



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 period of validity of an approved building warrant.

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

**Please enter your own temporary
reference number (eg TMP14563)**

Details of original building warrant

Warrant Ref. No.

Dated

Has the application already been extended

☐

Yes

☐

No

**Address where the work is
taking place**

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 recieved

Receipt number

Date extended to

Payment type

Register updated

Checked by

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

How do you intend to pay fee?

(please tick)

☐ **Online payment**

If the ONLINE PAYMENT option is chosen please select Make Onlinepayment button below **AFTER** submitting the form by e-mail **AND** use the temporary reference number you chose when making Online payment Select **Miscellaneous payment** then in "service" select **planning** then in "item" select **Building Warrant**.

☐ **Send payment via post**

(cheques made payable to **West Lothian Council**)

Declaration (please tick boxes as appropriate)

☐ I/ ☐ We wish 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.

☐ Yes ☐ No I/We have enclosed the appropriate fee.

Signed

as ☐ **applicant/**☐ **duly authorised agent**
(see note below)

PRINT NAME

Dated

If printing this form complete and send 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>