

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 PLOT PLOT PLOT PLOT If YES Please give details below. Date previous authorisation given: Date previous authorisation expires: Date previous authori			מומו	ng (ocolia	iid) Act 20	os, occion z i	
Extent of occupation Address Of Property Building Number / Name Street / Road Name (Number- If no name) Village / Town Post Code Previous Applications Has a previous application for temporary occupation or use been granted? Date previous authorisation given: Date previous authorisation expires: Length of Occupation Requested Occupation From Date: Until Date : Certificates of Construction Do any certificates from "approved certificates for construction" accompany this application? FOR OFFICE USE ONLY	Reference number of warrant						
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Received Date Date Entered In System	FOR OFFICE USE ONLY						
	Received Date			Date Entered Ir	n System		

Name and Address of Relevant Person Relevant Person Name					
Address					
Post Code					
Telephone					
e-mail					
Name and Address of duly appointed Agent for completion Agent Name					
Address					
Post Code					
Telephone					
e-mail					
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	Building Standards, West Lothian Council, Civic Centre Howden South Road, Livingston				

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