



West Lothian
Council

BUILDING STANDARDS

APPLYING FOR A BUILDING WARRANT

Service Standard

'West Lothian Council is committed to providing the people of West Lothian with services which are reliable, courteous and effective'

On 1 May 2005 the Building Standards procedures changed for obtaining a building warrant

Application for Building Warrant

West Lothian Councils are responsible for verifying applications for Building Warrants under **The Building (Scotland) Act 2003**.

The time taken to issue a building warrant depends largely upon the standard of plans lodged. Applicants are therefore advised to use suitably qualified people to prepare their plans.

We will:

- Register all valid applications for building warrant within five days of receipt.
- Respond to all applicants who have submitted an invalid application for building warrant within five days of receipt.
- Provide a unique reference number to assist in finding the up to date position of all applications for building warrant.
- Provide the case officer's name, telephone number and e-mail address to allow discussion of any aspect of the application.
- Provide a duty officer to answer questions during all office opening hours.
- Prepare a technical appraisal of the plans submitted for building warrant within four weeks of receipt of a valid application for 80% of applications.
- Advise applicants in writing of all areas of non-compliance and further information that will be required to clarify matters within four weeks of receipt of a valid application for 80% of applications.
- Determine building warrant applications which have received a non compliance letter within six days of receipt of all required information for 80% of applications.

We are always delighted to receive suggestions for improving our standards and performance. Contact us at:

**Building Standards
County Buildings
LIDLITHGOW
WEST LOTHIAN
EH49 7EZ**

Office Opening Hours

Monday to Thursday 8.30am – 5.00 pm
Friday 8.30am – 4.00pm

Telephone 01506 775222

E-Mail: dbc@westlothian.gov.uk

WEB: <http://www.westlothian.gov.uk/1210/161/BuildingStandards>