



HOW TO MAKE A BUILDING WARRANT APPLICATION

For Building Warrant Applications made on or after 1st May 2005

What are Building Standards?

Building Standards responsibilities evolve from the Building (Scotland) Act 2003, which covers all types of buildings, to secure the health, safety, welfare and convenience of persons in or about buildings and those who may be affected by buildings or matters connected with buildings. In addition to this, Building Standards exist to further the conservation of fuel and power, and to further encourage sustainable development.

As a result of the 2003 Act, Local Authorities have been appointed as sole Verifiers of the Building Standards function for their own geographical area of responsibility.

Verifiers carry the responsibility of ensuring, after reasonable enquiry, that the functional standards set out in the Building Standards (Scotland) Regulations 2004 are met. This can be achieved by complying with the associated Technical Handbooks. There are two Handbooks, one for Domestic and one for Non-Domestic property.

Verifiers can choose to ensure compliance by a variety of means, these may include:

- Pre application advice;
- Pre warrant site visit;
- Desktop appraisal of submission;
- Confirmation of compliance of elements via Approved Certifiers of Design and Construction;
- Consultations with appropriate third parties, and
- Periodic inspection of the works on site.

What is Building Warrant?

A Building Warrant is the statutory approval issued under the Building (Scotland) Act to allow a building to be constructed, extended, altered, demolished or converted. It is important to understand that it is the responsibility of the building owner to apply for and obtain Building Warrant prior to commencement of construction.

This approval can be granted only on receipt of a Building Warrant Application showing full compliance with the Building Standards (Scotland) Regulations 2004 and associated Technical Handbooks.

Planning Permission

Building Warrant Approval and Planning Permission are two separate types of Approval. Your proposals may also require planning permission therefore guidance should also be sought from the Planning Control Service, prior to work commencing.

Making a Building Warrant Application

Having first established that a building warrant is required for the proposals, an application should be submitted to the verifier.

The Application for Building Warrant form should be completed and returned with two copies of the necessary drawings and other relevant information (1 set of which should be coloured or highlighted to easily identify the new works) together with the appropriate fee.

In some cases further sets of plans may be requested eg for consultation with the fire authority.

It is strongly recommended that an Architect, Building Surveyor, Consultant or other competent person experienced in preparing plans, prepares the drawings. Because they require to be technically correct and accurate, it is not advisable, unless you are competent to do so, to prepare the plans yourself.

The application should contain sufficient information about the proposed design and construction to enable the verifier to fully ascertain whether compliance with the Building Standards (Scotland) Regulations 2004, and associated Technical Handbooks has been indicated. Other media and forms of submission are acceptable subject to agreement with the verifier. Further details are attached in appendices 1 and 2.

Fees

A fee is required to accompany all applications, other than those relating to modifications within dwellings to cater for disabilities. This fee is calculated on a sliding scale basis relative to the value of the work.

The value of work should reflect the commercial cost of the work with no concessions made for discounted materials or self build applicants. The fee is a registration fee only and is therefore not subject to refund unless the application is rejected through lack of plans.

Discounts are available at the application stage if you elect to submit a Certificate from an Approved Certifier of Design. Refunds are also available at the Completion Certificate stage where it has been identified in advance that Approved Certifiers of Construction are to be used and upon receipt of the appropriate Certificates.

Certificates of Design

There is an alternative to providing the verifier with all the detailed design information by providing a Certificate from an Approved Certifier of Design stating that particular aspects of the work will comply with the building regulations.

Consultations

The above legislation introduces a new responsibility on the applicant/duly authorised agent to carry out consultations and include responses with the Building Warrant application. Failure to carry out appropriate consultations may result in delays in the Building Warrant process.

Prior to applying an applicant requires to consult with various bodies to establish if other requirements may affect the proposed design or adversely impact on compliance with the Building Regulations. A copy of the consultation response should be submitted as part of the Building Warrant application.

Examples of bodies that may require consultation are:

- Shetland Islands Council Planning, Licensing, Roads and Environmental Health Services;
- Disability Shetland; Highland and Islands Fire Brigade; Scottish Environmental Protection Agency (SEPA); Scottish Water; Northern Constabulary; Care Commission and Historic Scotland.

See attached list for contact details.

Duration of warrant

A building warrant has a three year life after it is granted. An applicant must either finish the work within that period or apply for an extension of the warrant before the warrant expires. Immediately after the warrant has been issued you may start work.

Notification during construction

You are required to let the verifier know (certain stages in writing) when you are starting work (in writing), when drains are laid and after the drain track has been in-filled. You may also need to inform the verifier at certain other stages of construction eg witness drain system testing. You must inform the verifier when all the work is completed (in writing).

Appendix 1 - Details required with an application for Building Warrant

The Building (Procedure) (Scotland) Regulations 2004, Regulation 4 and schedules 1 & 2 specify the information that should be submitted for an application for building warrant. The Procedural Handbook expands on schedule 2 and is attached as appendix 2 for guidance.

Plans - generally

- All plans must have a unique reference number
- Be intelligible and have the scale indicated
- One set to be coloured or shaded to clearly identify new work
- Specifications or other written or figured statements must be signed by the applicant or duly authorised agent as being relative to the submitted plans.
- Revised plans to be coloured or shaded to clearly identify changes
- Verifier has discretion over the extent to which information must be provided so that minor works can be treated more simply

Structure

Where structural design is involved you may elect to either provide a Certification by an Approved Certifier of Design or to demonstrate to the Verifier by other acceptable means, such as structural drawings and calculations that the design as submitted complies with the requirements of the Building Standards system.

Detailed Plans

The plans should be to a scale of not less than 1:100 (1:50 preferred) and should provide the following information:

- Sufficient plans (foundations, each floor and roof), sections and elevations to give a complete representation of the proposals;
- Constructional details of all relevant parts of the building;
- Structural detailing as appropriate;
- Internal and external plumbing and drainage as appropriate;
- Ventilation and electrical arrangements;
- Details of energy efficiency/heat loss, and
- Any other details as may be deemed necessary by the verifier to establish compliance.

Block/Site Plan

To a scale of at least 1:1250 (1:500 preferred) showing:

- Size and position of the building and any adjoining buildings;
- The north point and scale of the plan;
- Roads or footways adjoining or forming access to the building;
- The extent and boundaries of the site;

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Location Plan

To a scale of 1:2500 (1:1250 preferred) clearly showing:

- The location of the proposed development in relation to the nearest road junction;

Further guidance and advice can be obtained from Shetland Islands Council Building Standards (01595 744800)

In addition further useful information relative to Building Standards in Scotland can be found at www.sbsa.gov.uk & www.sbsm.co.uk

Appendix 2 – Expanded list of details to be submitted

The list below is taken from the Procedural Handbook and is an expansion of the details contained in schedule 2 of the Building (Scotland) (Procedure) Regulations 2004.

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum.
- the position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and such other parts of the building as the verifier requests.
- details of construction including any frame and size and position of reinforcing material.
- details of calculation of loading and strength.
- indication of compartment and separating walls and floors, and details of fire stopping.
- position, materials and dimensions, including gauge or weight, of any damp-proof course or other moisture barrier.
- position of any sanitary facility or other built in equipment.
- position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
- position, materials, dimensions and form of any traps, manholes and access openings.
- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13, 14 and 15.
- the position and dimensions of any lift well, lift car, machine room and platform lift.
- the escape routes available as means of escape from fire including dimensions.
- the position of any ground hydrants, fire mains, and fire appliance access.
- any supplementary information, as requested by a verifier, so as to allow an application to be properly considered, such as ground condition or fire engineering reports.

In addition, for dwellings:

- the position and number of socket outlets and smoke alarms
- the position of automatic fire detection in residential buildings.

Notes

1. Some of the above may be presented in a written specification as the verifier may agree, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength. However, for complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.
2. Each drawing must have a unique reference number, to identify the drawing.
3. One set to be coloured or shaded to clearly identify new work
4. Specifications or other written or figured statements must be signed by the applicant or duly authorised agent as being relative to the submitted plans
5. Revised plans to be coloured or shaded to clearly identify changes

Any applicant requiring advice or assistance should contact:

Building Standards Service:

Shetland Islands Council
Grantfield
Lerwick
ZE1 ONT

Tel: 01595 744800 Fax: 01595 744804

E-mail: building_standards@sic.shetland.gov.uk

Office Hours: 9.00am to 5.00pm Monday to Thursday,
and 9.00am to 4.00pm Friday

Scottish Building Standards Agency (SBSA)

Denholm House
Avondale Business Park
Livingston
EH54 6GA

Tel: 01506 600 400 Fax: 01506 600 401

E-mail: info@sbsa.gov.uk

WEB – www.sbsa.gov.uk/index.htm

Useful Shetland Islands Council Contacts

Planning Service

Grantfield
Lerwick
ZE1 ONT

Tel: 01595 744800

Fax: 01595 744804

E-mail: planning.control@sic.shetland.gov.uk

Office Hours: 9.00am to 5.00pm Monday to Thursday,
and 9.00am to 4.00pm Friday

Legal (licensing)

4 Market Sreet
Lerwick
ZE1 0JN

Tel: 01595 744550

Fax: 01595 744585

Roads Service

Gremista
Lerwick
ZE1 OPX

Tel: 01595 744866

Fax: 01595 744869

Environmental Health (licensing)

Grantfield
Lerwick
ZE1 ONT

Tel: 01595 744800

Fax: 01595 744804

Care Commission

2nd Floor
Charlotte House
Commercial Road
Lerwick
ZE1 0HF

Tel: 01595 696661

WEB - www.carecommision.com/

Disability Shetland

Market House
14 Market Street
Lerwick
ZE1 0JP

Tel: 01595 743920 Fax: 01595 696787

E-mail: disability.shetland@shetland.org

Highlands & Islands Fire Brigade

Lerwick Fire Station
Sea Road
Lerwick
ZE1 0GF

Tel: 01595 692318 Fax: 01595 696477

WEB - www.hifb.org/

Historic Scotland

Longmore House
Salisbury Place
Edinburgh
EH9 1SH

Tel: 0131 668 8600

www.historic-scotland.gov.uk/

Northern Constabulary

Police Station
Market Street
Lerwick
ZE1 0JN

Tel: 01595 692110 Fax: 01595 693311

Scottish Environment Protection Agency (SEPA)

The Esplanade
LERWICK
ZE1 0LL

Tel: 01595 696926 Fax: 01595 696946

www.sepa.org.uk/

Scottish Water

Shetland Office
PO Box 11660
Lerwick ZE1 0ZF

Tel: 0845 6018855 Fax: 01595 694222

www.scottishwater.co.uk/

Health & Safety Executive

www.hse.gov.uk/