West Lothian Council

Building Standards Section
APPLICATION TO EXTEND PERIOD OF VALIDITY OF BUILDING WARRANT
Building (Procedure) (Scotland) Regulations 2004, Regulation 19

Application to extend validity of an approved building warrant

This form should be read in conjunction with the procedural handbook available free at http://www.sbsa.gov.uk/proced_legislation/proc_handbook.htm

Address of Building Or Site	
Plot Number (if any)	……
House / Flat Number / Building Name	……
Street / Road Number (If no street)	……
Village/Town	……
County	……
Post Code	……
Details of building warrant	
Reference number of warrant	……
Date of warrant	……
Reason for extension	
Please explain why warrant requires to be extended.	……
Note.	……
The first extension will be for nine months.	……
Periods for extensions thereafter are ONLY at the discretion of the verifier in exceptional circumstances.	……
	……
	……

WARNING

If the work is not making satisfactory progress, the verifier may ask that the building be made to comply with the requirements of the building regulations at the date of application for extension.

Expected Completion Date	
Please state projected completion date	……

FOR OFFICE USE ONLY

Application Number:		**Application Fee**	
Application Received		**Receipt Number:**	
Date Extended To		**Payment Type:**	
Register Updated		**Checked By:**	

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

Declaration

I/We* apply to extend the period of validity of the above building warrant and confirm that it is our intention that work will be completed before the end of the extended period of validity requested overleaf.

I/We* have enclosed the **£50** administration fee with this application.

Signed – …… **applicant/agent*** (Delete as appropriate)

Print Name …… **Dated** - ……

Please send your application and correct £50 fee (cheques made payable to West Lothian Council) 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