

Shetland Islands Council
Building Standards

OFFICIAL USE ONLY
Ref No:.....

**APPLICATION FOR AMENDMENT OF
BUILDING WARRANT**

Building (Scotland) Act 2003, Section 9

APPLICATION UNDER SECTION 9 TO AMEND A BUILDING WARRANT



2. DULY AUTHORISED AGENT (if any)

Name

Address

Post Code

Tel No.

Fax No.

E-mail

3. OWNER (if different from original warrant application)

Name

Address

Post Code

Tel No.

Fax No.

E-mail

4. DETAILS OF BUILDING WARRANT

Date of building warrant –

Reference number of building warrant –

Location of building or site to which the building warrant applies – (Include postcode if known)
.....
.....
.....

5. FOR AMENDMENTS TO CONSTRUCTION

What changes do you wish to make to the proposals for which a building warrant was granted?
.....
.....
.....

6. FOR LATER STAGE(S)

For which stages did the original warrant require further detail?

.....
.....

For which of these stages are you now applying to amend the warrant?

.....
.....

7. FOR AMENDMENTS WHICH ALTER THE INTENDED USE OF AN EXISTING BUILDING

Please state if this results in a **conversion** in terms of the regulations (see annex 1) **YES / NO***

If **YES**, please state which description of **conversion** applies

.....

8. VALUE OF WORKS AFTER AMENDMENT

How does the proposed amendment alter the estimated value of works?

Value as stated in warrant – £.....

Amended value – £.....

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

9. CERTIFICATES OF DESIGN (see annex 2)

Do any certificates from approved certifiers of design accompany this application? **YES / NO***

If **YES**, please list reference numbers and attach the original signed certificates to this application -

.....
.....

10. DECLARATION

I/We* apply for amendment of building warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications).

Signed – [Applicant/duly authorised agent*]

Dated –

**Delete as appropriate*

Address to which you should send this application –

**Shetland Islands Council
Development Services Department
Planning
Building Standards
Grantfield
Lerwick
ZE1 0NT**

Tel No: **01595 744800**
Fax No: **01595 744804**
E-mail: **building.standards@shetland.gov.uk**
Website: **www.shetland.gov.uk/buildingstandards**

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 involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase 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

Important Note

The Certificates must be original documents, signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

Note

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

Please note that approval of amendment of building warrant

- **does not remove the need to obtain amended planning permission if that is required (consult the planning authority if in doubt).**
- **does not alter the original period of validity of the warrant. (See model form C - application to extend period of validity of building warrant).**