



West Lothian
Council

**Building Standards Section
BUILDING WARRANT
APPLICATION FORM
Building (Scotland) Act 2003, Section 9**

Application for a warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building

You should read the guidance notes before completing this form. This form should also be read along with the procedural handbook available free at http://www.sbsa.gov.uk/proced_legislation/proc_handbook.htm

**IF THE WORK IS COMPLETED THIS FORM SHOULD NOT BE USED.
USE COMPLETION CERTIFICATE SUBMISSION – NO WARRANT APPLICATION FORM**

Address where the work is taking place
House Number / Plot / Building Name

Street / Road Number (If no street)

Town

Post Code

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.....

What work is being carried out?

Please give a brief description of the work, and state whether it is to erect, extend, alter, and/or convert, provide services, fitting or equipment, or demolish.

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Has this work started

Yes **No** (Please tick)

If No, please be aware that **we may inspect the property to confirm that work has not started.**
If Yes, this application will be considered as a 'late application' and the appropriate procedures will apply.

- a 25% surcharge on the lodging fee is required.
- the regulations which apply are those at the date of this application
- Any works started may need to be exposed for inspection purposes (i.e. dig up foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection and you are responsible for any costs

FOR OFFICE USE ONLY

Late Building Warrant:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated Value:	
Application Number:		Valid Certificates of Design Discount	Yes <input type="checkbox"/> %
Case Officer:		Annex 11 Certifier of Construction Discount	Yes <input type="checkbox"/> %
Property/Site Type:		Warrant Fee:	
Building Operations:		Receipt Number:	
Application Received:		Payment Type:	
Small Business	Yes <input type="checkbox"/> No <input type="checkbox"/>	Checked By:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Risk Assessed For Delegation to Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ordnance Survey Co-ordinates	E N

<p>Name and Address of <u>Applicant</u></p> <p>Applicant Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(See note 2 below)</p>
<p>Name and Address of duly authorised <u>Agent</u> (if any).</p> <p>Agent Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(See note 2 below)</p>
<p>Name and Address of <u>Building Owner</u> (Only if different from applicant above)</p> <p>Owner</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(You must notify the Owner of this application and we must inform the owner if a building warrant is granted)</p>

<p>Use of Building If New Build or Extension.....(Use) If Existing (Current use) (Proposed use)</p>	<p>..... </p>	
<p>Listed Buildings Does the application concern a building listed as being of special architectural or historic interest or in a conservation area? If so, please state category.</p>	<p>It is not the responsibility of Building Standards to inform the Planning Authority. If in doubt contact Development Control on 01506 775222 for advice. Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick) Category A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> (Please tick)</p>	
<p>Is this a conversion (See Annex 1) If Yes, Please tick the description of the conversion from annex 1.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick. If Yes tick 1-10 below) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/></p>	
<p>Security matters (See Annex 9) Do you consider any part of your proposal should not be open to public inspection on the building standards register.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick) Failure to complete and provide Annex 9, will result in all information provided being made available. West Lothian Council will decide with you the extent, if any, of the restrictions.</p>	
<p>Certificates of design (See Annex 10) Do certificates accompany this application from approved certifiers of design?</p>	<p>Yes <input type="checkbox"/> You <u>must complete and provide Annex 10.</u> No <input type="checkbox"/></p>	
<p>Certificates of construction (See Annex 11) Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?</p>	<p>Yes <input type="checkbox"/> You <u>must complete and provide Annex 11.</u> No <input type="checkbox"/></p>	
<p>Stages of Construction: This section MUST BE AGREED with Building Standards PRIOR to APPLICATION being made. Where full information is not available, West Lothian Council <u>may</u> decide to grant a warrant on condition that you provided further details before certain stages of work commence on site. If a staged warrant is required, please indicate which stages are requested or if not listed then specify requested stage at Other.</p>	<p><input type="checkbox"/> Foundations, <input type="checkbox"/> Substructure and ground floor slab (if applicable), <input type="checkbox"/> Underground drainage system, <input type="checkbox"/> Superstructure (excluding the following stages),</p>	<p><input type="checkbox"/> External wall cladding or internal walls or their linings, <input type="checkbox"/> Roof, <input type="checkbox"/> Mechanical & Electrical Services <input type="checkbox"/> Other (Please specify). </p>
<p>Statutory Enforcement Notices. Please indicate (tick) if this application is as the result of any of the listed statutory notices issued by West Lothian Council</p>	<p><input type="checkbox"/> Building Warrant Enforcement Notice <input type="checkbox"/> Defective Buildings Notice. <input type="checkbox"/> Dangerous Buildings Notice Enter Notice Ref Number</p>	

