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|  | **THE LICENSING (SCOTLAND) ACT 2005**  **HIGHLAND LICENSING BOARD** |

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| **Application for BUILDING CONTROL CERTIFICATE under Section 50** |
| **of the Licensing (Scotland) Act 2005** |

Please complete all sections of this form. This form can be filled in electronically. Please send your completed form via email to [ebuildingstandards@highland.gov.uk](mailto:ebuildingstandards@highland.gov.uk) or in paper form to: eProcessing Team, Highland Council Headquarters, Glenurquhart Road, IV3 5NX.

*Please note your application will not be valid until payment has been received.*

*Please ensure you make payment* ***BEFORE*** *submitting this form.*

Application is hereby made by *(applicant name):*

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Please provide outline of proposed operation, including maximum number of guests (where applicable):

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To: **THE HIGHLAND COUNCIL, BUILDING STANDARDS MANAGER**

for the following certificate as to suitability of the premises at *(premises & address)*

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of a premises licence under S.20 or confirmation of a provisional premises licence under S.46 for which a S.50 Certificate is being sought, in relation to **Building Standards**.

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| 1. **Building Standards Certificate**  Give the following information  *In the case of an application for a new licence*  (i) a. Date and reference of warrant for the construction of the premises, and  (ii) b. Date and reference of certificate of completion  *or* If no warrant for the construction of the premises is required give reasons  (ii) Date and reference of warrant for the change of use of the premises  *or*  If no such warrant is required give reasons  *In the case of confirmation of* ***provisional grant of a licence***  (i) Date and reference of warrant for the construction of the premises  (ii) Date and reference of warrant for the change of use of the premises  *or* Reference to correspondence with your authority where it is indicated that on completion of the construction of the premises in accordance with the warrant, a warrant for the change of use will be granted  *or* If no warrant for change of use is required, give reasons | **Yes/No**  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  …………………………………………………………………  ………………………………………………………………….  …………………………………………………………………  ………………………………………………………………….  …………………………………………………………………. |

Data Protection – *the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.*

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| Date: |  | | Signature:  *(Applicant/Agent)* | |  |
| Address of Agent  *(if any)* | |  | | | |
| Daytime Telephone: | |  | | Mobile: |  |
| Email: | |  | | | |

**Make sure you pay the correct fee, currently £66.**

There is a fee to deliver this service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay. The fee is the same for both Building Standards and Planning Certificates.

**To Pay**

Payment should be made when completing this application form using the Council's [PAY button](https://www.highland.gov.uk/payhttps:/www.highland.gov.uk/pay) and select [Planning and building Standards.](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1)  When requested choose the **Building Standards** then **Section 50** dropdowns**.**

For more information on other ways to pay, please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3).

When making payment please quote reference:- **Name of Premises/BS-Section 50**

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