West Lothian Council

Building Standards Section

STAGED BUILDING WARRANT 1st STAGE APPLICATION FORM

Building (Scotland) Act 2003, Section 9

Application for a 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 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

IF THE WORK IS COMPLETED THIS FORM SHOULD NOT BE USED.
USE COMPLETION CERTIFICAE SUBMISSION – NO WARRANT APPLICATION FORM

Address where the work is taking place House Number / Plot / Building Name Street / Road Number (If no street) Town Post Code	....
What work is being carried out? Please give a brief description of the work, and state whether it is to erect, extend, alter, and/or convert, provide services, fitting or equipment, or demolish.	....
Has this work started	**Yes** ☐ **No** ☐ **(Please tick)**

If No, please be aware that **we may inspect the property to confirm that work has not started**.

If Yes, this application will be considered as a 'late application' and the appropriate procedures will apply.

- a 25% surcharge on the lodging fee is required.
- the regulations which apply are those at the date of this application
- Any works started may need to be exposed for inspection purposes (i.e. dig up foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection and you are responsible for any costs

FOR OFFICE USE ONLY

Late Building Warrant:	Yes ☐ No ☐	**Estimated Value:**		
Application Number:		**Valid Certificates of Design Discount**	Yes ☐	%
Case Officer:		**Annex 11 Certifier of Construction Discount**	Yes ☐	%
Property/Site Type:		**Warrant Fee:**		
Building Operations:		**Receipt Number:**		
Application Received:		**Payment Type:**		
Small Business	Yes ☐ No ☐	**Checked By:**	Yes ☐ No ☐	
Risk Assessed For Delegation to Officer	Yes ☐ No ☐	**Ordnance Survey Co-ordinates**	**E** **N**	

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 and we must inform the owner if a building warrant is granted)**
Owner	……
House Number / Building Name	……
Street / Road Number (If no street)	……
Village / Town / City	……
County	……
Post Code	……
Telephone	……
Fax	……
e-mail	……

Use of Building If New Build or Extension……(Use) If Existing (Current use) (Proposed use)	…….. …….. ……..
Listed Buildings Does the application concern a building listed as being of special architectural or historic interest or in a conservation area? If so, please state category.	It is not the responsibility of Building Standards to inform the Planning Authority. If in doubt contact Development Control on 01506 775222 for advice. **Yes** ☐ **No** ☐ (Please tick) **Category A** ☐ **B** ☐ **C** ☐ (Please tick)
Is this a conversion **(See Annex 1)** **If Yes,** Please tick the description of the conversion from annex 1.	**Yes** ☐ **No**☐ **(Please tick. If Yes tick 1-10 below)** **.** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **6** ☐ **7** ☐ **8** ☐ **9** ☐ **10**☐
Security matters **(See Annex 9)** Do you consider any part of your proposal should not be open to public inspection on the building standards register.	**Yes** ☐ **No** ☐ (Please tick) **Failure to complete and provide Annex 9**, will result in all information provided being made available. West Lothian Council will decide with you the extent, if any, of the restrictions.
Certificates of design **(See Annex 10)** Do certificates accompany this application from approved certifiers of design?	**Yes** ☐ You **must complete and provide Annex 10.** **No** ☐
Certificates of construction **(See Annex 11)** Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?	**Yes** ☐ You **must complete and provide Annex 11.** **No** ☐
Stages of Construction: **This section MUST BE AGREED with Building Standards PRIOR to APPLICATION being made.** Where full information is not available, West Lothian Council **may** decide to grant a warrant on condition that you provided further details before certain stages of work commence on site**.** If a staged warrant is required, please indicate which stages are requested or if not listed then specify requested stage at Other.	☐Foundations, ☐Substructure and ground floor slab (if applicable), ☐Underground drainage system, ☐Superstructure (excluding the following stages), ☐External wall cladding or internal walls or their linings, ☐Roof, ☐Mechanical & Electrical Services ☐Other (Please specify). …… ……..
Statutory Enforcement Notices. Please indicate (tick) if this application is as the result of any of the listed statutory notices issued by West Lothian Council	☐ Building Warrant Enforcement Notice ☐ Defective Buildings Notice. ☐ Dangerous Buildings Notice Enter Notice Ref Number ……..

Estimated Value of Work: Enter the estimated value of the operations – **See Annex 4 for how value of works should be calculated**	**£ ……..** New Build Or Extension (may include barn conversion) Please Indicate total floor area created: ……..m^2 **For multiple plot / unit developments (with different floor areas) a separate sheet should be used to identify plot/unit type floor area.**
Limited Life Buildings (Max 5 years)	No. of years **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ (Please tick) Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life
Small Building Structural Guidance	Have the proposals been designed using the small buildings structural guidance contained in Section 1 of the Technical Handbook? **Yes** ☐ **No** ☐ (Please tick)
Application for Demolition Please state the time period for demolition will be completed	**……weeks/months* (delete as appropriate)**

Declaration

I/We* (Delete as appropriate) apply for a building warrant and declare –

1. That the work will be in carried out in accordance with building regulations, and in accordance with the details supplied above and with any necessary accompanying information (including annexes to this application, drawings, and specifications),
2. I am/we are * (Delete as appropriate) the owner of the building* / That the owner of the building is aware of this application* (Delete as appropriate)
3. Where the warrant involves a specified conversion That after the conversion the building as converted will comply with the building regulations* (Delete as appropriate)

Signed ……as **applicant/duly authorised agent*** (see note 2 below)
(Delete as appropriate)

Print Name …… **Dated** - ……

Notes

1. 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
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.
3. The declaration above includes a commitment to meet the requirement of regulation 13 to 15, which set requirements for how the public will be protected from the activities on site.

WARNING

A BUILDING WARRANT DOES NOT EXEMPT YOU FROM OBTAINING OTHER TYPES OF PERMISSION THAT MAY BE NECESSARY, E.G., PLANNING PERMISSION OR LISTED BUILDING CONSENT. CONSULT THE LOCAL AUTHORITY IF IN DOUBT

Send this form 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