West Lothian Council	**BUILDING STANDARDS** # GUIDANCE NOTES AND INFORMATION ON APPLYING FOR A BUILDING WARRANT **Information Note 01**

The following pages give further guidance on what is required when submitting an application for a **Building Warrant**, **Amendment of Building Warrant** or **Additional Stage of Building Warrant.**

In addition further information, which you may find helpful, is provided to assist you in the submission of your application for building warrant

NOTE: If applicable annexes 9, 10 and 11 MUST be included with the Application

Annex 1	**Conversion Types Specified in Building Regulations**
Annex 2	**Supplementary information when making a Building Warrant application**
Annex 3	**Consultation with other bodies on your proposals including standard request for consultation form**
Annex 4	**Fees scale for making a Building Warrant application and explanatory notes on:** • **Staged Warrant Applications** • **Discounted Application Fees**
Annex 5	**Guidance notes on making a Building Warrant application**
Annex 6	**Structural Information required when making a Building Warrant application**
Annex 7	**The Disability Discrimination Act 1995**
Annex 8	**The Water Byelaws 2000 - Guidance notes for approved contractors**
Annex 9	**Security Matters – Information Not To Be Disclosed.** **MUST be included with application if appropriate**
Annex 10	**Approved Certifiers of Design.** **MUST be included with application if appropriate**
Annex 11	**Approved Certifiers of Design.** **MUST be included with application if appropriate**
Annex 12	**Building Standards Performance Information From Previous Years**

West Lothian Council

Building Standards Section
ANNEX 1
CONVERSION TYPES SPECIFIED IN BUILDING SCOTLAND REGULATIONS

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the building regulations apply

Change in the occupation or use of –

1. a building to create a dwelling or dwellings or a part thereof
–e.g. convert a hotel, barn, office etc. to a dwelling or a garage to a "granny flat"

2. a building ancillary to a dwelling to increase the area of human occupation
–e.g. convert a garage to a room or a roof space to a room

3. a building which alters the number of dwellings in a building
–e.g. the sub-division of a house into two flats or conversion of two houses into one

4. a domestic building to any other type of building
–e.g. convert a house to shared residential accommodation or a house to an office (or indeed to anything)

5. a residential building to any other type of building
–e.g. convert a hostel or hotel to offices

6. a residential building which involves
a significant alteration of the characteristics of the persons who occupy, or will occupy, the building,
–e.g. convert an hotel to residential care home (in this example, the occupants mobility, understanding and awareness of danger is significantly different from that in an hotel)

or which significantly increase the number of people occupying, or expected to occupy, the building
–The Scottish Building Standards Agency have initially set this increase at 25% of the original occupancy (see Clause 0.4.1 of the technical handbooks)

7. a building so that it becomes a residential building
–e.g. convert offices to a back-packers hostel or hotel

8. an exempt building (in terms of schedule 1) to a building which is not so exempt
–e.g. convert a railway signal box to a house

9. a building to allow access by the public where previously there was none
[Clause 0.4.1 of the technical handbooks clarifies what is meant by public access to buildings. Access by the general public means "permitting members of the **general public** to enter the building during **opening hours** and allowing them to **access all parts** of the building, **other than those parts restricted to staff only"**]
–e.g. convert a storage building to a retail trade outlet

10. a building to accommodate parts in different occupation where previously it was not so occupied.
–e.g. division of a shop to two different occupancies or creation of office space within a factory

West Lothian Council

Building Standards Section
ANNEX 2
SUPPLEMENTARY INFORMATION FOR BUILDING WARRANT APPLICATIONS

Please take copies of all plans, specifications and forms before submission. This is for your record purposes only, to indicate what has been submitted.

1. If West Lothian Council refuse to grant a warrant you may appeal to the sheriff within 21 days of the date of the decision, appeal to the sheriff is by way of summary application.
2. There is a commitment in the declaration on the building warrant application form to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
3. Even where an application form is 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.
4. Where full information is not available, West Lothian Council **may** decide to grant a staged warrant on condition that you provide further details before certain stages of work commence on site.
   NOTE: The stages MUST BE AGREED with Building Standards PRIOR to APPLICATION being made.
5. Your application will be deemed refused **9 months** after the date of the initial assessment of the application plans/specification letter (initial crit sheet) should you fail to contact building standards during that time.
6. West Lothian Council can advise you on what plans; drawings, specification and other particulars should accompany your application. See Annex 5 for further details.
7. Guidance on certificates from approved certifiers, and the drawings and other information that should accompany this application is given in the paragraphs at 3.2 in the Procedural Handbook issued by the Scottish Building Standards Agency. This is available on the Agency website www.sbsa.gov.uk
8. A fee, based on the estimated **value** of the project, must accompany this application. The scale of fees is set by the Scottish Executive and can be found in Annex 4 of this form.
9. Please note that you must also obtain other types of permission e.g. planning permission or listed building consent. The Development Control staff will be pleased to advise on these matters and can be contacted on 01506 775222.
10. If West Lothian Council respond to your application asking for further information or adjustment, please respond quickly **clearly highlighting any changes** to help conclude the application.
11. Further information and advice is included in Annex 5 “Notes For Guidance On Making A Building Warrant Application and in specific advice notes.
12. West Lothian Council strive to achieve a 20 - 25 working day initial determination time on your application.
13. On submission of any required further information, it will generally take between 5 - 10 working days to determine this additional information.
14. The acknowledgement letter issued on the registration of a valid application is not part of our performance indicators
15. Should the application be considered invalid for any reason, we will notify you listing the details necessary to have the application registered. This will be within 5 working days from the date of receipt of the invalid application.

WARNING

A BUILDING WARRANT DOES NOT EXEMPT YOU FROM OBTAINING OTHER TYPES OF PERMISSION NECESSARY, EG. FEU SUPERIOR CONSENT, PLANNING PERMISSION OR LISTED BUILDING CONSENT CONSULT THE LOCAL AUTHORITY IF IN DOUBT.

Building Standards Section
ANNEX 3
CONSULTATION WITH EXTERNAL BODIES

The following are a list of bodies that may have an influence on the building design, location and construction of your project.

For Example the "Secured By Design" initiative operated by Lothian & Borders Police

With the exception of the Fire Authority it is not the responsibility of the Building Standards Section to consult with any authority on your proposal.

It is expected that any consultation process will have been undertaken before this Warrant Application was made. If not, then if the building warrant is issued, a formal amendment to the Warrant will be required for any layout or design changes required as a result of comments from these bodies.

Fire Authority
Lothian and Borders Fire & Rescue Service
Fire Safety Department
Fire Station House
Craigshill
LIVINGSTON
EH54 5DT
Tele 01506 435166
Fax 01506 441021
www.lbfire.org.uk

Lothian & Borders Police
Safer Communities Department
Livingston Police Station
Almondvale South
Livingston
EH54 6PX

fdiv.safer.communities@lbp.pnn.police.uk
Phone: 01506 431200
Minicom for deaf users 0131 311 5955
www.lbp.police.uk

Building/Land Owner
For owners you may try:-
Land Registry Office
Edinburgh Customer Service Centre
Erskine House
68 Queen Street
Edinburgh
EH2 4NF
Tel. 0845 607 0161
Fax. 0131 200 3932
www.ros.gov.uk

Access Panel
West Lothian Ability Centre
Carmondean Centre Road
Livingston
West Lothian
EH54 8PT
Tel: 01506 774030 (Voice)
Tel: 01506 774044 (Text)
Fax: 01506 774031
www.dwl.demon.co.uk

Historic Scotland
Head Office
Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
General Enquiries by Telephone:
Tel: 0131 668 8600
www.historic-scotland.gov.uk

Care Commission
South East Region
Regional Office
Stuart House
Eskmill
Musselburgh
EH21 7PB
0131 653 4100 or 0845 600 8335
Locall 0845 60 30 890
www.carecommission.com

Planning Authority
West Lothian Council
County Buildings
Linlithgow
West Lothian
EH49 7EZ
Tel: 01506 775222
Fax: 01506 775255
www.westlothian.gov.uk

Environmental Health Authority
West Lothian Council
County Buildings
Linlithgow
EH49 7EZ
Tel: 01506 775400
Fax: 01506 775368
www.westlothian.gov.uk

Scottish Environmental Protection Agency (SEPA)
Edinburgh Office Clearwater House
Heriot Watt Research Park
Avenue North
Riccarton
EDINBURGH, EH14 4AP
Tel: 0131 449 7296
Fax: 0131 449 7277
www.sepa.org.uk

Licensing Board
West Lothian Council
West Lothian Licensing Board
West Lothian House
Almondvale Boulevard
Livingston
Tel. 01506 777227
www.westlothian.gov.uk

Highways Authority
West Lothian Council
Roads Network
Whitehill House
7 Whitestone Place
Whitehill Industrial Estate
Bathgate
EH48 2HA
www.westlothian.gov.uk

Scottish Water
PO Box 8855
Edinburgh
EH10 6YQ
Tele 0845 601 8855
www.scottishwater.co.uk

WARNING - A Building Warrant Does Not Exempt You From Obtaining Other Types Of Permission Necessary, e.g. Feu Superior Consent, Planning Permission Or Listed Building Consent. Consult The Local Authority If In Doubt

West Lothian Council

Building Standards
The Building (Procedures) (Scotland)
Regulations 2004, Regulation 10(1)
FORM R

REQUEST FOR COMMENTS FROM CONSULTEE ON AN APPLICATION FOR A BUILDING WARRANT

(Please copy this form and use it to consult with any of the non statutory consultees that you deem appropriate for your project)

Consultee

Name:……

Address:……

……

……

……

Post Code: ……. Tel No: …….

FAX No: ……. e-mail: …….

Under the terms of Regulation 10 of The Building (Procedure) (Scotland) Regulations 2004, West Lothian Council, as verifiers for the application for building warrant described below, have determined that you have an interest in the proposed works. You are therefore invited to comment on the application, a copy of which is enclosed for this purpose.

Please forward any comments within 10 days of receipt of this letter (see note 1) to -

Applicant/Duly authorised Agent* (see notes 2 and 3)

Name:……

Address:……

……

……

……

Post Code:……. Tel No:…….

FAX No ……. e-mail:…….

Important Note. If no response is received to this request by the above date it will be assumed that you have no comments to make in respect of the application.

Details of the application for building warrant
Reference number of application
for building warrant/amendment of warrant* – _____

Date of application for building
warrant/amendment of warrant* – _____

Address of building (or proposed building) [include post code if known :-

_____

_____

_____

_____

Applicant
Name:……

Address:……

……

……

……

Post Code:…….. Tel N^{o}:…….

FAX N^{o} :……..…….. e-mail:…….

Duly authorised Agent (if any)
Name:

……

Address:……

……

……

……

Post Code:…….. Tel N^{o}:…….

FAX N^{o}: …….. e-mail:…….

Signed - ……. **Dated** -……..
[applicant/duly authorised agent*]* - Delete as appropriate

Notes.

The response date should be determined by the verifier in discussion with the consultee, however, it is not expected that the consultation exercise should delay the issuing of the building warrant.

1. Insert name and address of:

The applicant(s) (or their duly authorised agent) if they are directed by the verifier under regulation 10(1)(b) to obtain the views of relevant consultees.

2. When the applicant is directed to consult, any comments from the consultee must be reported to the verifier.

West Lothian Council

Building Standards
The Building (Procedures) (Scotland) Regulations 2004, Regulation 11(2)
FORM S

REQUEST FOR COMMENTS FROM LOTHIAN & BORDERS FIRE AUTHORITY ON AN APPLICATION FOR BUILDING WARRANT

ONLY use this form to consult with the Fire Authority if :

you DO NOT intend to use the published guidance to demonstrate compliance with the functional standards, or

If the project is a non domestic residential building

If the project is domestic with a storey height over 18m

Lothian and Borders Fire & Rescue Service
Fire Safety Department
West Lothian
Fire Station House
Craigshill
LIVINGSTON
EH54 5DT Tel 01506 435166 Fax 01506 441021

Under the terms of Regulation 11 of The Building (Procedure) (Scotland) Regulations 2004, West Lothian Council, as verifiers for the application for building warrant/amendment of warrant* described below, have determined that you have an interest in the proposed works. You are therefore invited to comment on the application, a copy of which is enclosed for this purpose.
For your information, the application for building warrant/amendment of warrant* involves -
a non domestic residential building*;
a non domestic, non residential building where the design is not in accordance with the guidance issued by the Scottish Ministers*;
a domestic building with a storey height over 18 metres*;
for a domestic building with a storey height over 7.5 metres up to 18 metres where the design is not in accordance with guidance issued by the Scottish Ministers*.

Please forward any comments within 10 days of receipt of this letter (see note 1) to -

Applicant/Duly authorised Agent* (see notes 2 and 3)
Name:…….

Address:…….
…….
…….
…….
Post Code: ……. Tel N^{o}:…….

FAX N^{o} ……. e-mail:…….

Important Note. If no response is received to this request by the above date it will be assumed that you have no comments to make in respect of the application.

Details of the application for building warrant
Reference number of application
for building warrant/amendment of warrant* – _____

Date of application for building
warrant/amendment of warrant* – _____

Address of building (or proposed building) [include post code if known :-

_____

_____

_____

_____

Applicant
Name:……

Address:……
……
……
……

Post Code …… Tel N$^{o:}$ ……

FAX N^{o}: …… e-mail$^{:}$ ……

Duly authorised Agent (if any)

Name: ……

Address:……
……
……
……

Post Code: …… Tel N$^{o:}$……

FAX N^{o}: …… e-mail$^{:}$……

Signed - …… **Dated** -……..
[applicant/duly authorised agent*]* - Delete as appropriate

Notes.

1. The response date should be determined by the verifier in discussion with the consultee, however, it is not expected that the consultation exercise should delay the issuing of the building warrant.
2. Insert name and address of: The applicant(s) (or their duly authorised agent) if they are directed by the verifier under regulation 10(1)(b) to obtain the views of relevant consultees.
3. When the applicant is directed to consult, any comments from the consultee must be reported to the verifier.

Building Standards Section
ANNEX 4
THE BUILDING (FEES) (SCOTLAND) REGULATIONS 2004
BUILDING WARRANT/LATE COMPLETION SUBMISSION
FEES FROM 1 MAY 2005

For **Late Building Warrant applications** and **Completion Certificate No Warrant Submissions** the following fee **plus an additional 25%** is required. Discounts and refunds may apply to the application/submission

VALUE OF WORKS £		£	FEE £	VALUE OF WORKS £		£	FEE £
0	-	5,000	100	140,001		160,000	1180
5,001	-	5,500	115	160,001		180,000	1280
5,501	-	6,000	130	180,001		200,000	1380
6,001	-	6,500	145	200,001		220,000	1480
6,501	-	7,000	160	220,001		240,000	1580
7,001	-	7,500	175	240,001		260,000	1680
7,501	-	8,000	190	260,001		280,000	1780
8,001	-	8,500	205	280,001		300,000	1880
8,501	-	9,000	220	300,001		320,000	1980
9,001	-	9,500	235	320,001		340,000	2080
9,501	-	10,000	250	340,001		360,000	2180
10,001	-	11,000	265	360,001		380,000	2280
11,001	-	12,000	280	380,001		400,000	2380
12,001	-	13,000	295	400,001		420,000	2480
13,001	-	14,000	310	420,001		440,000	2580
14,001	-	15,000	325	440,001		460,000	2680
15,001	-	16,000	340	460,001	-	480,000	2780
16,001	-	17,000	355	480,001	-	500,000	2880
17,001	-	18,000	370	500,001	-	550,000	3055
18,001	-	19,000	385	550,001	-	600,000	3230
19,001	-	20,000	400	600,001	-	650,000	3405
20,001	-	30,000	460	650,001	-	700,000	3580
30,001	-	40,000	520	700,001	-	750,000	3755
40,001	-	50,000	580	750,001	-	800,000	3930
50,001	-	60,000	640	800,001	-	850,000	4105
60,001	-	70,000	700	850,001	-	900,000	4280
70,001	-	80,000	760	900,001	-	950,000	4455
80,001	-	90,000	820	950,001		1,000,000	4630
90,001		100,000	880	**Thereafter each additional £100,000 (or part thereof) increases the warrant fee by**			250
100,001		120,000	980				
120,001		140,000	1080				

Building Warrant application for conversion only, that is without any building work-	100
Demolition application only, that is where there are no immediate plans for rebuilding-	100
Amendment to Warrant application where new total estimated value is less than original or is an increase of no more than £5000, OR application for demolition or conversion as above -	50
Amendment to Warrant application where new total estimated value increases by more than £5000- take Fee from table above based on extra value of work	Fee from table above
Staged Building Warrants - Further Application, unless the estimated value of the works has increased in which case the fee appropriate to that value is payable. (Also see separate **"Staged Building Warrant Applications"** note on following page)	50
Application to extend period of validity of building warrant. Which must be made **prior** to building warrant expiring (3 years from date of issue) and are at the discretion of the Council.	50
Application to provide facilities solely for the use of disabled persons **within a dwelling.**, e.g. a better way of entering or getting around inside the building or installing sanitary facilities. The fee for this **part only** will not apply. For advice contact the Building Standards Section	**NO FEE**

Building Standards Section
ANNEX 4 - Continued

THE BUILDING (FEES) (SCOTLAND) REGULATIONS 2004
FEES FOR STAGED WARRANT APPLICATIONS
DISCOUNTED AND REFUND FEES FROM 1 MAY 2005

Staged Building Warrant Applications

The warrant fee for the initial stage of a staged warrant application will be based on the estimated value of the works being carried out in the **total project**.

Any additional stage has a £50 amendment administration charge payable, unless the estimated value of the works has increased in which case the fee appropriate to that value is payable.

If an application for building warrant has been registered and a request is later made to West Lothian Council to change the application to a staged application, as all information is not available, then the following procedure will apply.

- The warrant fee from the initial application shall be deemed to be the warrant fee for the initial stage covering whatever works are requested at the time of changing to a staged application.
- A separate staged amendment with appropriate £50 administration fee will then be required for all other works (unless the original value of the project has increased).

Discounted Fee

(APPROVED CERTIFIER OF DESIGN)

A warrant fee is discounted where certificates from approved certifiers of design are presented with the application, as below **[PLEASE NOTE: A discount is only permitted on an amendment to warrant application when the estimated value of the amended works exceeds £5000]**
where one or more such certificates are presented with a warrant application, by:–

- 10% for each certificate of design that covers **the whole of any section** of the functional standards,

and

- 1% for each certificate covering **a single item in any such section**, up to a maximum of 5% for any one section;

all subject to a maximum discount of 60% of the warrant fee.

(APPROVED CERTIFIER OF CONSTRUCTION)

A warrant fee is discounted where notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, by:-

- 1% for each appropriate certificate of construction from an approved designated scheme, up to a maximum of 20%,

Note

- If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.

- The discount is applied to the whole fee based on the value of work.
- The discount is applied where a late application for warrant is made.

Working Out Fee

Please note West Lothian Council may seek evidence for this figure, and make comparisons with established independent indices of building costs such as the B.C.I.S. published by the Royal Institution of Chartered Surveyors
The values are based on the current market values and not DIY costs.

Building Standards Section
ANNEX 5
NOTES FOR GUIDANCE ON MAKING
A BUILDING WARRANT APPLICATION

List of information required when submitting for Building Warrant, Late Building Warrant and Late Completion Certificate

If you have consulted any other appropriate body/authority a copy of there correspondence should also be included with the application

This guidance should be read in conjunction with the Procedural Handbook

Structural Information:
See separate Annex 6 for guidance

Numbers of Plans and Specification
3 copies (there is now no requirement to sign or docquet plans, however each drawing must have a unique reference number to identify the drawing)
Please do not staple drawings or specifications
Rolled plans are not acceptable

A block plan to a scale not less than 1:1250 (1:500 preferred) to show:
the size and position of the building, and any adjoining building as it affects the proposal.
a north point.
the position, width and level (in relation to some know datum) of any road, court or footway adjoining the building or from which there is access to the building.
the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards.

General arrangement drawings comprising:
location plan of building(s)
plans to have clear dimensions to be figured,
plans to be drawn in a clear and intelligible and accurate.
a plan of the foundations, each floor and any roof (where relevant)
sections through the building (where relevant)
an elevation of each face of the building (where relevant)
each drawing must have a unique reference number, to identify the drawing.
the alterations to an existing buildings require to be coloured all to be at a scale not less than 1:100 (1:50 preferred), with drawings to a larger scale as necessary to show the particulars needed to determine the application.

In addition, for dwellings:
the position and number of socket outlets
the position and number of smoke alarms (Mains operated type)
the position of the low level threshold access

For all buildings (please note that not all of the following may be relevant in your actual proposal)
the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum.
the position, materials and dimensions of
foundations (including piles ring beams),
walls windows (including opening area and direction of opening),
doors (including direction of opening/fire doors),
floors (including separating and compartment floors)
roofs,
floor, ceiling and attic voids
chimneys and flues,
ventilators
ventilation ducts (including fire dampers),
stairs, landings and balconies, protective barriers
and such other parts of the building as West Lothian Council requests.
details of construction including any frame and size and position of reinforcing material.
Soil report (including mining and contaminated land surveys)
details of calculation of loading and strength (Non certified work only).
indication of compartment and separating walls and floors, and details of construction and fire stopping.

position, materials and dimensions, including gauge or weight, of any dampproof course or other moisture barrier.
position of any sanitary facility or other built in equipment.
position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
Public sewers require to be identified and comments from Scottish Water included in specification
position, materials, dimensions and form of any traps, manholes and access openings.
such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13 (Protective works), 14 (Cleaning of paths) and 15 (Clearing site when building demolished).
the position and dimensions of any lift well, lift car, machine room and platform lift.
the escape routes available as means of escape from fire including dimensions.
the position of any ground hydrants, fire mains, and fire appliance access.
manufacture trade and d4esgin guidance /literature for products and materials
any supplementary information, as requested by West Lothian Council, so as to allow an application to be properly considered, such as ground condition (including mining stability) or fire engineering reports.

Notes

Some of the above may be presented in a written specification as West Lothian Council may agree, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength.

For complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.

List for application for warrant to extend, alter, to convert, or to provide services, fittings or equipment

Plans and specifications, as detailed **above**, but only so far as is necessary to show that the building after the proposed extension, alteration, conversion or fixture will comply with the building regulations.
The drawings must, be coloured or shaded to the extent necessary to identify new work, materials used, downtakings etc.
An structural assessment of the existing structure may be required if the proposed work is reliant on it for compliance e.g. if loads are significantly changed. In the case of certified self-contained projects to install particular services, the details to be provided may be specified in the scheme.

List for application for warrant to demolish

a block plan, to a scale not less than 1:500 showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation
a statement of the method by which the building is to be demolished
a statement providing information on the construction of the building to be demolished (this may be a section of the building to be demolished, but photographs of the existing, or original as-built drawings, may provide enough information – to be agreed with the verifier)
such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13 (Protective works), 14 (Cleaning of paths) and 15 (Clearing site when building demolished).
if the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

List for application to amend any warrant

Plans and specifications, as detailed **above**, but only so far as is necessary to show the further information required or the proposed amendment. In the case of an amendment to previously certified design, the information supplied should be sufficient to allow the verifier to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities (see chapter 14) and to assist any site inspection the verifier may wish to make.
Where changes have been undertaken and a Certifier of Design has issued a certificate, a new certificate will be required (even if these change do not related to the structural aspect of the building) – see separate annex on structural information.

Building Standards Section

ANNEX 6

STRUCTURAL INFORMATION REQUIRED WHEN MAKING A BUILDING WARRANT APPLICATION

This annex should be read in conjunction with annex 10, submission of structural design certificates

Structural information (new and existing buildings)

The use of a certifier of design is not mandatory.

It is up to the applicant if they choose to use a certifier of design.

Calculations only

If an applicant chooses not to use a certifier of design, West Lothian Council will ask for all the structural calculations along with a copy of the full assessment survey and any additional information deemed necessary.

These calculations and assessments will be checked by West Lothian Council.

If calculations are received the following is also required:

- existing building surveys (if applicable).
- sufficient detailed working drawings (including panel and roof truss layouts) to allow the work to be checked on site if necessary.
- Mining, soil and mineral reports.

Design Certificate

If a certificate of design is received the following is also required:

- existing building surveys (if applicable)
- sufficient detailed working drawings (including panel and roof truss layouts) to allow the work to be checked on site if necessary
- Mining, soil and mineral reports

We do not give advice to the “Certifier” to enable them to complete the design or to the contractor to complete the installation.

If no certificate is received initially but a certificate of design is received as a result of the plans being assessed the no discount is permitted.

If working drawings are not available the warrant may progress as a staged warrant if agreement can be reached with West Lothian Council.

Certifiers will now be required to undertake additional actions, which may not previously have been considered to be part of a structural engineer’s remit (Fire Separation)

- The design certificate applies to the whole of the work described in the application for building warrant, including any component parts of the structure designed by others such as proprietary products and parts designed by sub-consultants or contractor-designers.
- Where components of the structure, e.g. precast floors or cladding components, are designed by others, the Certifier must make sufficient enquiry to be satisfied that these components are properly specified and of appropriate quality.
- The Certifier must also take account of any requirements of Building Standards other than 1.1 and 1.2, such as those relating to fire protection, accessibility, etc. which may influence whether the design of the building structure satisfies the Building (Scotland) Regulations 2004.
- It should be noted that Certificates do not extend to the Standards within Section 2 of Schedule 5 dealing with structural fire performance. Any structural calculations undertaken to address matters covered by these Standards must be submitted to the West Lothian Council for checking.
- An important feature of the system is that it requires one Certifier to have a overview of the building structure for the whole of any warrant application and, wherever practicable, for any application for amendment (i.e. One certificate for entire building).
- If this cannot happen then a staged warrant must be used and the Scheme allows certification in stages where parts of the proposed building works are structurally independent, or where the loads that may be imposed by subsequent parts can be reliably determined.
- For example, the foundations may be certified separately from and prior to the certification of above-ground structure and certification up to roof level may precede certification of the roof structure.
- In the case of a timber framed house or other separately deigned part, it may be necessary to commence construction of the foundations before the manufacturer's design of the timber kit has been completed and sent to the Certifier for examination.
- A staged warrant application would therefore be required with a design certificate supplied for the foundations followed by a subsequent application for the superstructure (which could only be made once the Certifier had examined and satisfied himself of the adequacy of the design).

Before signing the superstructure certificate however, the Certifier is also required to satisfy himself that the design of the superstructure is compatible with that of the foundations, and if not to modify the foundation design and submit an amendment to warrant bringing both aspects of the building design into line.

In all cases where staged warrant applications incorporating design certificates are lodged, a single design certificate signifying compliance of the entire building must be supplied with the final stage application.

Changes in the Approved Plans and Specification

In situations where a Certifier of Design has issued a certificate and there are subsequent changes undertaken on site the works will not be carried out in accordance with the approved warrant plans. In these cases a new certificate will be required from the Certifier of Design (even if these change do not related to the structural aspect of the building).

West Lothian Council

Building Standards Section

ANNEX 7

The Disability Discrimination Act 1995

Disability Rights Commission: What you need to know about making changes to your premises

What the law says?

Part 3 of the Disability Discrimination Act makes it unlawful for service providers to discriminate against disabled people by failing to make reasonable adjustments. From 1st October 2004 this will include considering reasonable adjustments to the physical features of your premises so that goods, services and facilities are accessible for disabled people. The DRC have produced a Code of Practice on Part 3, which describes the law and what it might look like in practice (available from DRC and HMSO).

Does the Act apply to me?

The Act applies to you if you provide goods or services to the public e.g. a retail outlet, bar, local authority, library, bank, health service, conference centre, cinema, restaurant, garage, hotel or dental practice. This list is not exhaustive.

Who is covered by the Act?

Disabled people are covered by the Act – about 1 in 5 of the adult population. Disabled people may include those with mobility or sensory impairments, learning disabilities, mental ill health, severe facial disfigurements and certain other conditions. It is important to recognise that not all disabilities are obvious.

Why should I make any changes?

It makes good business sense to make your premises accessible. If your premises are not accessible disabled people may not be able to use your services. You might also miss out on valuable custom from their families and friends. Making your premises more accessible will make them easier to use for others including children, parents, older people and first time visitors.
Failing to make reasonable adjustments could mean you are acting unlawfully and might result in a court case, a fine and negative publicity for your business.

What are physical features?

Physical features are any features arising from the design or construction of a building and any fixtures, fittings, furnishings and equipment on the premises. This could include paths, entrances, exits, entry systems, car parking, public phones, changing rooms, service counters, doors, toilets, stairs, shelves, waiting areas, signage, floor and wall coverings. This list is not exhaustive but it shows the variety of features which can present barriers and for which solutions can be found. You will have to anticipate the types of problems that could arise so that when a disabled person requests a service, reasonable steps will already have been taken to overcome any access issues.

The Disability Discrimination Act 1995

Disability Rights Commission: What you need to know about making changes to your premises

Change by advice, conciliation and legal enforcement

What are reasonable adjustments?

A reasonable adjustment means making changes to the building your services are delivered from or the way you deliver the service so that it is not unreasonably difficult for the disabled person to use your service. Reasonable adjustments vary from case to case. You can take into account the type of service being provided, its size and resources and the practicality of taking a particular step. The Act also says that you can provide a reasonable alternative method of providing a service if a disabled person cannot access it. This duty has been in force since 1999.

What can I do?

You can aim to take an inclusive approach when commissioning building or refurbishment work, aiming for equal access and best practice from the outset. You will need to identify the physical features that create barriers to access and find solutions and alternatives for them. You will need to plan to make improvements and ensure that once adjustments have been made that you and you staff are able to maintain access. It is good practice to let disabled people know about access to your premises. The organisations listed below and links provided on their websites are a good starting point.

How can building practitioners help?

Professional building practitioners include qualified architects, designers, surveyors and registered access auditors. One of your first points of contact may be your local authority planning or building standards departments. All of the above should have a good knowledge and understanding of what the law requires you to do. Voluntary organisations and local disability groups may also be able to offer assistance and information.

Are there any other duties in the Act, which apply to me?

Yes. The Act already requires you to make reasonable adjustments in relation to auxiliary aids and services such as communication support or information in large fonts and to review your policies, procedures and practices. The Act also covers employment, education and transport. The Disability Rights Commission can provide more information on the Disability Discrimination Act.

Where can I find out more about physical adjustments to my premises?

You can use the following websites to find out more and to find links to other sources of helpful advice.

The Disability Rights Commission	**www.drc-gb.org**
Centre for Accessible Environments	**www.cae.org.uk**
The National Register of Access Consultants	**www.nrac.org.uk**
The Employers Forum on Disability	**www.employers-forum.co.uk**

Building Standards Section
ANNEX 8
WATER BYELAWS 2000
GUIDANCE NOTES FOR APPROVED CONTRACTORS

These Guidance Notes have been prepared to explain to 'Approved Contractors' what action they need to take in terms of issuing Notification Notices and Compliance/Completion Certificates.

For further information on the Water Byelaws, Notification Notices or the Compliance/Completion Certificates you should contact your local Scottish Water Office or the SNIPEF Office.

Who do I issue the Notification Notice to?

Notice must be given in writing to Scottish Water, by the installer (or his representative) before commencement of the work. The work should not start until consent has been given. (if no reply has been received after 10 working days, consent may be deemed to be given).
On receipt of the notice, the Water Authority has 10 working days in which to advise, in writing, one of the following three options:

give consent to the proposal;
refuse consent; or
give consent subject to conditions.

Whichever action the Water Authority chooses, they must be seen to be reasonable. It is a requirement of Byelaw 5(1)(c) that any conditions set by the Water Authority must be complied with.

What type of installations do I need to issue a Notification Notice for?

Notice to the Water Authority is required where a water fitting is to be installed in connection with one of the following operations:

(1) the erection of a new building or other structure (which includes a plumbing system. water supply or requires a temporary water supply for building purposes).

(2) the extension or alteration of water fittings on any premises other than a house. (there is no need to give notification for the majority of small repair jobs or replacement works in existing dwellings, subject to sub-paragraph (4) below).

(3) a material change of use of any premises.(notification may on occasion be required even without any installation or alteration of water fittings. If the use of a building is changed from one category to another, or it is planned to store or use substances that fall into fluid category 4 or 5, then notification is needed)

(4) the installation of any of the following:

(a) a bath of more than 230 litres.

(b) all contractors, with the exception of Approved Contractors, must notify of a bidet with an ascending spray or flexible hose. (Over rim types with proper air gaps between tap outlet and overflowing level <u>do not</u> need to be notified).

a single shower unit of a type which conforms with terms of a specification approved under The Water Supply (Water Fittings) Regulations 1999. (Drencher showers installed for reasons of safety or health are exempted from notifications, Note: no specifications have been approved under the Regulations therefore there is no need to notify any shower installation).

a pump or booster drawing more than 12 litres per minute.

a unit which incorporates reverse osmosis. (This will include home dialysis machines which will require backflow protection).

A water treatment unit which produces a waste water discharge or which requires the use of water for regeneration or cleaning.

(g) all contractors with the exception of Approved Contractors must notify of a reduced pressure zone valve assembly (or other mechanical device for protection against a fluid which is in fluid category 4 or 5).

(h) a garden watering system unless designed to be operated by hand. (Operated by hand means a hose pipe actually held in the hand while it is ill use)

(i) any water system laid outside a building and either less than 750mm *or* more than 1350mm below ground level. (A supply pipe correctly laid from the Water Authority's main to a building with no branch pipes rising above ground will not require notification).

(5) the construction of a pond or swimming pool with a capacity greater than 10,000 litres which is designed to be replenished by automatic means.

What information do I need to include in the Notification Notice?

The notice should contain full details of the Approved Contractor, a description of the work and its location, the use of the building including in some cases, a plan of the premises and diagrams of the pipework to be installed. If you are in doubt about what information to supply contact the Water Authority. Failure may result in a refusal to give consent. It would always be advisable to keep a duplicate copy of any forms sent to the Water Authority to avoid any misunderstanding at a later date. For those items that require notification, make sure that you leave enough time and jf time is of the essence send any application/notification by first class post (or hand deliver).

Make sure you record the exact date you send any application and watch out for public holidays and weekends, remember it is 10 working days. If no reply has been received from the Water Authority by the end of ten days, it can be considered that consent is granted without conditions and work may commence.

Guidance Notes for Compliance/Completion Certificates.

You need to issue a Certificate for all plumbing work covered by the Water Byelaws 2000. .

Certificates should be completed in blue or black ink.

The person who signs the Certificate must hold a qualification in the Water Byelaws 2000 (such as the BPEC/WRAS Certificate) and must have either completed the work or supervised its installation.

Full details should be included for each box, especially in relation to the location and description of the work completed. This defines your legal responsibilities.

The Certificate should be issued on completion of the work or at the end of agreed phases.

The Certificate must be issued to the person(s) who instructed the work.

The Water Authority only receives the blue copy when notification is a legal requirement. Include the appropriate Notification Reference number if known. In other cases the blue copy should be destroyed.

Copies of the completed Certificate must be kept by the company for at least two years after the completion of the work. These Certificates may be subject to audit as part of the Plumbing Industry Licensing Scheme.

For further information contact:

SNIPEF
2 Walker Street
Edinburgh
EH3 7LB

Telephone: 0131 225 2255 or
Fax: 0131 226 7638.

Scottish Water
PO Box 8855
Edinburgh
EH10 6YQ

Telephone: 0845 601 8855

West Lothian Council

Building Standards Section
ANNEX 9
SECURITY MATTERS
INFORMATION NOT TO BE DISCLOSED

PLEASE BE ADVISED THAT THE FINAL DECISION TO WITHHOLD INFORMATION IS MADE BY THE BUILDING STANDARDS SECTION ON THE PRESENTATION OF REASONABLE GROUNDS.

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION FOR BUILDING WARRANT OR ALL INFORMATION WILL BE MADE AVAILABLE

Subject to the exceptions below, 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 or inspection at local authority premises.

The first exception is where the applicant wishes to ensure that certain details or documents are not made available for inspection or copying, because they would raise security concerns. Details agreed between West Lothian Council and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of applications for buildings such as banks may only be available for inspection or copying with the owners written permission.

The second exception to general disclosure is that the inspection or copying of residential building plans is restricted to owners, occupiers, tenants or prospective tenants. There will thus normally be no need to further restrict access to any details in relation to residential buildings. The building standards register will however hold all the documents that were necessary to establish approval of the warrant.

	Unique Plan Ref No	**Description**
I wish the following information to be withheld from public access if warrant is granted (Please list all drawing numbers, report titles etc..) 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 use separate sheet if necessary).**
Please state reason for information to be withheld	…… …… **(Please use separate sheet if necessary).**	

Declaration

I /We***** (Delete as appropriate) request that the information listed above is not made available to the general public as a security matter.

NOTE: There are no grounds to appeal the decision on whether information is to be withheld

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

Print Name …… **Dated** - ……

Please send this form with completed building warrant application.

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

For Office Use Only

Building Warrant Ref No:		**Date Details Entered**	
Agree to withhold	Yes ☐	No ☐	**(Please tick)**

West Lothian Council	**Building Standards Section** **ANNEX 9 –Continuation Sheet** **SECURITY MATTERS** **INFORMATION NOT TO BE DISCLOSED**

PLEASE BE ADVISED THAT THE FINAL DECISION TO WITHHOLD INFORMATION IS MADE BY THE BUILDING STANDARDS SECTION ON THE PRESENTATION OF REASONABLE GROUNDS.

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION FOR BUILDING WARRANT OR ALL INFORMATION WILL BE MADE AVAILABLE

I wish the following information to be withheld from public access if warrant is granted. (Please list all drawing numbers, report titles etc..)	**Unique Plan Ref No** …… …… …… …… …… …… …… …… **(Please use separate sheet if necessary).**	**Description Of Plan** …… …… …… …… …… …… …… …… …… …… …… …… …… …… ……
Please state reason for information to be withheld **(Please use separate sheet if necessary).**	…… …… …… ……	

Declaration
I /We***** (Delete as appropriate) request that the information listed above is not made available to the general public as a security matter.

NOTE: There are no grounds to appeal the decision on whether information is to be withheld

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

Print Name …… **Dated** - ……

West Lothian Council

Building Standards Section
ANNEX 10
Approved Certifiers of Design

Please list the reference numbers below of any certificates from approved certifiers of design, which relate to this application, and attach the ORIGINAL signed certificates to the form.

IMPORTANT PLEASE NOTE

When full information is not available, West Lothian Council may decide to grant a warrant on condition that you provide further details before certain stages of work commence on site. The stages must be agreed with West Lothian Council.

The certificates must be the originals signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

To obtain a discounted fee, the Certificates MUST BE INCLUDED with the application for warrant.

CERTIFICATE 1	
Certificate Reference Number	**……..……..**
Approved Certifier Number	**…….**
Approved Certifier Name	**…….(Print Name)**
Approved Body Number	**……..……..**
Approved Body Name	**…….(Print Name)**
CERTIFICATE 2	
Certificate Reference Number	**……..……..**
Approved Certifier Number	**…….**
Approved Certifier Name	**…….(Print Name)**
Approved Body Number	**……..……..**
Approved Body Name	**…….(Print Name)**
CERTIFICATE 3	
Certificate Reference Number	**……..……..**
Approved Certifier Number	**…….**
Approved Certifier Name	**…….(Print Name)**
Approved Body Number	**……..……..**
Approved Body Name	**…….(Print Name)**
	You may use an additional sheet if necessary.

For Office Use Only

Building Warrant Ref No:	

West Lothian Council	Building Standards Section **ANNEX 11** **CERTICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION**

Approved certifier of construction schemes can be found on the following webpage link :

http://www.sbsa.gov.uk/certification/CurrentSchemes.htm

IMPORTANT PLEASE NOTE

1. From the 4 January 2009, when notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, the applicant is entitled to a discount on the fee.
2. If the intention to provide a certificate from an approved certifier of construction is not declared on this form, this does not preclude a certificate subsequently being provided with the completion certificate submission.
3. Any person intending to use an approved certifier of construction should check the current status of known firms by using the Certification Register available at www.sbsa.gov.uk

NOTE:

If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission –

Certificate Scheme	……
Certifier of Construction Name	……
Certificate Scheme	……
Certifier of Construction Name	……
Certificate Scheme	……
Certifier of Construction Name	……

For Office Use Only

Building Warrant Ref No:	

BUILDING STANDARDS PERFORMANCE INFORMATION FINANCIAL YEARS 2007/2008 & 2008/2009

From April 2008 – March 2009 the Building Standards Service:

☑	**Received**	**1864**	Building Warrant Applications With A Total Estimated Value Of £122,400,000. The fees for these applications helping to provide the service at no nett cost to the Council.
☒	**Processed**	**72%**	Of Valid Building Warrant Application Within 20 Days Of Receipt (Target 80%)
☑	**Determined**	**1394**	Building Warrant Applications
☑	**Determined**	**80%**	Of Building Warrant Applications Within 8 Days of receiving all information (Target 80%)
☑	**Received**	**2182**	Completion Certificate Submissions that were determined
☑	**Determined**	**88%**	Of Completion Certificate Submissions Within 4 days Of The Final Inspection (Target 80%)

From April 2007 – March 2008 the Building Standards Service:

☑	**Received**	**2412**	Building Warrant Applications With A Total Estimated Value Of £440,000,000. The fees for these applications helping to provide the service at no nett cost to the Council.
☒	**Processed**	**62%**	Of Valid Building Warrant Application Within 20 Days Of Receipt (Target 80%)
☑	**Determined**	**1605**	Building Warrant Applications
☑	**Determined**	**85%**	Of Building Warrant Applications Within 8 Days of receiving all information (Target 80%)
☑	**Received**	**2419**	Completion Certificate Submissions that were determined
☑	**Determined**	**82%**	Of Completion Certificate Submissions Within 4 days Of The Final Inspection (Target 80%)

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

Tel : 01506 775222
Email :dbc@westlothian.gov.uk

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CUSTOMER SERVICE EXCELLENCE

West Lothian Council

UK Council of the Year 2006