



BUILDING STANDARDS GUIDANCE NOTES AND INFORMATION ON APPLYING FOR A BUILDING WARRANT

Information Note 01

The following pages give further guidance on what is required when submitting an application for a **Building Warrant, Amendment of Building Warrant or Additional Stage of Building Warrant**.

In addition further information, which you may find helpful, is provided to assist you in the submission of your application for building warrant

NOTE: If applicable annexes 9, 10 and 11 MUST be included with the Application

Annex 1	Conversion Types Specified in Building Regulations
Annex 2	Supplementary information when making a Building Warrant application
Annex 3	Consultation with other bodies on your proposals including standard request for consultation form
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Building Standards Section

ANNEX 1

CONVERSION TYPES SPECIFIED IN BUILDING SCOTLAND REGULATIONS

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
–e.g. convert a hotel, barn, office etc. to a dwelling or a garage to a “granny flat”
2. a building ancillary to a dwelling to increase the area of human occupation
–e.g. convert a garage to a room or a roof space to a room
3. a building which alters the number of dwellings in a building
–e.g. the sub-division of a house into two flats or conversion of two houses into one
4. a domestic building to any other type of building
–e.g. convert a house to shared residential accommodation or a house to an office (or indeed to anything)
5. a residential building to any other type of building
–e.g. convert a hostel or hotel to offices
6. a residential building which involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building,
–e.g. convert an hotel to residential care home (in this example, the occupants mobility, understanding and awareness of danger is significantly different from that in an hotel)

or which significantly increase the number of people occupying, or expected to occupy, the building
–The Scottish Building Standards Agency have initially set this increase at 25% of the original occupancy (see Clause 0.4.1 of the technical handbooks)
7. a building so that it becomes a residential building
–e.g. convert offices to a back-packers hostel or hotel
8. an exempt building (in terms of schedule 1) to a building which is not so exempt
–e.g. convert a railway signal box to a house
9. a building to allow access by the public where previously there was none
[Clause 0.4.1 of the technical handbooks clarifies what is meant by public access to buildings. Access by the general public means “permitting members of the **general public** to enter the building during **opening hours** and allowing them to **access all parts** of the building, **other than those parts restricted to staff only**”]
–e.g. convert a storage building to a retail trade outlet
10. a building to accommodate parts in different occupation where previously it was not so occupied.
–e.g. division of a shop to two different occupancies or creation of office space within a factory



Building Standards Section

ANNEX 2

SUPPLEMENTARY INFORMATION FOR BUILDING WARRANT APPLICATIONS

Please take copies of all plans, specifications and forms before submission. This is for your record purposes only, to indicate what has been submitted.

1. If West Lothian Council refuse to grant a warrant you may appeal to the sheriff within 21 days of the date of the decision, appeal to the sheriff is by way of summary application.
2. There is a commitment in the declaration on the building warrant application form to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
3. Even where an application form is 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.
4. Where full information is not available, West Lothian Council may decide to grant a staged warrant on condition that you provide further details before certain stages of work commence on site.
NOTE: The stages MUST BE AGREED with Building Standards PRIOR to APPLICATION being made.
5. Your application will be deemed refused 9 months after the date of the initial assessment of the application plans/specification letter (initial crit sheet) should you fail to contact building standards during that time.
6. West Lothian Council can advise you on what plans; drawings, specification and other particulars should accompany your application. See Annex 5 for further details.
7. 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 can be viewed at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards>
8. A fee, based on the estimated value of the project, must accompany this application. The scale of fees is set by the Scottish Government and can be found in Annex 4 of this form.
9. Please note that you must also obtain other types of permission e.g. planning permission or listed building consent. The Development Management staff will be pleased to advise on these matters and can be contacted on 01506 282480.
10. If West Lothian Council respond to your application asking for further information or adjustment, please respond quickly clearly highlighting any changes to help conclude the application.
11. Further information and advice is included in Annex 5 "Notes For Guidance on Making A Building Warrant Application and in specific advice notes.
12. West Lothian Council strive to achieve a 20 working day initial determination time on your application.
13. On submission of any required further information, it will generally take between 5 - 10 working days to determine this additional information.
14. The acknowledgement letter issued on the registration of a valid application is not part of our performance indicators
15. Should the application be considered invalid for any reason, we will notify you listing the details necessary to have the application registered. This will be within 5 working days from the date of receipt of the invalid application.

WARNING

A BUILDING WARRANT DOES NOT EXEMPT YOU FROM OBTAINING OTHER TYPES OF PERMISSION NECESSARY, EG. FEU SUPERIOR CONSENT, PLANNING PERMISSION OR LISTED BUILDING CONSENT CONSULT THE LOCAL AUTHORITY IF IN DOUBT.



Building Standards Section ANNEX 3 CONSULTATION WITH EXTERNAL BODIES

The following are a list of bodies and appropriate web sites that may have an influence on the building design, location and construction of your project.

For Example the “Secured By Design” initiative operated by Lothian & Borders Police

With the exception of the Fire Authority it is not the responsibility of the Building Standards Section to consult with any authority on your proposal.

It is expected that any consultation process will have been undertaken before this Warrant Application was made. If not, then if the building warrant is issued, a formal amendment to the Warrant will be required for any layout or design changes required as a result of comments from these bodies.

Scottish Fire and Rescue Service	Police Scotland	Building/Land Owner
www.firescotland.gov.uk	www.scotland.police.uk	www.ros.gov.uk
Disability West Lothian	Historic Scotland	Care Commission
www.dwl.demon.co.uk	www.historic-scotland.gov.uk	www.carecommission.com
Planning Authority West Lothian Council	Environmental Health Authority West Lothian Council	Scottish Environmental Protection Agency (SEPA)
www.westlothian.gov.uk	www.westlothian.gov.uk	www.sepa.org.uk
Licensing Board West Lothian Council	Highways Authority West Lothian Council	Scottish Water
www.westlothian.gov.uk	www.westlothian.gov.uk	www.scottishwater.co.uk

WARNING - A Building Warrant Does Not Exempt You From Obtaining Other Types Of Permission Necessary, e.g. Feu Superior Consent, Planning Permission Or Listed Building Consent. Consult The Local Authority If In Doubt



REQUEST FOR COMMENTS FROM CONSULTEE ON AN APPLICATION FOR A BUILDING WARRANT

(Please copy this form and use it to consult with any of the non statutory
consultees that you deem appropriate for your project)

Consultee

Name:.....

Address:.....

.....

.....

.....

Post Code: Tel N^o:

FAX N^o: e-mail:

Under the terms of Regulation 10 of The Building (Procedure) (Scotland) Regulations 2004, West Lothian Council, as verifiers for the application for building warrant described below, have determined that you have an interest in the proposed works. You are therefore invited to comment on the application, a copy of which is enclosed for this purpose.

Please forward any comments within 10 days of receipt of this letter (see note 1) to -

Applicant/Duly authorised Agent* (see notes 2 and 3)

Name:.....

Address:.....

.....

.....

Post Code:..... Tel N^o:.....

FAX N^o e-mail:.....

Important Note. If no response is received to this request by the above date it will be assumed that you have no comments to make in respect of the application.

Details of the application for building warrant

Reference number of application

for building warrant/amendment of warrant* – _____

Date of application for building

warrant/amendment of warrant* – _____

Address of building (or proposed building) [include post code if known] :-

Applicant

Name:.....

Address:.....

.....

.....

.....

Post Code:..... Tel N^o:.....

FAX N^o :..... e-mail:.....

Duly authorised Agent (if any)

Name:

.....

Address:.....

.....

.....

.....

Post Code:..... Tel N^o:.....

FAX N^o: e-mail:.....

Signed - **Dated** -
[applicant/duly authorised agent]* - Delete as appropriate

Notes.

The response date should be determined by the verifier in discussion with the consultee, however, it is not expected that the consultation exercise should delay the issuing of the building warrant.

1. Insert name and address of:

The applicant(s) (or their duly authorised agent) if they are directed by the verifier under regulation 10(1)(b) to obtain the views of relevant consultees.

2. When the applicant is directed to consult, any comments from the consultee must be reported to the verifier.



**REQUEST FOR COMMENTS FROM FIRE AUTHORITY ON AN APPLICATION
FOR BUILDING WARRANT**

ONLY use this form to consult with the Fire Authority if :

**you DO NOT intend to use the published guidance to demonstrate compliance
with the functional standards, or**

If the project is a non domestic residential building

If the project is domestic with a storey height over 18m

Scottish Fire & Rescue Service

Fire Safety Department

www.firescotland.gov.uk

Under the terms of Regulation 11 of The Building (Procedure) (Scotland) Regulations 2004, West Lothian Council, as verifiers for the application for building warrant/amendment of warrant* described below, have determined that you have an interest in the proposed works. You are therefore invited to comment on the application, a copy of which is enclosed for this purpose.

For your information, the application for building warrant/amendment of warrant* involves -

a non domestic residential building*;

a non domestic, non residential building where the design is not in accordance with the guidance issued by the Scottish Ministers*;

a domestic building with a storey height over 18 metres*;

for a domestic building with a storey height over 7.5 metres up to 18 metres where the design is not in accordance with guidance issued by the Scottish Ministers*.

Please forward any comments within 10 days of receipt of this letter (see note 1) to -

Applicant/Duly authorised Agent* (see notes 2 and 3)

Name:.....

Address:.....

.....

.....

.....

Post Code: Tel N^o:.....

FAX N^o e-mail:.....

Important Note. If no response is received to this request by the above date it will be assumed that you have no comments to make in respect of the application.

Details of the application for building warrant

Reference number of application

for building warrant/amendment of warrant* – _____

Date of application for building

warrant/amendment of warrant* – _____

Address of building (or proposed building) [include post code if known]:-

Applicant

Name:.....

Address:.....

.....
.....
.....Post Code Tel N^o:FAX N^o: e-mail:**Duly authorised Agent (if any)**

Name:

Address:.....

.....
.....
.....Post Code: Tel N^o:FAX N^o: e-mail:**Signed** - **Dated** -

[applicant/duly authorised agent*]* - Delete as appropriate

Notes.

1. The response date should be determined by the verifier in discussion with the consultee, however, it is not expected that the consultation exercise should delay the issuing of the building warrant.
2. Insert name and address of: The applicant(s) (or their duly authorised agent) if they are directed by the verifier under regulation 10(1)(b) to obtain the views of relevant consultees.
3. When the applicant is directed to consult, any comments from the consultee must be reported to the verifier.



Building Standards Section
ANNEX 4
THE BUILDING (FEES) (SCOTLAND) REGULATIONS 2004
BUILDING WARRANT/LATE COMPLETION SUBMISSION
FEES FROM 1 MAY 2005

For **Late Building Warrant applications** and **Completion Certificate No Warrant Submissions** the following fee **plus an additional 25%** is required. Discounts and refunds may apply to the application/submission

VALUE OF WORKS			FEE	VALUE OF WORKS			FEE
£		£	£	£		£	£
0	-	5,000	100	140,001		160,000	1180
5,001	-	5,500	115	160,001		180,000	1280
5,501	-	6,000	130	180,001		200,000	1380
6,001	-	6,500	145	200,001		220,000	1480
6,501	-	7,000	160	220,001		240,000	1580
7,001	-	7,500	175	240,001		260,000	1680
7,501	-	8,000	190	260,001		280,000	1780
8,001	-	8,500	205	280,001		300,000	1880
8,501	-	9,000	220	300,001		320,000	1980
9,001	-	9,500	235	320,001		340,000	2080
9,501	-	10,000	250	340,001		360,000	2180
10,001	-	11,000	265	360,001		380,000	2280
11,001	-	12,000	280	380,001		400,000	2380
12,001	-	13,000	295	400,001		420,000	2480
13,001	-	14,000	310	420,001		440,000	2580
14,001	-	15,000	325	440,001		460,000	2680
15,001	-	16,000	340	460,001	-	480,000	2780
16,001	-	17,000	355	480,001	-	500,000	2880
17,001	-	18,000	370	500,001	-	550,000	3055
18,001	-	19,000	385	550,001	-	600,000	3230
19,001	-	20,000	400	600,001	-	650,000	3405
20,001	-	30,000	460	650,001	-	700,000	3580
30,001	-	40,000	520	700,001	-	750,000	3755
40,001	-	50,000	580	750,001	-	800,000	3930
50,001	-	60,000	640	800,001	-	850,000	4105
60,001	-	70,000	700	850,001	-	900,000	4280
70,001	-	80,000	760	900,001	-	950,000	4455
80,001	-	90,000	820	950,001		1,000,000	4630
90,001		100,000	880	Thereafter each additional £100,000 (or part thereof) increases the warrant fee by			250
100,001		120,000	980				
120,001		140,000	1080				
Building Warrant application for conversion only, that is without any building work-							100
Demolition application only, that is where there are no immediate plans for rebuilding-							100
Amendment to Warrant application where new total estimated value is less than original or is an increase of no more than £5000, OR application for demolition or conversion as above -							50
Amendment to Warrant application where new total estimated value increases by more than £5000- take Fee from table above based on <u>extra value of work</u>							Fee from table above
Staged Building Warrants - Further Application, unless the estimated value of the works has increased in which case the fee appropriate to that value is payable. (Also see separate “ Staged Building Warrant Applications ” note on following page)							50
Application to extend period of validity of building warrant. Which must be made prior to building warrant expiring (3 years from date of issue) and are at the discretion of the Council.							50
Application to provide facilities solely for the use of disabled persons within a dwelling. , e.g. a better way of entering or getting around inside the building or installing sanitary facilities. The fee for this part only will not apply. For advice contact the Building Standards Section							NO FEE



THE BUILDING (FEES) (SCOTLAND) REGULATIONS 2004
FEES FOR STAGED WARRANT APPLICATIONS
DISCOUNTED AND REFUND FEES FROM 1 MAY 2005

Staged Building Warrant Applications

The warrant fee for the initial stage of a staged warrant application will be based on the estimated value of the works being carried out in the **total project**.

Any additional stage has a £50 amendment administration charge payable, unless the estimated value of the works has increased in which case the fee appropriate to that value is payable.

If an application for building warrant has been registered and a request is later made to West Lothian Council to change the application to a staged application, as all information is not available, then the following procedure will apply.

- The warrant fee from the initial application shall be deemed to be the warrant fee for the initial stage covering whatever works are requested at the time of changing to a staged application.
- A separate staged amendment with appropriate £50 administration fee will then be required for all other works (unless the original value of the project has increased).

Discounted Fee

(APPROVED CERTIFIER OF DESIGN)

A warrant fee is discounted where certificates from approved certifiers of design are presented with the application, as below **[PLEASE NOTE: A discount is only permitted on an amendment to warrant application when the estimated value of the amended works exceeds £5000]**

where one or more such certificates are presented with a warrant application, by:-

- 10% for each certificate of design that covers **the whole of any section** of the functional standards, and
- 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.

(APPROVED CERTIFIER OF CONSTRUCTION)

A warrant fee is discounted where 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, by:-

- 1% for each appropriate certificate of construction from an approved designated scheme, up to a maximum of 20%,

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.
- The discount is applied to the whole fee based on the value of work.
- The discount is applied where a late application for warrant is made.

Working Out Fee

Please note West Lothian Council may seek evidence for this figure, and make comparisons with established independent indices of building costs such as the B.C.I.S. published by the Royal Institution of Chartered Surveyors. The values are based on the current market values and not DIY costs.



**NOTES FOR GUIDANCE ON MAKING
A BUILDING WARRANT APPLICATION**

Structural Information:

See separate Annex 6 for guidance

Numbers of Plans and Specification

- 3 copies (there is now no requirement to sign or docquet plans, however each drawing must have a unique reference number to identify the drawing)
- **Rolled plans are not acceptable**

A block plan to a scale not less than 1:1250 (1:500 preferred) to show:

- the size and position of the building, and any adjoining building as it affects the proposal.
- **a north point.**
- the position, width and level (in relation to some known datum) of any road, court or footway adjoining the building or from which there is access to the building.
- **the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards.**

General arrangement drawings comprising:

- location plan of building(s)
- **plans to have clear dimensions to be figured,**
- plans to be drawn in a clear and intelligible and accurate.
- **a plan of the foundations, each floor and any roof (where relevant)**
- sections through the building (where relevant)
- **an elevation of each face of the building (where relevant)**
- each drawing must have a unique reference number, to identify the drawing.
- **the alterations to an existing buildings require to be coloured all to be at a scale not less than 1:100 (1:50 preferred), with drawings to a larger scale as necessary to show the particulars needed to determine the application.**

In addition, for dwellings:

- the position and number of socket outlets
- **the position and number of smoke alarms (Mains operated type)**
- the position of the low level threshold access

For all buildings (please note that not all of the following may be relevant in your actual proposal)

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum.
- **the position, materials and dimensions of**
 - foundations (including piles and beams),
 - walls and windows (including opening area and direction of opening),
 - doors (including direction of opening/fire doors),
 - floors (including separating and compartment floors)
 - roofs,
 - floor, ceiling and attic voids
 - chimneys and flues,
 - ventilators
 - ventilation ducts (including fire dampers),
 - stairs, landings and balconies, protective barriers
 - and such other parts of the building as West Lothian Council requests.
- **Details of construction including any frame and size and position of reinforcing material.**
- Soil report (including mining and contaminated land surveys)
- **Details of calculation of loading and strength (Non certified work only).**

- Indication of compartment and separating walls and floors, and details of construction and fire stopping
- **position, materials and dimensions, including gauge or weight, of any dampproof course or other moisture barrier.**
- position of any sanitary facility or other built in equipment.
- **position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).**
- Public sewers require to be identified and comments from Scottish Water included in specification
- **position, materials, dimensions and form of any traps, manholes and access openings.**
- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13 (Protective works), 14 (Cleaning of paths) and 15 (Clearing site when building demolished).
- **the position and dimensions of any lift well, lift car, machine room and platform lift.**
- the escape routes available as means of escape from fire including dimensions.
- **the position of any ground hydrants, fire mains, and fire appliance access.**
- manufacture trade and design guidance / literature for products and materials
- **any supplementary information, as requested by West Lothian Council, so as to allow an application to be properly considered, such as ground condition (including mining stability) or fire engineering reports.**

Notes

Some of the above may be presented in a written specification as West Lothian Council may agree, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength.

For complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.

List for application for warrant to extend, alter, to convert, or to provide services, fittings or equipment

- Plans and specifications, as detailed **above**, but only so far as is necessary to show that the building after the proposed extension, alteration, conversion or fixture will comply with the building regulations.
- **The drawings must, be coloured or shaded to the extent necessary to identify new work, materials used, downtakings etc.**
- An structural assessment of the existing structure may be required if the proposed work is reliant on it for compliance e.g. if loads are significantly changed. In the case of certified self-contained projects to install particular services, the details to be provided may be specified in the scheme.

List for application for warrant to demolish

- **a block plan, to a scale not less than 1:500 showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation**
- a statement of the method by which the building is to be demolished
- **a statement providing information on the construction of the building to be demolished (this may be a section of the building to be demolished, but photographs of the existing, or original as-built drawings, may provide enough information – to be agreed with the verifier)**
- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13 (Protective works), 14 (Cleaning of paths) and 15 (Clearing site when building demolished).
- if the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

List for application to amend any warrant

- **Plans and specifications, as detailed above, but only so far as is necessary to show the further information required or the proposed amendment. In the case of an amendment to previously certified design, the information supplied should be sufficient to allow the verifier to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities (see chapter 14) and to assist any site inspection the verifier may wish to make.**
- Where changes have been undertaken and a Certifier of Design has issued a certificate, a new certificate will be required (even if these change do not related to the structural aspect of the building) – see separate annex on structural information.



**STRUCTURAL INFORMATION REQUIRED WHEN MAKING
A BUILDING WARRANT APPLICATION**

This annex should be read in conjunction with annex 10, submission of structural design certificates

Structural information (new and existing buildings)

The use of a certifier of design is not mandatory.

It is up to the applicant if they choose to use a certifier of design.

Calculations only

If an applicant chooses not to use a certifier of design, West Lothian Council will ask for all the structural calculations along with a copy of the full assessment survey and any additional information deemed necessary.

These calculations and assessments will be checked by West Lothian Council. Please note that this is a longer process.

If calculations are received the following is also required:

- Existing building surveys (if applicable).
- Sufficient detailed working drawings (including panel and roof truss layouts) to allow the work to be checked on site if necessary.
- Mining, soil and mineral reports.

Design Certificate

If a certificate of design is received the following is also required:

- Existing building surveys (if applicable)
- Sufficient detailed working drawings (including panel and roof truss layouts) to allow the work to be checked on site if necessary
- Mining, soil and mineral reports

We do not give advice to the “Certifier” to enable them to complete the design or to the contractor to complete the installation.

If no certificate is received initially but a certificate of design is received as a result of the plans being assessed the no discount is permitted.

If working drawings are not available the warrant may progress as a staged warrant if agreement can be reached with West Lothian Council.

Certifiers will now be required to undertake additional actions, which may not previously have been considered to be part of a structural engineer’s remit (Fire Separation)



**STRUCTURAL INFORMATION REQUIRED WHEN MAKING
A BUILDING WARRANT APPLICATION**

- The design certificate applies to the whole of the work described in the application for building warrant, including any component parts of the structure designed by others such as proprietary products and parts designed by sub-consultants or contractor-designers.
- Where components of the structure, e.g. precast floors or cladding components, are designed by others, the Certifier must make sufficient enquiry to be satisfied that these components are properly specified and of appropriate quality.
- The Certifier must also take account of any requirements of Building Standards other than 1.1 and 1.2, such as those relating to fire protection, accessibility, etc. which may influence whether the design of the building structure satisfies the Building (Scotland) Regulations 2004.
- It should be noted that Certificates do not extend to the Standards within Section 2 of Schedule 5 dealing with structural fire performance. Any structural calculations undertaken to address matters covered by these Standards must be submitted to the West Lothian Council for checking.
- An important feature of the system is that it requires one Certifier to have an overview of the building structure for the whole of any warrant application and, wherever practicable, for any application for amendment (i.e. One certificate for entire building).
- If this cannot happen then a staged warrant must be used and the Scheme allows certification in stages where parts of the proposed building works are structurally independent, or where the loads that may be imposed by subsequent parts can be reliably determined.
- For example, the foundations may be certified separately from and prior to the certification of above-ground structure and certification up to roof level may precede certification of the roof structure.
- In the case of a timber framed house or other separately designed part, it may be necessary to commence construction of the foundations before the manufacturer's design of the timber kit has been completed and sent to the certifier for examination.
- A staged warrant application would therefore be required with a design certificate supplied for the foundations followed by a subsequent application for the superstructure (which could only be made once the certifier had examined and satisfied himself of the adequacy of the design).

Before signing the superstructure certificate however, the certifier is also required to satisfy himself that the design of the superstructure is compatible with that of the foundations, and if not to modify the foundation design and submit an amendment to warrant bringing both aspects of the building design into line.

In all cases where staged warrant applications incorporating design certificates are lodged, a single design certificate signifying compliance of the entire building must be supplied with the final stage application.

Further information on certification can be found at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification>

Changes in the Approved Plans and Specification

In situations where a Certifier of Design has issued a certificate and there are subsequent changes undertaken on site the works will not be carried out in accordance with the approved warrant plans. In these cases a new certificate will be required from the Certifier of Design (even if these changes do not relate to the structural aspect of the building).



West Lothian
Council

Building Standards Section ANNEX 9 SECURITY MATTERS INFORMATION NOT TO BE DISCLOSED

PLEASE BE ADVISED THAT THE FINAL DECISION TO WITHHOLD INFORMATION IS MADE BY THE BUILDING STANDARDS SECTION ON THE PRESENTATION OF REASONABLE GROUNDS.

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION FOR BUILDING WARRANT OR ALL INFORMATION WILL BE MADE AVAILABLE

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 West Lothian Council 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.

<p>I wish the following information to be withheld from public access if warrant is granted (Please list all drawing numbers, report titles etc..)</p> <p>If you wish to ensure that certain details or documents are not made available for inspection or copying, because they would raise security concerns, the extent of this restriction will be agreed between West Lothian Council and the applicant in writing.</p>	<p>Unique Plan Ref No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Description</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Please use separate sheet if necessary).</p>
<p>Please state reason for information to be withheld</p>	<p>.....</p> <p>.....</p> <p>(Please use separate sheet if necessary).</p>	

Declaration

I /We* (Delete as appropriate) request that the information listed above is not made available to the general public as a security matter.

NOTE: There are no grounds to appeal the decision on whether information is to be withheld

Signedas **applicant/agent*** (Delete as appropriate)

Print Name **Dated -**

Please send this form with completed building warrant application.

Telephone: 01506 280000

e-mail: buildingstandards@westlothian.gov.uk

For Office Use Only

Building Warrant Ref No:

Date Details Entered

Agree to withhold

Yes ☐

No ☐

(Please tick)



**Building Standards Section
ANNEX 9–Continuation Sheet
SECURITY MATTERS
INFORMATION NOT TO BE DISCLOSED**

PLEASE BE ADVISED THAT THE FINAL DECISION TO WITHHOLD INFORMATION IS MADE BY THE BUILDING STANDARDS SECTION ON THE PRESENTATION OF REASONABLE GROUNDS.

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION FOR BUILDING WARRANT OR ALL INFORMATION WILL BE MADE AVAILABLE

I wish the following information to be withheld from public access if warrant is granted. (Please list all drawing numbers, report titles etc..)	Unique Plan Ref No	Description Of Plan

(Please use separate sheet if necessary).		
Please state reason for information to be withheld (Please use separate sheet if necessary).	
	
	
	
	

Declaration

I /We* (Delete as appropriate) request that the information listed above is not made available to the general public as a security matter.

NOTE: There are no grounds to appeal the decision on whether information is to be withheld

Signedas **applicant/agent*** (Delete as appropriate)

Print Name **Dated -**



Building Standards Section ANNEX 8 – Building standards role during construction

This note is included with your Building Warrant and Approved Drawings to clarify some changes in the Building Standards System.

The Building Standards system is intended to ensure that building work on new and existing buildings meet reasonable standards and these standards are set out in two Technical Handbooks – Domestic and Non-Domestic.

The Building Standards system, generally, is to protect the public interest and is not intended to provide protection to a client or owner in a contract with a builder.

The system does not therefore control building work, but sets out the essential standards to be met when building works take place. The Application process is to ensure that the proposed building works meet the Standards.

The first responsibility of the owner is to ensure that he/she has the right to build. In the case of building at or near the boundary, any projection over the boundary, relating to roofs or foundations, requires consent from adjacent landowners. Any construction built on to, or relying on support from, adjacent buildings requires the owner's consent. The owner should make sure they have the necessary consents before they build.

The culture of the system has changed and places more responsibility on owners of properties to ensure that the work is carried out in accordance with the approved plans and the Technical Standards.

The Council will operate an inspection regime, but inspections during construction and after completion will be limited to the minimum necessary to ensure compliance with the Standards: not to ensure that the works are being carried out to the satisfaction of the owner. That is the owner's responsibility.

The Council will risk assess each situation to determine a suitable inspection regime.

Applicants are still required to notify Building Standards when works commence, when drainage is being laid and when works are completed. The exact inspections required will be indicated on the Construction Compliance Notification Plan (CCNP). This document is provided to the applicant & agent along with the approved building warrant.

Inspection of work by Building Standards Officers cannot be relied upon as supervision of works, supervision of builders or supervision on quality of work or finishes, since Building Standards inspections are mainly concerned with compliance with the Technical Standards.

Having regard to the above, the Council would strongly recommend that you engage the services of a professional or other competent person for advice on contractors, contracts, site supervision and any other aspect of the works you deem necessary to ensure a successful outcome to your project and investment.



Building Standards Section ANNEX 8 – Building standards role during construction

It will be your responsibility to advise the Council when works have been completed in accordance with the approved plans and it will be your responsibility to submit a Certificate of Completion to that effect.

It would be of benefit to have professional advice prior to submission of a Certificate of Completion. Building Standards Surveyors will inspect the work at this stage and consider the Certificate for acceptance or rejection.

It is in your interest to ensure that the works are completed in accordance with the approved plans, to avoid duplication of inspections and the difficulties associated with having a Certificate of Completion rejected.

Please also note that where electrical works are to be carried out, a Certificate of Construction or a BS 7671 Certificate completed by an “approved electrician and accompanied by a copy of the installers trade card and calibration certificate for the electrical testing equipment ” should be submitted with the Certificate of Completion.

The undertaking of any building project can be a huge investment and a serious strain on your time and resources. It is important that the work is organised and carried out in a competent manner by suitably qualified and competent persons. There is a wealth of professional help available and it is recommended that you seek that help or advice before embarking on such a major project.



Building Standards Section ANNEX 10 Approved Certifiers of Design

Please list the reference numbers below of any certificates from approved certifiers of design, which relate to this application, and attach the ORIGINAL signed certificates to the form.

IMPORTANT PLEASE NOTE

When full information is not available, West Lothian Council 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 West Lothian Council.

The certificates must be the originals signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

To obtain a discounted fee, the Certificates MUST BE INCLUDED with the application for warrant.

CERTIFICATE 1

Certificate Reference Number
Approved Certifier Number
Approved Certifier Name(Print Name)
Approved Body Number
Approved Body Name(Print Name)

CERTIFICATE 2

Certificate Reference Number
Approved Certifier Number
Approved Certifier Name(Print Name)
Approved Body Number
Approved Body Name(Print Name)

CERTIFICATE 3

Certificate Reference Number
Approved Certifier Number
Approved Certifier Name(Print Name)
Approved Body Number
Approved Body Name(Print Name)

You may use an additional sheet if necessary.

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Building Warrant Ref No:



Building Standards Section

ANNEX 11

CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION

Approved certifier of construction schemes can be found on the following webpage link :

<http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification>

IMPORTANT PLEASE NOTE

1. 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.
2. 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.
3. 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.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification>

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.

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission –

Certificate Scheme
Certifier of Construction Name
Certificate Scheme
Certifier of Construction Name
Certificate Scheme
Certifier of Construction Name

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Building Warrant Ref No: