification of the roof light / roof window if within 6 metres of the boundary - Standard 2.8
- Clarify if the roof window requires to be an escape window - Standard 2.9
- Provide details of the flashing arrangement around the roof light / roof window - Standard 3.10
- Provide details of the ventilation - Standard 3.14
- Details of the thermal performance of the glazing in the roof light / roof window - Standard 6.2
- If the roof light / roof window is being installed in a newly formed room other standards could apply. Clarification should be sought your local Building Standards Surveyor.



Part Front Elevation
Scale 1:50



Part First floor plan
Scale 1:50



Section
Scale 1:20



A location Plan should be to an Ordnance Survey Scale of 1:1250 or 1:2500 and this should clearly show:

- The location of the proposed development in relation to the nearest road junction
- Existing and proposed buildings
- The extent of the boundaries of the site
- The north point and the scale of the plan

Purchasing Location Plans from Argyll and Bute Council

Argyll and Bute Council's copyright agreement with Ordnance Survey does not allow maps to be supplied for Planning applications or Building Warrant applications. Location plans can only be supplied by an Ordnance Survey agent. To assist applicants in Argyll and Bute the Local Authority has an agreement with an online OS agent, Promap, and location plans can be supplied via this service by contacting the Corporate Address Gazetteer team. Please telephone 01546 604174, email cag@argyll-bute.gov.uk or write to Corporate Address Gazetteer, Development & Infrastructure Services, Manse Brae, Lochgilphead, PA31 8RD.

A4 plans at a scale of 1:1250 in towns and 1:2500 in rural area can be supplied at a cost. This cost will cover the Ordnance Survey copyright fee and a small administration charge.

Notification of Works Starting on Site

At least 7 days prior to commencement the Building Standards Surveyor assigned to your project should be notified.

Inspection of Works

Each application is assessed on its own specific merits at the application processing stage. The regime for inspections will be agreed and confirmed in the Construction Compliance and Notification Plan (CCNP) issued with the Building Warrant approval. As these works are of a very minor nature it is likely that the only site inspection carried out will be when the Completion Certificate has been submitted to the Local Authority for acceptance.

Completion of the Works

When the project is finished the “Relevant Person” (the Applicant, usually the Owner or Tenant) or where a Duly Authorised Agent is employed, must submit a Completion Certificate to the Local Authority for acceptance. Where the work is incomplete or does not comply with the approved plans and Building Regulations the Completion Certificate submission will be rejected. The Completion Certificate submission form is included with the documentation issued with the Building Warrant approval.

If electrical work has been carried out, this must also be certified. There are a number of ways of doing this:

- If an approved Certifier of Construction has carried out the electrical work then that contractor will provide the appropriate Certificate of Construction, duly completed, for the Local Authority to verify
- If the electrical contractor or electrician is not an approved Certifier of Construction then the appropriate certification taken from BS 7671:2008, amendment 2 (2013) should be submitted duly completed
- If the electrical work was not carried out by a qualified electrician, it will be necessary for you to have the installation checked by one and submit the appropriate certificate in accordance with bullet point 2 above

When the work is completed to the satisfaction of the Local Authority, you or your agent will receive formal Notification of Acceptance of Completion Certificate. This document is important and should be kept safe. If you do not have the Notification of Acceptance of Completion Certificate it may generate problems regarding the future sale of the property or affect its value.

Planning Permission

Submission of an application for Building Warrant does not exempt an applicant from obtaining any other permission which may be required, for example Planning Permission.

For advice on this please contact [Development Management](#)

For further advice and copies of all application forms please contact your local [area offices](#) or go to Argyll and Bute Council’s website at www.argyll-bute.gov.uk