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.

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 an architectural 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 along with your Building Warrant and Approved Drawings. These are important legal documents and will be required as part of the conveyance service should you sell your property.

   A separate User Guide for Electronic Building Warrant Application submissions can be found on the eBuildingStandards website:

   https://www.ebuildingstandards.scot

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