

**THE BUILDING (SCOTLAND) ACT 2003**

**Application Under Section 9 for a Building Warrant to Construct,  
Demolish or Convert a Building, or to Provide Services, Fittings or  
Equipment in or in connection with a Building**



**APPLICATION FOR BUILDING WARRANT**

**(1) Applicant**

Name: .....

Address: .....

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Post Code: ..... Fax Number: .....

Telephone Number: ..... Email: .....

**(2) Duly Authorised Agent (if any)**

Name: .....

Address: .....

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Post Code: ..... Fax Number: .....

Telephone Number: ..... Email: .....

**(3) Owner (if different from Applicant) (See Note 1)**

Name: .....

Address: .....

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Post Code: ..... Fax Number: .....

Telephone Number: ..... Email: .....

**(4) Location of Building or Site to which the Application Relates**

Address: .....

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.....

Post Code: .....

**(5) Use of Building**

(If new building or an extension) please state proposed use:-

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(If existing building) please state:-

(a) current use: .....

(b) proposed use: .....

Is this a conversion in terms of the regulations? (see Annex 1) YES/NO\*

(If YES) Please state which description of conversion applies:-

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**(6) Proposed Work**

Please give a 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:-

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**(7) 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\***

**(8) Security Matters (See Note 5)**

Do you have security concerns about public access to your proposals? YES/NO\*

**(9) 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 Building Warrant will include a condition requiring removal at the end of the stated intended life).

**(10) Planning – Listed Building**

If the application concerns buildings listed as being of special Architectural or Historic Interest or in a Conservation Area please state category:-

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(if in doubt, the Planning Authority can advise)

Does the building have any other historical importance? (eg association with significant historical person or event).

**(11) Stage Warrants (only complete this Section if applicable after consultation with Verifier)**

You can arrange at the Verifiers discretion to be granted a Building Warrant in relation to specified stages:-

- (12) Construction Stages:** (a) Foundations;  
(b) Other stages as agreed with Verifier.

Please identify all stages now being applied for:-

.....  
.....

- (13) Demolition Stages:** (a) Isolation and removal of services, fixtures and fittings;  
(b) Isolation and protection of adjacent structures;  
(c) Such other stages as agreed with the Verifier.

Please identify all stages now being applied for:-

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.....

**(14) Relaxation Direction**

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers please state:-

**Reference Number:** ..... **Date:** .....

**(15) Notices**

Please indicate if this application is as the result of any of the following Notices and if so give the following:-

Reference Number: .....  
Building Regulations Compliance Notice: .....  
Building Warrant Enforcement Notice: .....  
Defective Buildings Notice: .....  
Is the building subject to any Dangerous Building Notice? YES/NO\*  
(If YES, give the Reference Number): .....

**(16) Estimated Value of Works**

£ .....

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

**(17) Certificates of Design**

Do any Certificates from Approved Certifiers of Design accompany this application? YES/NO\*  
(If YES, see annex 2)

**(18) State of Work**

Has the work which is the subject of this application already started? YES/NO\*  
(If YES, See Note 7)

Has the work which is the subject of this application been completed? YES/NO\*  
(If YES, See Note 4)

**(19) Small Buildings Structural Guidance**

Have the proposals been designed using the Small Buildings Structural Guidance contained within Section 1 of the Technical Handbooks? YES/NO\*

**(20) 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 with any necessary accompanying information (including annexes to this application, drawings and specifications); (See Note 8) and
- (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.\*

**(21) Signed:** .....  
(Applicant/Duly Authorised Agent\*) (See Note 9)

**(22) Dated:** .....

\* Delete as appropriate

**(23) Address to which you should send this application:**

Planning and Regulation  
Building Standards  
Environment Services  
Stirling Council  
Municipal Buildings  
8-10 Corn Exchange Road  
STIRLING  
FK8 2HU

Telephone Number: 01786 432033  
Fax Number: 01786 432203  
Email: EnvOps\_Admin@stirling.gov.uk

(24)

**Notes:**

- (1) The name and address of the owner is required as the Act require the owner to be informed if a Building Warrant is granted. If you do not want your name disclosed, contact the Building Standards Service as soon as possible. We do not disclose the telephone number, e-mail address or signature of the owner. Please note that this does not apply to Agent details.
- (2) Where full information is not available, the Verifier may decide to grant a Building Warrant on condition that you provide further details before certain stages of work commence on site. The stages must be agreed with the Verifier.
- (3) Any applicant aggrieved by the decision of a Verifier to refuse a Building Warrant may, within 21 days of the date of the decision, Appeal to the Sheriff by way of summary application.
- (4) 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.
- (5) The Procedure Regulations allow certain details of the application to be made available through the public register. We will not however make public telephone numbers, email, addresses and signatures. In addition, in residential buildings only the owner/prospective owner, occupier, tenant, perspective tenant and an "interested party" in an adjoining (next to **and** joined onto) building is allowed access to your file. However, these Regulations also restrict in non-residential buildings, the inspection and copying of additional details, such as documents and plans, if the applicant has a security concern. If you do not indicate on the application form that you have a security concern, then please note that any member of the public may view a non-residential Building Warrant file and obtain copies of this information. If however, you indicate YES at this question, then written permission from the owner will be required before public access to this information is allowed.
- (6) Guidance on Certificates from Approved Certifier 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 Scottish Building Standards Agency. This is available on the Agency website [www.sbsa.gov.uk](http://www.sbsa.gov.uk).
- (7) 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.
- (8) Note that this includes a commitment to meet the requirements of Regulation 13 to 15 which sets requirements for how the public will be protected from the activities on site.
- (9) Even when 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.

<b>WARNING</b>
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<p><b>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.</b></p>
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(25) **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.

(26) **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.

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(27) **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.