For Official Use.	Updated 1 July 2017.
Reference Number.	
Fee.	
Date Paid.	
Receipt Number.	

ORKNEY ISLANDS COUNCIL

Application for Building Warrant

Building (Scotland) Act 2003

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.

Applicant:

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Duly Authorised Agent (if any):

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Owner (if different from Applicant) (see note 1):

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Location of building or site to which the application applies:

Address.	
Postcode (if known).	

Use of Building:

If a new building or an extension please state the proposed use.	
If an existing building, please state: 1. Current use. 2. Proposed use.	1. 2.
Is this a conversion in terms of the Regulations? (See annex 1).	Yes/No*.
If yes, please state which description of conversion applies.	

State of Work:

Has the work which is the subject of this application already started? If yes, see note 2.	Yes/No*.
Has the work which is the subject of this application been completed? If yes, see note 3.	Yes/No*.

Proposed Work:

Please give brief description of work, and state whether it is to construct (erect, extend, or alter) and/or convert; provide services, fittings or equipment; or demolish.	

Staged Applications:

If the application is to be staged, the stage(s) applied for should be indicated (this should be agreed with the Verifier).	

Application for Demolition:

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works will be completed within, in weeks/months.	

Security Matters:

Do you consider any part of your proposals should not be open to public inspection on the Building Standards Register? (See note 4.) If yes, the Verifier will decide with you the extent of the restrictions.	Yes/No*.

Limited Life Building:

If the intended life of the building is to be five years or less from the date of completion, please state number of years. (Less onerous requirements may apply. The Warrant will include a condition requiring removal at the end of the stated intended life.)	

Fire Authority:

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

Planning – Listed Buildings:

If the application concerns buildings listed as being of special architectural or historic interest or in a Conservation Area, please state category. (If in doubt, the Planning Authority can advise).	
Please state if the building has any other historical importance, e.g. association with significant historical person or event?	

Relaxation Direction:

Has any relaxation of the provisions of the Building Regulations been given by the Scottish Ministers?	Yes/No*.
If yes, please give reference number(s) and date(s).	

Notices:

Please indicate if this application is as a result of any of the following Notices, and if so give the reference number.

Building Regulations Compliance Notice.	
Building Warrant Enforcement Notice.	
Defective Buildings Notice.	
Is the building subject to any Dangerous Building Notice? If yes, give the reference number.	Yes/No*.

Estimated value of Works:

(Please note that the Verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs).

Value in £.	

Certificates of Design:

Do any Certificates from approved Certifiers of Design accompany this application? If yes, see Annex 2.	Yes/No*.

Certificates of Construction:

Do you intend to use an approved Certifier of Construction and provide a Certificate to accompany the Completion Certificate Submission? If yes, see Annex 3.	Yes/No*.

Sustainability (for warrants relating 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/No*.

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.

Declaration

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 any necessary accompanying information (including annexes to this application, drawings, and specifications). (see note 6).

2. I am/we* are the owner 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 Building Regulations*.

Signed: **(Applicant/Duly Appointed Agent*) – see note 7.**	
Name:	
Date:	

* Delete as appropriate.

Address to Which You Should Send Your Application:

Building Standards, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

Council Enquiry Point:

Building Standards - Telephone: 01856873535 extension 2729.

Email: building.standards@orkney.gov.uk.

Notes

1. The name and address of the owner is required as the Act requires the owner to be informed if a Building Warrant is granted.

2. If work has started, the Regulations which apply are those at the date of this application, and the fee to be paid will be higher because the Verifier will require to inspect the work. Disruptive surveys may be needed to establish what has been constructed.

3. If the works have been completed an application for Warrant is not appropriate and a Completion Certificate under the terms of Section 17 (4) of the Building (Scotland) Act 2003 should be submitted.

4. Security matters. Subject to the restrictions below, details of applications are made public in accordance with the Procedural Regulations, with information on the application available online, and drawings etc available for copy or inspection at Local Authority premises. The Local Authority may remove documents from the Register if they are satisfied there are genuine security concerns. For those documents on the Register there are also restrictions on their copying. The first restriction relates to non-residential buildings, Prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the Applicant has confirmed the disclosure or copying would raise security concerns. Details agreed between the Verifier 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 with the owners written permission. The second restriction relates to all other residential buildings, and copying is restricted to Owners, Occupiers or Tenants, or prospective Owners, Occupiers or Tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential buildings.

5. 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, available here.

6. Note that this includes a commitment to meet the requirements of Regulations 13 to 15, which set requirements for how the public will be protected from the activities on Site.

7. 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.

8. Where full information is not available, the Verifier 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 the Verifier.

9. Any Applicant aggrieved by the decision of a Verifier to refuse a Warrant may, within 21 days of the date of the decision, appeal to the Sheriff by way of summary application.

Warning: A Building Warrant does not exempt you from obtaining other types of permission that may be necessary, such as Planning Permission or Listed Building Consent. Consult the Local Authority if in doubt.

Annex 1

Conversion

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.

2. A building ancillary to a Dwelling to increase the area of human occupation.

3. A building which alters the number of Dwellings in a building.

4. A domestic building to any other type of building.

5. A residential building to any other type of building.

6. A residential building which involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increases the number of people occupying, or expected to occupy, the building.

7. A building so that it becomes a residential building.

8. An exempt building (in terms of Schedule 1) to a building which is not so exempt.

9. A building to allow access by the public where previously there was none.

10. A building to accommodate parts in different occupation where previously it was not so occupied.

Annex 2

Certificates from Approved Certifiers of Design

Please list reference numbers of any Certificates from approved Certifiers of Design which relate to this application, and attach the original signed Certificates to this application:

Important Note. The Certificates must be original documents, signed by a Certifier fully approved to issue Certificates for the matters concerned on the date the Certificate was signed.

Annex 3

Certificates from Approved Certifiers of Construction

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 – Scheme(s):

(If known) Please list approved Certifier of Construction details:

Name of Certifier.	
Registration Number.	
Name of Approved Body.	
Registration Number.	

Important Notes.

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 here.

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.

Annex 4

Sustainability

In the table below, please indicate with an “X” which aspects of the building have been designed to achieve higher levels of sustainability as defined in Section 7 of the Technical Handbooks.

Sustainability labelling for domestic buildings

	Bronze Active.	**Silver.**	**Silver Active.**	**Gold.**	**Platinum.**
Carbon dioxide emissions.					
Energy for space heating (domestic only).	N/A.		N/A.		N/A.
Energy for water heating (domestic only).	N/A.		N/A.		N/A.
Water use efficiency (domestic only).	N/A.		N/A.		N/A.
Optimising performance (domestic only).	N/A.		N/A.		N/A.
Adaptability and flexibility (domestic only).	N/A.		N/A.		N/A.
Well-being and security (domestic only).	N/A.		N/A.		N/A.
Material use and waste (domestic only).	N/A.		N/A.		N/A.

Sustainability labelling for non-domestic buildings

	Bronze Active.	**Silver.**	**Silver Active.**	**Gold.**	**Platinum.**
Carbon dioxide emissions.					
Energy (for thermal comfort and artificial lighting) (Schools only).	N/A.		N/A.		N/A.
Water efficiency (Schools only).	N/A.		N/A.		N/A.
Biodiversity (Schools only).	N/A.		N/A.		N/A.
Flexibility and adaptability (Schools only).	N/A.		N/A.		N/A.
Well-being (Schools only).	N/A.		N/A.		N/A.
Material use and waste (Schools only).	N/A.		N/A.		N/A.
Optimising performance (Schools only).	N/A.		N/A.		N/A.

Where this application related to multiple buildings, please state which buildings the higher aspects relate to:

Address of building(s):	

Important Note: Where this application is for multiple buildings which have been designed to achieve different levels of sustainability in Section 7, then a separate table will be needed for each building or group of buildings to which each level relates.