

**APPLICATION TO SCOTTISH MINISTERS
FOR RELAXATION OF BUILDING REGULATIONS
FOR A PARTICULAR BUILDING**

Building (Scotland) Act 2003

Application under section 3 for a direction to dispense with or relax a provision of the building regulations in relation to a particular building

1. Applicant

Name :

Address :

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Post Code : Tel No :

Fax No : E-mail :

2. Duly authorised Agent (if any)

Name :

Address :

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Post Code : Tel No :

Fax No : E-mail :

3. Details of building warrant

Date of building warrant (if any) :

Reference number of building warrant :

Address of building (or proposed building) to which the relaxation applies (include post code if known)

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4. Name and address of owner of building (if different from applicant)

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5. Details of application

Regulation number and, where applicable, Building Standard (as specified in Schedule 5 of the building regulations) from which dispensation or relaxation is sought :

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Proposed relaxation :

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Justification for application :

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6. Declaration

I/We* apply for a direction dispensing with or relaxing provision(s) of the building regulations in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications) submitted with the application.

Signed : (applicant/duly authorised agent*)

Dated :

*Delete as appropriate

Address to which you send this application

Scottish Building Standards Agency, Denholm House, Livingston, EH54 6GA

Notes

1. Any applicant aggrieved by the decision of the Scottish Ministers to refuse a relaxation may, within 21 days of the date of the decision, appeal to the Sheriff by way of summary application.
2. No application can be accepted if a Completion Certificate for the work has been accepted.
3. Guidance on the information which should accompany this application is given in the paragraphs at 4.3 in the Procedural Handbook issued by the Scottish Building Standards Agency. The handbook is available on the Agency website www.sbsa.gov.uk