

**APPLICATION FOR
 AMENDMENT OF
 BUILDING WARRANT**
 FORM B
 BUILDING (SCOTLAND) ACT 2003

Application under section 9 to amend a building warrant

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

**FOR OFFICIAL
 USE ONLY**

Application No.

Cost of Works

Fee

Date Paid

Date of Receipt

Receipt No.

Certificates /
 Refunds

1 APPLICANT:

Name

Address

Post Code

Tel:

Fax:

E-Mail

2 OWNER (if different from original warrant application)

Name

Address

Post Code

Tel:

Fax:

E-Mail

3 AGENT (if any)

Name

Address

Post Code

Tel:

Fax:

E-Mail

4 DETAILS OF BUILDING WARRANT

Date of building warrant -

Reference number of building warrant -

5 LOCATION OF BUILDING OR SITE TO WHICH THE BUILDING WARRANT APPLIES

Address

Post Code or Grid Ref
 (if known)

6 FOR AMENDMENTS TO CONSTRUCTION

What changes do you wish to make to the proposals for which a building warrant was granted?

7 FOR LATER STAGE(S)

For which stages did the original warrant require further detail?

For which of these stages are you now applying to amend the warrant?

8 FOR AMENDMENTS WHICH ALTER THE INTENDED USE OF AN EXISTING BUILDING

Please state if this results in a conversion in terms of the regulations (see annex 1) YES/NO

If YES, please state which description of conversion applies

9 VALUE OF WORKS AFTER AMENDMENT

How does the proposed amendment alter the estimated value of works?

Value as stated in warrant - £

Amended value - £

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

10 CERTIFICATES OF DESIGN

Do any certificates from approved certifiers of design accompany this application for amendment? (If YES, give registration Nos.) YES/NO

(See Annex 2)

11 DECLARATION

I/We* apply for amendment of building warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications).

Signed -

Dated -

applicant/duly appointed agent*

*Delete as appropriate

NOTES FOR GUIDANCE

1. PLANS

The local Area Planning and Building Standards Office will be able to advise you on details of the drawings, specifications and /or other particulars you are expected to provide. The address of all Area offices are given below.

2. FEE

Your application must be accompanied by the appropriate fee, as follows:-

- a) If no additional operations are involved or works under £5,000 (Question 9), the fee is £50.00.
- b) If additional operations are involved in excess of £5,000 the fee is calculated in accordance with the fee table.

The Area Planning and Building Standards Office will be able to advise you on this.

3. WHAT HAPPENS NEXT?

Your application should be checked over by Building Standards Officers normally within 15 working days of receipt of the application and the correct fee being submitted. If the application is in order the Building Warrant will be issued together with further guidance notes containing important information regarding legal procedures and requirements. However, it may be that further technical information is required. If this is the case you will receive a letter requesting any extra information needed to enable us to issue your building warrant. When you have submitted satisfactory duplicate revised plans you will receive the Building Warrant. We make every effort to ensure your proposals comply with all Regulations but the final responsibility lies with you. Please discuss any further alterations to your plans before work starts on them, as you may need another formal amendment to your warrant.

4. APPEALS PROCEDURE

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.

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.

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 –

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.

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, together with copies of all plans and the appropriate fee

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	Gairloch IV21 1JL	T 01463 611000
planning.inverness@highland.gov.uk	Wick KW1 4AB	F 01463 611000
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

Please note that approval of amendment of building warrant

- does not remove the need to obtain amended planning permission if that is required (consult the planning authority if in doubt).
- does not alter the original period of validity of the warrant.
(See form C -application to extend period of validity of building warrant).