

## Building (Scotland) Act 2003

Application under Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building

### 1 Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### 2 Duly Authorised Agent (If Any)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### 3 Location Of Building Or Site To Which The Application Relates

Address (including post code if known): \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

### 4 Details Of Building Warrant

Date of building warrant (and any amendments): \_\_\_\_\_

Reference number of building warrant: \_\_\_\_\_

### 5 Extent Of Occupation

Is whole of building to be occupied or used? YES / NO\*

If NO, please state part of building to be occupied or used:  
\_\_\_\_\_

### 6 Previous Applications

Has a previous application for temporary occupation or use been granted? YES / NO\*

If YES, please give details: \_\_\_\_\_

Date authorisation given: \_\_\_\_\_

Date authorisation expires: \_\_\_\_\_

Please complete this form using **BLOCK CAPITALS**

**7 Length Of Temporary Occupation**

Period of temporary occupation requested:

From: \_\_\_\_\_

To: \_\_\_\_\_

**8 Reasons For Application**

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved

**9 Declaration**

You can view our Privacy notice online at:

[www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/council\\_and\\_services\\_privacy\\_5](http://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy_5)

**Declaration**

I confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Delete as appropriate

**Address to which you should send this application**

Any enquiries about this application should be addressed to Planning, Place Directorate, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN. Tel: 03452 77778. This form can be submitted online via the E-Building Standards Portal at <https://www.ebuildingstandards.scot/eBuildingStandardsClient/>