



West Lothian
Council

Building Standards Section
**BUILDING WARRANT/ 1st STAGE
APPLICATION FORM**
Building (Scotland) Act 2003, Section 9

Application under Section 9 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 www.scotland.gov.uk/bsd

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

**Address where the work is
taking place**

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 the 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.

Privacy Notice

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THE BOX BELOW.**

☐ If un-ticked, we will assume you are happy to be invited to participate in the survey.

Name and address of Applicant*(see note 2 in declaration)*

Please note that we are currently working to develop email correspondence. Where an email address is provided this will be used as the main means of communication.

Telephone

Email

Name and address of duly authorised Agent (if any)*(see note 2 in declaration)*

Please note that we are currently working to develop email correspondence. Where an email address is provided this will be used as the main means of communication.

Telephone

Email

Name and address of Building Owner*(only if different from applicant above)*

(The name and address of the owner is required as the Act requires the owner to be informed if a building warrant is granted. You must notify the owner of this application)

Owner

Telephone

Email

Use of building

If new build or extension (Use)

If existing (Current use)

(Proposed use)

Planning - 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 Management on 01506 282456 for advice.

☐ Yes ☐ No *(please tick)*

Category ☐ A ☐ B ☐ C ☐ D *(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)*

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Security matters (see Annex 9)☐ Yes ☐ No (please tick)

Do you consider any part of your proposal should not be open to public inspection on the building standards register.

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.

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 Building Standards Division. This is available at www.scotland.gov.uk/bsd

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 and 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 Reference 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 /extension /conversion

Please Indicate total floor area created: m²

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) ☐ 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.

Sustainability (for warrant related to construction of new buildings only)

Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Handbooks?

☐ Yes You **must complete and provide Annex 12.**

☐ No

Application for Demolition

Please state the time period for demolition will be completed

☐ weeks
☐ months (please tick)

Fire Authority If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) is not the local Fire and Rescue Service please state the fire authority.

Fire Authority is:

How do you intend to pay fee? (please tick)

☐ **online** - please give Payment Ref. No
(with online payment please give address and details of works - failure to do so will result in a delay in your warrant)

☐ **by cheque** - (if not submitted with Building Warrant please give address and details of works - failure to do so will result in a delay in your warrant)

Declaration (please tick boxes as appropriate)

☐ I/ ☐ We apply for a building warrant and declare:

1. That the work will be 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 the owner(s) of the building
☐ That the owner of the building is aware of this application
3. [Where the warrant involves a specified conversion]. That after the conversion the building as converted will comply with the building regulations

Signed

as ☐ **applicant/**

☐ **duly authorised agent**
(see note 2 below)

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 Civic Centre, Howden South Road, Livingston, West Lothian EH54 6FF

You can find information about making an application for building warrant or any of the procedures involved on the councils website: <http://www.westlothian.gov.uk/building-standards>