

**APPLICATION FOR
TEMPORARY OCCUPATION
OR USE**

FORM E
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

The Highland Council has been appointed sole Verifier for administering the
Building Standards system throughout the Highland area

1 APPLICANT:

Name
Address

Post Code

Tel:

E-Mail

Fax:

2 AGENT (if any)

Name
Address

Post Code

Tel:

E-Mail

Fax:

3 LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address

Post Code or Grid Ref
(if known)

4 DETAILS OF BUILDING WARRANT

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

5 PREVIOUS APPLICATIONS

Has a previous application for temporary occupation or use been granted? YES/NO
If YES, please give details –

Date authorisation given -

Date authorisation expires -

6	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 –		

7	LENGTH OF TEMPORARY OCCUPATION		
	Period of temporary occupation requested – from	to	

8	REASONS FOR APPLICATION		
	Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved.		

9	DECLARATION		
	I/We* apply for temporary occupation or use of the building as detailed above –		
	Signed –	Dated -	
	*Delete as appropriate		

Where to send the completed application form.

The completed application form should be signed and dated, and delivered to the appropriate Area Planning and Building Standards Office at one of the addresses given below.

CAITHNESS	Market Square	T 01955 607751
planning.caithness@highland.gov.uk	Wick KW1 4AB	F 01955 606924
SUTHERLAND	Drummuie	T 01408 635352
planning.sutherland@highland.gov.uk	Golspie KW10 6TA	F 01408 634041
ROSS AND CROMARTY	84 High Street	T 01349 868600
planning.rossandcromarty@highland.gov.uk	Dingwall IV15 9JB	F 01349 864675
INVERNESS AND NAIRN	2nd Floor Kintail House	T 01463 255200
planning.inverness@highland.gov.uk	Beechwood Business Park Inverness IV2 3BB	
BADENOCH AND STRATHSPEY	100 High Street	T 01540 661700
planning.badenoch@highland.gov.uk	Kingussie PH21 1HY	F 01540 661001
LOCHABER	Fulton House Gordon Square	T 01397 707015
planning.lochaber@highland.gov.uk	Fort William PH33 6XY	F 01397 707022
SKYE AND LOCHALSH	King's House The Green	T 01478 612412
skye.planning@highland.gov.uk	Portree Isle of Skye IV51 9BS	F 01478 613518

WARNING

This permission 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.