

NOTES OF GUIDANCE ON MAKING APPLICATION FOR BUILDING WARRANT

1. The application form should be completed as instructed and forwarded with the appropriate Building Warrant Fee.
 2. All applications should contain 1 application form plus 2 paper copies of all plans - if you are submitting an electronic version (by email or on CD) of these then only 1 paper copy of all plans is required (See **Appendix 1** for further guidance)
 3. The plans submitted must be drawn in a clear intelligible manner and in a permanent form and have indicated thereon the scale which they are drawn.
 4. The plans require to be submitted along with the application form are:-
 - (a) Location plan:- This plan must be to a scale of not less than 1:2500 in the case of built-up areas, or 1:10,000 in rural areas, and should show the site outlined in colour. Where possible an extract from the appropriate Ordnance Survey Sheet should be used.
 - (b) Block Plan:- This must be to a scale of not less than 1:500 and should show the boundaries of the land in the ownership of the applicant outlined in red. The plan should also indicate the position of the building relative to all boundaries.
 - (c) Additional Plans:- Where building operations are proposed plans are required, drawn to a scale of not less than 1:100, showing details of foundations and each floor as existing and as proposed, cross sections through the complete building structure, and elevations of each face of the proposed building suitably dimensioned and scaled.
 5. It is recommended that one plan be coloured to indicate new works or alterations to existing. ALL PLANS TO BE IN METRIC
- All applicants are advised to make themselves familiar with the following:
- Building Standards (Scotland) (Consolidation) Regulations 1990.
 - Building (Procedure) (Scotland) Regulations 1981 as amended.

IMPORTANT NOTE

The function of Local Authorities under the Building Acts is a strictly limited one, it is essential for individuals to obtain proper independent professional advice since the temptation to take short cuts and minimise costs can prove extremely expensive in the longer term.

House buyers should not rely on council completion certificates as a guarantee of standard of workmanship. It should be noted that this warning is relevant to all building work to which the building regulations apply.

- Decide exactly what you want to do. If possible get advice from an architect or surveyor.
- Seek permission from the council as work carried out without permission may be dangerous and will lead to problems when you come to sell.
- When work is completed - always obtain a certificate of completion, this certificate should be retained by you. It is an important legal document and will be required as part of the conveyancing service should you sell.

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Appendix 1 – Electronic submission of drawings & other supporting information

The requirements for drawings are set out in the guidance notes for building warrant applications. When submitting drawings, and other supporting information electronically or on CD-ROM, there are a number of additional requirements you should be aware of.

File Sizes

Submission by email:	The maximum combined size of all files that can be emailed is currently 10Mb.
Submission by CDROM:	No individual file should be greater than 10 MB.

In all cases, please use file formats that keep file sizes as small as possible. This is of particular relevance to larger documents like Environmental Assessments.

NOTE: Each drawing **MUST** be submitted as an **individual file**.
Multiple drawings per PDF file will not be accepted.
PDF's for documents, calculations etc are acceptable as multiple page PDF's.
Only 1 Paper copy of plans is required with electronic submissions.

File Formats

Falkirk Council can handle a variety of the most common file formats. The file extensions listed below will be accepted:

For Drawing File Types: CAD Files .tif .pdf .dxf .dwf .dwt - Each individual drawing must be published as a single file (A standard export from Autocad to produce a 3D Model of multiple drawings may be sent **in addition** to single file drawings)

For Supporting Documents: Text Files .pdf .doc .txt .xls - Multiple pages per file are acceptable

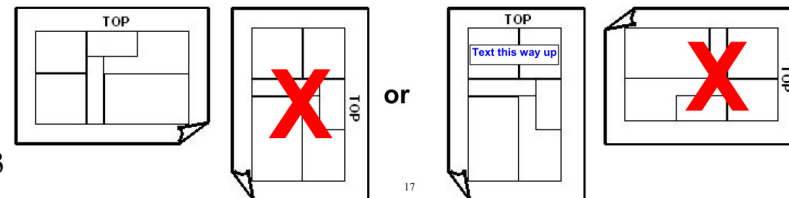
For Photos etc: Image Files .jpg (Jpeg) .tif (Tiff) .gif (Gif) .bmp (Bitmap)

Other formats may be acceptable. However, you should contact our Business Support Officer on 01324 504856 prior to submission to avoid any compatibility problems.

Do not submit .exe files or use zip utilities to condense file sizes. Internal virus software will prevent these files from being opened.

Drawing Orientation

Please ensure that all drawings are orientated so that the drawing appears correctly when viewed on screen, e.g.:



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Naming Convention

To assist in the prompt processing of your application, Falkirk Council would be grateful if you could apply a logical naming convention to files and folders submitted electronically. Folders should be easy to navigate and filenames should identify the content. It is important to quote your Building Warrant reference number on any correspondence or revised drawings.

Other Supporting Information

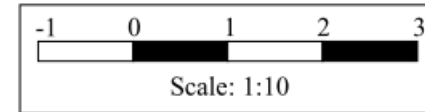
All supporting information file names should make it clear what the document is. For example, a thermal calculation and a fire engineering report should be named as follows:

- Thermal_Calcualtion.doc
- Fire_Engineering_Report.pdf

Other Requirements for Drawings

Reference Scale

As Falkirk Council uses conversion software to handle some file formats, we would ask that all drawings include a calibration scale, e.g.



Critical Dimensions

It is important that critical dimensions are specified on all drawings. This is necessary for assessment of the drawings.

If you have any further concerns please contact our Business Support Officer on 01324 504856 or email buildingcontrol@falkirk.gov.uk prior to submission, to avoid any compatibility problems.