

# **HOW TO MAKE A BUILDING WARRANT APPLICATION**

## **GUIDANCE NOTES FOR APPLICANTS AND AGENTS**

For Building Warrant Applications made from 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 around 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 also encourage sustainable development.

As a result of the 2003 Act, Highland Council 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 (Scotland) Regulations 2004 is met. This can be achieved by complying with the associated Technical Handbooks. There are two handbooks, Domestic and Non Domestic.

### **WHAT IS A BUILDING WARRANT?**

Building Warrant is the approval granted by a Verifier (Highland Council) in order that a building may be constructed, extended, altered, demolished or converted to a different purpose group. It is important to understand that it is the responsibility of the building owner to apply for and obtain a Building Warrant. This approval should be applied for and the warrant granted prior to commencing any works on site.

The approval can be granted only on receipt of a completed Building Warrant Application Form including all necessary plans, specifications and relevant statements that will demonstrate full compliance with the Building (Scotland) Regulations 2004 and associated Technical Handbooks.

It should be noted that Building Warrant and Planning Permission are two separate types of approval and that Planning Permission may also be required in addition to a warrant. Therefore guidance should also be sought from the local Development Control Officer, prior to work commencing.

### **MAKING A BUILDING WARRANT APPLICATION?**

Having first established that a Warrant is required an application will have to be submitted for approval.

An application for Building Warrant is made by completing a Building Warrant Application form. This form needs to be accompanied by at least 3 sets of plans (1 set of which should be coloured or highlighted to easily distinguish existing from proposed works) and should contain sufficient information about the proposed design and construction. This enables the Verifier to fully ascertain whether compliance with the Building (Scotland) Regulations 2004 and associated Technical Handbooks will be achieved prior to a Building Warrant being granted.

An Architect does not need to prepare your plans; the plans should however be of a sufficient standard to convey to all parties concerned the detail required by the Technical Handbooks and show compliance with the Building (Scotland) Regulations 2004. It may be necessary to submit complex technical details and in this instance the services of a professional/competent person is recommended.

A fee is required to accompany all applications, other than those relating to modifications within dwellings to cater for persons with a disability. This fee is calculated on a sliding scale basis relative to the estimated cost of the proposed works. Estimated cost of works should reflect the cost of labour and materials, no concessions can be made for self build applicants. The fee is a registration fee only and is therefore not subject to refund once the application is registered. 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 but are only applicable where it has been identified in advance that Approved Certifiers of Construction are to be used and upon receipt of the appropriate Certificates.

## **MAKING A BUILDING WARRANT APPLICATION? (continued).**

You can apply online via the [eBuildingStandards.scot Portal](http://eBuildingStandards.scot Portal) which is accessible [here](#) on our web pages OR you can make a paper application. Paper applications are accessible [here](#) and should be completed and posted to our **eProcessing Centre, Headquarters, Glenurquhart Road, Inverness, IV3 5NX**

Your proposals will then be registered and passed to the appropriate Building Standards office for assessment.

## **BUILDING PLANS**

Plans submitted for warrant should be drawn to a scale of 1:50 and certainly not less than 1:100 and must be in metric scale. Three sets of all plans must be submitted, though, in some instances it may be necessary to submit further copies if the Verifier needs consultations with other statutory bodies. The following information is required:

- Floor plans of each level of the proposed building, sectional drawings and elevations to give a complete representation of the proposed works;
- 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;
- Specifications of all materials to be used in the construction of the proposed building;
- Details of energy efficiency/heat loss, and
- Any other details as may be deemed necessary by the Verifier to establish compliance.

Where complicated or unusual structures are proposed you may be required to submit a Structural Engineer's Certificate of Design. The engineer will require to be registered with the Scottish Building Standards Agency (SBSA) as a Certifier of Design if the certificate is to be accepted.

### **Location Plan**

To a scale of 1/1250 or 1/2500 clearly showing:

- The location of the proposed development in relation to the nearest road junction;
- In rural situations this should also include a six-figure ordnance survey grid reference.

### **Block/Site Plan**

To a scale of at least 1/500 showing:

- Existing and proposed buildings; The
- extent and boundaries of the site; The
- north point and scale of the plan.

Further guidance and advice can be obtained from your local Area Planning and Building Standards office the locations and contact details are detailed at the end of this note. In addition further useful information relative to Building Standards in Scotland can be found at [www.sbsa.gov.uk](http://www.sbsa.gov.uk) & [www.sbsm.co.uk](http://www.sbsm.co.uk).

## **WHAT HAPPENS AFTER YOU APPLY?**

The Building Standards Officer will try to assess your application within 15 working days of receipt of a competent application. If your application shows full compliance with the regulations and/or Technical Handbooks, your warrant will be granted. If additional information is required to allow the warrant to be granted then contact with either yourself or your agent will be made requesting this information. Once the warrant is granted it is then permissible to start work on site.

If when work is underway you need to alter or revise the design discussion with the Building Standards Officer is advised. If the alteration is minor then approval for this may be given but if considered to be significant then an application for Amendment to Warrant may be required.

## **OTHER PERMISSIONS**

Planning Permission and/or Listed Building Consent or Conservation Area Consent may be required and must also be obtained before you start work. The Planning and Building Standards Area Office can advise you about this, as well as about your Building Warrant application.

You will also need to provide evidence of Percolation Tests where you intend to discharge effluent to ground, test result forms for these tests are available from your local Planning and Building Standards Office, as is a leaflet giving general guidance about Septic Tanks.

The Scottish Environment Protection Agency (SEPA) may need to approve any discharge of effluent from a septic tank to a soakaway or watercourse. Their web site is [www.sepa.org.uk](http://www.sepa.org.uk), local offices are:

Graesser House, Fodderty Way, Dingwall IV15 9XB 01349 862021 fax 863987

Greyhope House, Greyhope Road, Tony, Aberdeen AB11 9RD 01224 248338 fax 248591

It is your responsibility to ensure that you obtain any other necessary consent; in particular you should consult with Scottish Hydro Electric, Scottish Gas, telecommunication bodies, and Scottish Water to make sure that underground or overhead services are protected or diverted safely. You may also need to consult the fire authority, licensing board and highways department.

Useful web sites are: [www.bt.co.uk](http://www.bt.co.uk); [www.house.co.uk](http://www.house.co.uk); [www.hydro.co.uk](http://www.hydro.co.uk); [www.scottishwater.co.uk](http://www.scottishwater.co.uk)

**PLEASE remember to quote your warrant reference number when making contact or in any correspondence with the Building Standards Office. This will allow quicker retrieval of your file**

### **NOTE**

**The building warrant process is not a guarantee of quality control  
For supervision of work you should employ a suitably qualified person**