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West Lothian Council

Building Standards Section

AMENDMENT TO BUILDING WARRANT APPLICATION FORM

Building (Scotland) Act 2003, Section 9

Application to amend a building warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building

You should read the guidance notes and supplementary information document before completing this form. This form should also be read along with the procedural handbook available free at http://www.sbsa.gov.uk

Please Enter Your Own Temporary Reference Number (eg TMP14563)

Details of Original Building Warrant

Original Warrant Reference Number

Date Original Warrant Granted

Address where the work is taking place

House Number / Plot / Building Name

Street / Road Number (If no street)

Village/Town

Post Code

Amendments To Construction

FOR OFFICE USE ONLY

Late Building Warrant:	Yes No	**Fire Authority Consultation:**	Yes No
Application Number:		**Estimated Value:**	
Case Officer:		**Warrant Fee:**	
Property/Site Type:		**Receipt Number:**	
Building Operations:		**Payment Type:**	
Application Received:		**Checked By:**	
Small Business	**Yes No**	**Ordnance Survey Co-ordinates**	**E**
Risk Assessed For Delegation to Officer	**Yes No**		**N**

Name and Address of Applicant	
Applicant Name	
House Number / Building Name	
Street / Road Number (If no street)	
Village/Town	
County	
Post Code	
Telephone	
Fax	
e-mail	

Name and Address of Duly Authorised Agent (if any)	
Agent Name	
House Number / Building Name	
Street / Road Number (If no street)	
Village/Town	
County	
Post Code	
Telephone	
Fax	
e-mail	

Name and Address of Building Owner (You must notify Owner of proposals)	**This section must be completed. We MUST inform the owner of the outcome of this application.**
Owner Name	
House Number / Building Name	
Street / Road Number (If no street)	
Village/Town	
County	
Post Code	
Telephone	
Fax	
e-mail	

Is this a conversion in terms of the regulations	Yes ☐ No ☐ **(Please (X) tick)**

Security matters
Do you consider any part of your proposal should not be open to inspection on the building standards public register.

Yes ☐ No ☐ **(Please (X) tick)**

Failure to complete will result in all information provided being made available.

Normally the 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 at local authority premises. The regulations allow parts of applications for buildings such as banks only to be available for inspection or copying with the owners written permission, and also restrict the inspection or copying of residential building plans to owners, occupiers or prospective tenants. 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, please list plan numbers and reasons below.
It is at West Lothian Council Building Standards discretion as to whether plans will be classed as secure.

WARNING AN AMENDMENT TO BUILDING WARRANT

DOES NOT REMOVE THE NEED TO OBTAIN AMENDED PLANNING PERMISSION IF THAT IS REQUIRED PLEASE CONSULT THE DEVELOPMENT CONTROL SECTION IF IN DOUBT

Approval of amendment of building warrant does not alter the original period of validity of the warrant

Certificates of design
Do certificates from approved certifiers of design accompany this application?

NOTE: If a certificate of design was provided with the initial stage then either a separate certificate of design is required for this stage or provide written confirmation from the original certifier of design that this stage has no implications on the original design)

Yes ☐ No ☐ **(Please (X) tick)**

Certificate Reference Number	
Approved Certifier Number	
Approved Certifier Name	
Approved Body Number	
Approved Body Name	

Estimated Value of Work: How does the proposed amendment alter the value of the project? **See Annex 4 for how value of works should be calculated**	If the value has increased by less than £5000 from the original value then only a £50 fee payable. If the increase is more than this then the fee payable is taken from the fee table based on the extra value. **Original Value £** _____ **Amended Value £** _____

Declaration I ☐ / We ☐ *(Tick as appropriate) apply for an amendmenr of warrant and declare -

1. That the work will be in accordance with the details supplied above and with any necessary accompanying information (including annexes to this application, drawings, and specifications),or
2. That the work will be in accordance with the details supplied above and with any necessary accompanying information (including annexes to this application, drawings, and specifications), and that the owner of the building is aware of this application, and
3. Iam/we are the owner of the building OR that the owner of the building is aware of this application

Signed _____ as **applicant** ☐ **or agent** ☐ **Dated -** _____

How do you intend to submit the lodging fee for this application.	☐ **Online Payment**	☐ **Send Payment Via Post**
	If the ONLINE PAYMENT option is chosen please select Make Online payment button below **AFTER** submitting the form by e-mail **AND** use the temporary reference number you chose when making Online payment	
How do you intend to submit the Plans etc. for this application.	☐ **By E-mail**	☐ **Send Plans Via Post**
	If the E-mail option is chosen please be aware that total file size must be under 4MB to allow receipt. If over this size please e-mail seperately as required to dbc@westlothian.gov.uk	

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Notes

1. Any applicant aggrieved by the decision of West Lothian Council to refuse a warrant may, within 21days of the date of the decision, appeal to the sheriff by way of summary application
2. 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.

WARNING

PERMISSION THAT MAY BE NECESSARY, E.G., PLANNING PERMISSION OR LISTED BUILDING CONSENT. CONSULT THE LOCAL AUTHORITY IF IN DOUBT

If Printing This Form Complete And Send To:-

Building Standards, West Lothian Council, County Buildings, High Street, Linlithgow, EH49 7EZ

If you have any queries about making an application for building warrant or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 775222 Text Phone Users Only: 01506 651115
Fax: 01506 775255 e-mail: dbc@westlothian.gov.uk