



Shetland Islands Council
Building Standards

**APPLICATION FOR
TEMPORARY OCCUPATION OR USE**

Building (Scotland) Act 2003

Application under Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building

1. APPLICANT

Name
Address
.....
.....
Post Code
Tel No.
Fax No.
E-mail (where available)

2. DULY AUTHORISED AGENT (if any)

Name
Address
.....
.....
Post Code
Tel No.
Fax No.
E-mail (where available)

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

Address
.....
.....
.....
Post Code

4. DETAILS OF BUILDING WARRANT

Date of building warrant
(and any amendments) -
Reference number of building warrant –

5. EXTENT OF OCCUPATION

Is whole of building to be occupied or used? **YES / NO***
If NO, please state part of building to be occupied or used -
.....

6. PREVIOUS APPLICATIONS

Has a previous application for temporary occupation or use being granted? **YES / NO***

If YES, please give details -

Date authorisation given:

Date authorisation expires:

7. LENGTH OF TEMPORARY OCCUPATION

Period of temporary occupation requested -

From [Date]: To [Date]:

8. REASONS FOR APPLICATION

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted or approved.

.....
.....
.....
.....

9. DECLARATION

I/We* apply for temporary occupation or use of the building as detailed above –

Signed –

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

WARNING

This certificate does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing.