

INSTANT BUILDING WARRANT APPLICATION ASSESSMENT SERVICE

Prepared by

**Angus Council
Infrastructure Services
Planning & Transport Division
Building Standards Section
County Buildings
Market Street
FORFAR
DD8 3LG**

INSTANT BUILDING WARRANT APPLICATION ASSESSMENT SERVICE

This guidance note is intended as a general guide only to the instant plan assessment service. If you have any doubts or require more help you are advised to contact staff in the Building Standards Section of the Council's Infrastructure Services who will be only too willing to assist you.

INTRODUCTION

The instant building warrant plan assessment service will allow certain specified works to be instantly assessed for compliance with the Building Standards (Scotland) Regulations 2004 and associated Technical Handbooks. This will allow consent to be given quickly thereby allowing work to commence on site.

ELIGIBILITY

The following categories of work are eligible to participate in the instant building warrant plan assessment service.

The estimated cost of the work should be less than £5000 and relate to work such as:-

- erection of garden walls or fence to a dwellinghouse;
- provision of patio/french doors to a dwellinghouse;
- installation of rooflights to an attic store;
- minor alterations to the layout of a dwellinghouse where that work requires building warrant approval.
- installation of an oil or LPG tank to serve the heating system to a dwellinghouse.
- Minor alterations to non-domestic properties.

It is entirely at the discretion of the Building Standards Officer as to whether the work is eligible for consideration under the Instant Plan Assessment Service.

HOW TO PARTICIPATE

To participate in the scheme you must carry out the following:-

- arrange an appointment with the Building Standards Officer for the area; details of Building Standards Officers' names and telephone numbers are given at the end of this guidance note;
- at your appointment, arrive with the documents and plans listed below;
 - ◆ an application form duly complete and signed;

- ◆ three copies of an appropriate drawing. The drawing should be sufficiently detailed to allow the Building Standards Officer to carry out a detailed assessment. Note: Drawings prepared by a person who is not experienced in preparing drawings for Building Warrant approval is unlikely to be suitable;
- submit the appropriate fee. As this scheme relates to work with an estimated cost of less than £5,000, the fee required is £100.

AT YOUR APPOINTMENT

- You will give the Building Standards Officer an indication of what you are seeking approval for.
- The Building Standards Officer will assess your proposals for compliance with the Technical Standards.
- The Building Standards Officer will highlight, if any, areas where your proposals do not comply.
- It may be possible to alter the drawings to comply at your appointment allowing the Building Standards Officer to approve your proposals.
- Alternatively, you can take your drawings away for alteration at your convenience. You can resubmit them for approval at a later date.
- Once the Building Standards Officer is convinced that your proposals comply and all documentation, plans etc. are to an acceptable standard, he will submit them to our Administration/Processing staff for processing.

APPROVAL

Once your application has been passed to our Administration/Processing staff, certain statutory and legal functions have to be carried out. Your proposals require to be registered on the computer and the approval documents will be generated in this way. This may take some time and you can choose to wait for the documents or you can choose to have them sent out by mail (they will be dispatched within hours, not days).

The approved documents will consist of various documentation. The guidance notes accompanying this documentation should be read to ensure that you carry out the proper procedures.

BEFORE WORK STARTS

You should complete and return to us the appropriate start date documentation enclosed with your approved documents. As your proposals are of a minor nature it is unlikely that we will carry out any interim inspections. If you are unsure as to any element of the work being carried out, or wish to amend your approved proposals, by all means telephone the Building Standards Officer/Inspector for the area and arrange a site meeting to discuss your concerns.

ONCE WORK IS COMPLETE

When work has been completed in accordance with the approved drawings you should complete the appropriate paperwork and submit to us the Completion Certificate. Once we receive the Completion Certificate we will visit the property and assess whether the work has been carried out in accordance with the approved drawings and the Technical Standards.

If it does not:-

- we will give you a list of the items that require attention;
- you should attend to these items and arrange a further inspection with the Officer/Inspector who carried out the original inspection.

If the work has been carried out in accordance with the approved drawings we will endeavour to issue the appropriate paperwork accepting the Completion Certificate submitted by you within three working days of the site visit.

A Certificate of Completion is an important legal document and you should place a copy with your title deeds. By doing this you will ultimately save a great deal of inconvenience if and when you decide to sell your house or re-mortgage.

Officer	Area	Direct Line
Len Murray, Building Standards Manager		01307-473234
Mike Millar, Senior Building Standards Officer	North	01307-473245
Brian Clark, Building Standards Officer	North	01307-473344
Kris Ferrier, Trainee Building Standards Officer	North	01307-473397
Andy Reid, Building Standards Officer	South	01307-473167
George Park, Building Standards Technician	South	01307-473169
Lee Mason, Building Standards Officer	South	01307-473249
Jim Robison, Building Standards Officer	West	01307-473210
Bert Beattie, Building Standards Officer	East	01307-47
Gemma Cole, Building Standards Officer	East	01307-473164
Donald Ritchie, Buildings Officer		01307-473310
Karen Butchart, Quantity Surveyor		01307-473310

Further information on any respect of this service can be obtained from:

ANGUS COUNCIL

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