



Shetland Islands Council
Building Standards

**APPLICATION FOR BUILDING
WARRANT**

**Building (Scotland) Act 2003,
Section 9**

OFFICIAL USE ONLY
Ref No:.....

*Model Form A
(with effect from May 2011)*

**APPLICATION FOR BUILDING WARRANT TO CONSTRUCT, DEMOLISH OR CONVERT A BUILDING, OR
TO PROVIDE SERVICES, FITTINGS OR EQUIPMENT IN OR IN CONNECTION WITH A BUILDING**

1. APPLICANT

Name
Address
.....
.....
Post Code
Tel No.
Fax No.
E-mail

2. DULY AUTHORISED AGENT (if any)

Name
Address
.....
.....
Post Code
Tel No.
Fax No.
E-mail

3. OWNER (if different from applicant) (see note 1)

Name Address
.....
Tel No.
Fax No.
E-mail Post Code

4. LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address
.....
Post Code (if known)

5. USE OF BUILDING

If **new building or extension** please state proposed use –

If **existing building** please state –
(a) current use –
(b) proposed use –

Is this is a **Conversion** in terms of the Building Regulations? (see annex 1) **YES / NO***
If **YES**, please state which description of **Conversion** applies –

6. 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 -

7. STATE OF WORK

Has the work, which is the subject of this application, already started? *(If YES - see note 2)* **YES / NO***
Please state date of commencement –
Has the work, which is the subject of this application, been completed? *(If YES - see note 3)* **YES / NO***

8. STAGED APPLICATION (to be agreed with Shetland Islands Council as Verifier)

If the application is to be staged, indicate the stage(s) applied for –
.....

9. 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***

10. 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 – weeks / months*

11. LIMITED-LIFE BUILDING

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

12. FIRE AUTHORITY

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

13. 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) –

14. PLANNING PERMISSION

Has a Planning Application been submitted for these proposals? **YES / NO***
If **YES**, please provide Reference Number

15. RELAXATION DIRECTION

If the proposed work is the subject of a Relaxation Direction given by the Scottish Ministers please state reference number and date - Reference No..... Date

16. NOTICES

Please indicate if this application is as the result of any of the following Notices, and if so give the reference no –

Building Regulations Compliance Notice (Section 25)	Ref No.	YES / NO*
Building Warrant Enforcement Notice (Section 27)	Ref No.	YES / NO*
Defective Buildings Notice (Section 28)	Ref No.	YES / NO*
Is the building subject to any Dangerous Building Notice (Section 29)?		YES / NO*
If YES , give the reference number –	Date	

17. SUSTAINABILITY (For warrants related 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? (If YES, see annex 4) **YES / NO***

18. ESTIMATED VALUE OF WORK (see note 10)

The estimated value of operations is £.....

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

Are the works to alter or extend a dwelling solely to make it suitable for a disabled person? **YES / NO***

19. 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.-

.....
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20. CERTIFICATES OF CONSTRUCTION (see annex 3)

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission? **YES / NO***

If **YES**, 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) –

Please list approved certifier of construction details:

Name of certifier..... Registration number.....

Name of approved body..... Registration number.....

21. DECLARATION

I/We* apply for a building warrant and declare –

1. that the work will be 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 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 – (see note 7)
[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**

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 25% 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 Where No Building Warrant Obtained – Submission*' under the terms of Section 17 (4) of the Building (Scotland) Act 2003 should be submitted. Forms are available at the above address or on the Building Standards website - <http://www.shetland.gov.uk/buildingstandards/documents.asp>
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 on line, 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 of 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 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. This is available at www.sbsa.gov.uk
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.
10. The value of work means the expenditure, before VAT is incurred, which the applicant would incur were the works carried out by a third party in the course of an ordinary commercial transaction.

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.

If you have difficulty reading this paper, please telephone 01595 744800

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.
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ANNEX 2 - CERTIFICATES FROM APPROVED CERTIFIERS OF DESIGN

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.

ANNEX 3 - CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION

Important Notes

1. From the 04 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 at www.sbsa.gov.uk

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 a higher level of sustainability as defined in Section 7 of the Technical Handbooks.

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	Not applicable		Not applicable		Not applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

Where an application relates 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.