



West Lothian
Council

**Building Standards Section
APPLICATION FOR TEMPORARY
OCCUPATION OR USE
Building (Scotland) Act 2003, Section 21**

Details of Building Warrant Reference number of warrant Date of warrant Date of amendment(s) /			
Extent of occupation 			
Address Of Property Building Number / Name Street / Road Name (Number - If no name) Village / Town Post CodePLOT		
Previous Applications Has a previous application for temporary occupation or use been granted?	<p align="center"> Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick) </p> If YES Please give details below. Date previous authorisation given: Date previous authorisation expires:		
Length of Occupation Requested	Occupation From Date: Until Date :		
Reason for application 			
Certificates of Construction Do any certificates from “approved certifiers of construction” accompany this application?.	<p align="center"> Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick) </p> If YES Please attach the ORIGINAL signed certificates to this completion certificate.		
<p align="center">FOR OFFICE USE ONLY</p>			
Received Date		Date Entered In System	

Name and Address of <u>Relevant Person</u> Relevant Person Name <div style="text-align: right; margin-right: 20px;">Address</div> <div style="text-align: right; margin-right: 20px;">Post Code</div> <div style="text-align: right; margin-right: 20px;">Telephone</div> <div style="text-align: right; margin-right: 20px;">e-mail</div>
Name and Address of duly appointed <u>Agent</u> for completion Agent Name <div style="text-align: right; margin-right: 20px;">Address</div> <div style="text-align: right; margin-right: 20px;">Post Code</div> <div style="text-align: right; margin-right: 20px;">Telephone</div> <div style="text-align: right; margin-right: 20px;">e-mail</div>

Declaration

A PERSON must sign this form. If you are acting as a duly appointed agent sign your name then ON BEHALF OF the company name.) FAILURE to do this will result in the form being returned.

- I/We** apply for temporary occupation of the building as detailed (delete).
- This application for temporary occupation or use also confirms that in the case of building work, the building as constructed complies with the building regulations; that in the case of the provision of services, fittings or equipment in or in connection with a building that the services, fittings or equipment provided comply with building regulations; and in the case of conversion of a building that the building as converted complies with building regulations.
- [and if there are any continuing requirements on the warrant - This completion certificate confirms acceptance of the continuing requirements, made under section 22 of the Act, imposed by the warrant. -]* (delete if not applicable)

Signed : ***RELEVANT PERSON / DULY APPOINTED AGENT ***
(delete as appropriate)

Print Name: Dated:

Please send this application form (and certificates of construction - if appropriate) to:

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

If you have any queries about making a completion certificate submission or any of the procedures involved please contact the council.

Staff can be contacted on: Voice: 01506 280000 Text Phone Users Only: 01506 651115
e-mail: buildingstandards@westlothian.gov.uk

