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/proced_legislation/proc_handbook.htm

Details of original building warrant	
Original Warrant Ref. 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	
What changes do you wish to make to the proposals for which a warrant was granted?	....

FOR OFFICE USE ONLY

Application Number:		**Estimated Cost:**	
Case Officer:		**Warrant Fee:**	
Property/Site Type:		**Receipt Number:**	
Building Operations:		**Payment Type:**	
Application Received:		**Checked By:**	
Small Business	Yes ☐ No ☐	**Fire Authority Consultation:**	Yes ☐ No ☐
Risk Assessed For Delegation to Officer	Yes ☐ No ☐		

Name and Address of <u>Applicant</u>	**(See note 2 below)**
Applicant Name	.....
House Number / Building Name	.....
Street / Road Number (If no street)	.....
Village / Town / City	.....
County	.....
Post Code	.....
Telephone	.....
Fax	.....
e-mail	.....
Name and Address of duly authorised <u>Agent</u> (if any).	**(See note 2 below)**
Agent Name	.....
House Number / Building Name	.....
Street / Road Number (If no street)	.....
Village / Town / City	.....
County	.....
Post Code	.....
Telephone	.....
Fax	.....
e-mail	.....
Name and Address of <u>Building Owner</u> (Only if different from applicant above)	**(You must notify the Owner of this application)**
Owner	.....
House Number / Building Name	.....
Street / Road Number (If no street)	.....
Village / Town / City	.....
County	.....
Post Code	.....
Telephone	.....
Fax	.....
e-mail	.....

Is this a conversion in terms of the regulations See Annex 1 **If Yes,** Please state which description of conversion from annex 1 applies..	**Yes** ☐ **No** ☐ (Please tick) …… ……

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

Estimated Value of Work How does the proposed amendments alter the estimated value of work **See Annex 4**	**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.** Value as stated in the original warrant £ …… Amended value £ ……
Certificates of design Do any certificates from approved certifiers of design accompany this application?	**Yes** ☐ **No** ☐ (Please tick) If **yes**, use Annex 10 with this application.

Declaration

I/We* (Delete as appropriate) apply for amendment of building warrant in accordance with the details supplied above and with any necessary accompanying information (including annexes to this application, drawings, and specifications).

Signed ……as **applicant/duly authorised agent*** (see note 5 below)
(Delete as appropriate)

Print Name …… **Dated** - ……

Notes

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

Please send your application and correct fee (and certificates if appropriate) to:

Building Standards
West Lothian Council
High Street
County Buildings
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