

How to apply for a Building Warrant (Guidance for Domestic Applications)

Introduction

This guidance note provides information for anyone considering undertaking alterations or extensions to a domestic property. Building owners are responsible for ensuring Building Warrant approval is obtained prior to commencing any works.

It is an offence to begin work before obtaining the necessary warrant approval. If a warrant is not obtained you may encounter difficulties when selling your property.

What is a Building Warrant?

Local Authorities grant Building Warrant approval for the construction, extension, alteration, demolition or conversion of buildings. A Building Warrant is granted when the application shows full compliance with the Building Standards (Scotland) Regulations 2004. The Standards, and guidance on means of compliance with them, are contained in the associated Technical Handbooks.

What are the Building Standards?

They are legal requirements issued by the Scottish Executive which are intended to provide minimum standards for the health, safety, welfare and convenience of people in and around buildings, and for the conservation of fuel and power.

How do I obtain a warrant?

Application for a warrant is made to this Service using the prescribed Form A, accompanied by the relevant fee (see Form GN1) and plans. These forms are available on this web site.

Is there any building work that does not need a building warrant?

There are some building works which, if ancillary to a house (not a flat or maisonette) may be exempt. To determine if your proposals are exempt, refer to the Guidance Note 'Domestic Building works for which no building warrant approval is required' on this web site, or contact this office for clarification.

What do I need to make an application?

When applying for a building warrant you will require the following: -

- Completed application form (FORM A)
- Appropriate fee (see Table of Fees in Notes for Guidance, Form GN1)
- Initially, 1 set of paper plans, coloured or highlighted where appropriate to easily distinguish proposed works from existing construction, is sufficient to allow commencement of the vetting process (1 additional set will be required on completion of assessment to permit formal approval). Where drawings are likely to exceed 5 in number the preference is for plans to be submitted as a roll (i.e. not folded), as this can reduce the time taken to process the application.

The application should contain sufficient information about the proposed design and construction to enable the surveyor to fully ascertain whether compliance with the Building Standards (Scotland) Regulations 2004, and associated Technical Handbooks has been achieved prior to issuing Building Warrant Approval (see Notes for Guidance, Form GN1).

Should I seek qualified assistance?

A professional need not prepare these plans; the plans should however be of a sufficient standard to clearly convey compliance. It may be necessary to submit complex technical details and in this instance the services of a professional/competent person is recommended.

Where structural design is involved you may elect either to provide a Certificate completed by an Approved Certifier of Design or to demonstrate by calculations that the design as submitted complies with the requirements of the Building Standards.

How do I lodge my Building Warrant application?

When you have a complete building warrant application package, submit it to this office for assessment. You can make application by hand or, you can send the application by post or courier. Our address is detailed at the end of this guidance note.

What happens after I submit my application?

If the plans comply with the Building Standards, the Building Warrant will be granted. The Building Warrant will be issued with one paper set of approved plans, Important Notes and blank pro-forma's. You will be advised if the plans do not show compliance in line with the guidance provided in the Technical Handbook, and given the opportunity to amend the drawings or demonstrate an alternative method of compliance with the Building Standards. The warrant will be refused if the proposals do not demonstrate compliance within the reasonable set timescales.

What happens after I receive my Building Warrant?

Building Control must be informed within 7 days of works commencing on site. Please note that, **under no circumstances, should work start prior to the granting of a Building Warrant.**

Following notification, arrangements can be made in order that the work can be inspected in progress. Failure to do so can result in delaying the Acceptance of a Completion Certificate. A Notice of intention to Use an approved Certifier of Construction (Form L) must be submitted before any works covered by the certificate commence on-site.

Is there a charge made for this service?

A fee is required to accompany all applications, other than those relating to modifications within dwellings to cater for disabilities. This fee is calculated on a sliding scale basis relative to the estimated value of the proposed works. Estimated value of works should reflect the commercial cost of labour and materials, no concessions can be made for self-build applicants. Discounts are available at the application stage if you elect to submit a Certificate from an Approved Certifier of Design. Refunds are also available at the Completion Certificate stage but are only applicable where it has been identified in advance that Approved Certifiers of Construction are to be used and upon receipt of the appropriate Certificates. Fee scales are within the 'Notes for Guidance' leaflet that accompanies the application form.

Please note that the information given in this guidance note is in respect of the building regulations ONLY. It may be necessary to obtain other permissions before starting work, (see Notes for Guidance, Form GN1).

Translation Services

If you wish assistance with translation, please telephone Glasgow Interpreting Service.
Telephone No. 0141 341 0019

Further Information or Complaints

Should you wish to discuss any of the matters raised in this guidance note further, or have any complaints, comments or suggestions then please contact Building Control at the following:

Glasgow City Council
Development & Regeneration Services
231 George Street
Glasgow G1 1RX
Tel: 0141 287 5703
e-mail: building.control@drs.glasgow.gov.uk
web page: www.glasgow.gov.uk

Independent investigation

If you consider that a complaint has not been handled properly, you may contact the Scottish Public Services Ombudsman by writing to:

Scottish Public Services Ombudsman
4 Melville Street
Edinburgh
EH3 7NS

Complaints must be made in writing within 12 months.

Further information is available at www.scottishombudsman.org.uk or by
Telephone – 0870 011 5378