

HOW TO APPLY FOR A BUILDING WARRANT

WHAT IS A BUILDING WARRANT?

A Building Warrant is a Statutory Approval issued under the Building (Scotland) Act to allow your proposed building/alterations/extension to be built. Your proposed building works will be checked as necessary for structural strength and stability, structural fire precautions, means of escape, ventilation, provision of insulation, drainage, housing standards, etc. Please note that on no account should work start on site until your Building Warrant is issued.

DO I NEED A BUILDING WARRANT?

Most new buildings require Building Warrant approval. Some buildings are exempt and you should refer to our Guidance Note "Exempt Buildings" for details.

Normally altering a building requires Building Warrant approval. However, some alterations do not require Building Warrant approval and you should refer to our Guidance Note "Building Work Not Requiring Building Warrant Approval". Although this work does not require Building Warrant approval, the work must still comply with all relevant Building Regulations.

If you are in any doubt as to whether you require Building Warrant approval please telephone 01307-461460 and ask to speak to a Building Standards Officer who will give you advice.

HOW DO I APPLY

The requisite application form should be completed and returned to us along with three copies of a drawing of the proposed works and the appropriate fee. If you have any difficulty completing the form do not hesitate to contact us for assistance.

WHAT TYPE OF PLANS DO I NEED?

The drawings should be prepared by an Architect, Building Surveyor, Architectural Consultant or other competent person experienced in preparing plans. Because they require to be technically correct and accurate, it is not advisable, unless you are competent to do so, to prepare the plans yourself. The plans should be to a metric scale and include the following details:-

- A block plan to a scale of not less than 1:1250, showing all boundaries and the position of the proposed building/extension in relation to the boundaries.

- A location plan to a scale of not less than 1:2500. This is required where the site is not readily identifiable from the block plan. Copies of location plans can be purchased from this Department.

The plans should also show the floor plans, elevations, sections through the buildings and all constructional details from foundations to roof. For an application involving the alteration of an existing building it is preferable if the plans are coloured to show the new work.

HOW MUCH WILL IT COST?

Fees for a Building Warrant are set by the Government and are based on the estimated cost of the proposed works excluding VAT. The estimated cost should be a fair reflection of the current market value of the work. Please note that if we think the estimated cost of the work is too low, we may ask you to verify the estimated cost and pay an additional fee. See separate sheet for details of fees payable. If the work is to alter or extend a dwellinghouse to provide facilities for a disabled person, then no fee need be paid.

WHAT HAPPENS AFTER I APPLY

Your application will be checked against the Building Regulations by one of our Building Standards Officers. This will be done as quickly as possible after you have applied. The time taken to deal with your application will be determined by the section's workload. If your application is in order we will then issue your Building Warrant. If it is not, we will send you a letter asking that various technical queries be answered. Once these questions are answered your Building Warrant will then be issued. If at any time you decide to make changes to the approved drawings, then it is likely you will require a formal Amendment to Warrant. In this instance please seek further advice from us.

DO I NEED ANY OTHER PERMISSION?

As well as requiring a Building Warrant there may be other consents required. Listed below are some of them:-

Planning Permission

The Development Standards Section of the Planning & Transport Division will give you advice on whether Planning Permission is required or not. This is very important, for often you will require both Building Warrant and Planning Permission and costly work could be wasteful if you start work without both and the Council decides to take action against you.

Disposal of Effluent from Septic Tank/Small Sewage Treatment Works

If your proposals include taking effluent from a septic tank to a watercourse, field drain or ditch then you should seek approval from:-

SEPA,
62 High Street,
ARBROATH.
Telephone: Arbroath (01241) 874370

Occupation of Road to Deposit Building Materials or Erect Scaffolding

If it is necessary to occupy a public road or pavement to deposit building materials or erect scaffolding then you should contact:-

Angus Council,
Roads Division,
County Buildings,
Market Street,
FORFAR.
Telephone: Forfar (01307) 461460

Utilities

If you intend to carry out building work in close proximity to, or over, any plant/equipment owned by one of the utilities, it is your responsibility to inform these bodies of your proposals so that their comments/requirements can be obtained.

WHAT DO I DO ONCE THE WORK STARTS?

With the approval documents you will receive a copy of Form J (Notice regarding start of work) to complete and return to us to allow our records to be kept up-to-date. The Building Standards Officer for the area may then make periodic visits to the site, the number depending on the complexity of the job. All drainage work should be tested by your contractor and must be witnessed by a Building Standards Officer before backfilling and on completion of the work. For further details please consult the Building Standards Officer for your area, telephone Forfar (01307) 461460.

WHAT DO I DO ONCE THE WORK IS COMPLETE?

When work is complete the "relevant person", normally the owner, completes the Completion Certificate (Form 5) and submits it to Building Standards. A Building Standards Officer will then visit the site and ascertain whether work has been completed in accordance with the approved drawings and the Building Regulations.

If the Officer is satisfied that all work is complete confirmation in writing will be sent to you accepting the Completion Certificate. If only minor points are outstanding you will be given an opportunity to rectify them to allow the Completion Certificate to be accepted.

Your permission lasts for three years. Within that period you should complete the work and apply for a Completion Certificate (use Form 5 – Completion Certificate Submission). If work has not been completed you can request an extension to the three year period by completing Form C (Application to extend period of validity of building warrant) and submitting it to the Building Standards Section at the address below. See separate sheet for details of fee payable.

For electrical works associated with a building warrant application and not installed by a certifier of construction see guidance note Electrical Safety (Guidance on Electrical Installations not certified by an Approved Certifier of Construction). This guidance note gives you an indication as to how electrical works can be certified to the satisfaction of the local authority as verifier.

For further information please contact:

**Angus Council
Infrastructure Services
Planning & Transport Division
Building Standards Section
County Buildings
Market Street
FORFAR
DD8 3LG
Telephone: Forfar (01307) 461460**