



eBuilding Standards update - November 2016

The eBuilding Standards portal was launched on 24 August 2016 and early statistics provided by eDevelopment.scot are said to be phenomenal, across Scotland over 7,000 applications/forms have been submitted online in the first couple of months.

The opportunity to present electronic applications has been an aspiration of our customer base for some time now and was regularly identified as a high priority during customer satisfaction surveys. With the council having invested heavily in the development and delivery of eBuilding Standards it's encouraging to note that there has been a strong uptake locally as almost 50% of all Building Warrant/Amendment to Warrant applications have been received via the portal in the period 24 August – 1 November 2016, that is 39 from a total 83. In the same period 2 Completion Certificate where no Building Warrant Obtained submissions and 3 packages of additional supporting documents were lodged.

The eBuilding Standards portal offers the following forms:

- Application for Building Warrant.
- Application for Amendment to Building Warrant.
- Notice of Intention To Use An Approved Certifier of Construction.
- Notice Regarding Start of Work.
- Notice of Work Stages complete.
- Completion Certificate.
- Additional Supporting Documents.
- Application for Temporary Occupation or Use.
- Application to Extend Period of validity of Building Warrant.
- Application to Extend Period of Use of Limited Life Building.
- Application for Discharge or Variation of Continuing Requirement.
- Completion Certificate Where No Building Warrant Obtained Submission.

For new users select [eBuilding Standards.scot](http://eBuildingStandards.scot) which will take you to the [eBuilding Standards.scot](http://eBuildingStandards.scot) landing page where the user friendly guide will help you open an account, create and submit your proposals.

Technical Appraisal

Our assessment of electronic applications is undertaken on screen with additional monitors and various software packages introduced to streamline the process. Once approved, documents will be electronically stamped and returned by email, note: due to a restriction on file size documents for an approved building warrant may have to be issued in multiple emails. eDevelopment.scot are currently scoping work on potential solutions for plan sharing in an attempt to avoid emailing approved documents.

On-site Inspection

Our inspection team have been equipped with tablet devices to ensure they have access to all the approved plans/specification while undertaking on-site inspection for electronic submissions, thereby removing the need for hard copy plans. We are currently investigating solutions to offer

remote access to our back-office systems in an attempt to enhance the mobile building standards solution.

Issues Log

A number of issues were raised by the Building Standards team during their early assessment of electronic submissions. In bringing these to your attention it's hoped they can be ironed out early in an attempt to streamline processes to maximise efficiencies the system was intended to bring, and avoid invalidating applications.

1. Email Address

To ensure we can correspond with stakeholders by electronic means always ensure the application includes a valid email address for any combination of applicant/duly authorised agent/owner.

2. Scale Bar

All plans to include the required scale bar. This provides a reference for the verifier to calibrate electronic measuring tools while undertaking plan assessment.



3. Orientation

Make sure documents are saved to the correct portrait/landscape orientation. This will prevent administrators/officers having to extract files from the electronic document records management system (EDRMS), reorienting, saving, and uploading to the EDRMS. A time consuming task as each document has to be processed individually.

4. Location of Building

All applications to include a site address, where the address cannot be identified by Address search, Easting and Northing search, or Map search, use the No Exact Address tab which will allow manual input of address e.g. Site Near, Council Offices, School Place, Kirkwall.

Address Search	Easting and Northing	Map Search	No Exact Address	?
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This page allows you to identify your site location without selecting a known address. You should use this option only if you cannot find your exact address using the standard search options or where the development covers multiple addresses.

[Continue](#)

5. Fire Authority

The enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) will in all cases be the Fire and Rescue Service.

Is the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) the Fire and Rescue Service? *

Yes No

[Save And Exit](#) [Clear Page](#)

[Previous](#) [Next](#)

6. Naming/Numbering

For the document title always include a unique reference number including any revision e.g. 1457/GF/Rev A. Where the document description is not available from the drop down menu, select other – this allows you to free type a description which clearly describes the document e.g. Ground floor plan.

Please complete or modify the details listed below as appropriate.

Document Title: *
(This should include the Unique reference number, including any revision number, where the supporting document is a drawing or plan)

Description: *

Other Description: *

Attach File: *

Paper Size ?

Document Type: ?

Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

The drawing number should be included in the file name and also in the drawing itself, i.e., within a title box somewhere, this would also apply to the document revision number, where applicable.

7. Description of Drawing Changes

A brief description of changes associated with the latest revision in the drawing itself would be helpful. All changes should be highlighted, e.g., with a revision cloud.

8. Adding New Forms

Always provide the short Building Warrant reference when adding new forms to previously submitted applications. This is the reference we use in correspondence with you e.g. 16/900 and not the longer 12 digit number allocated by the eBuilding Standards portal. The electronic system does not recognise the alternative reference and will result in the task failing and having to be uploaded manually.

9. Additional Supporting Information

Additional supporting information/forms for electronic applications should wherever possible be uploaded via the eBuilding Standards portal unless an alternative delivery method is agreed in advance with Building Standards. In Proposal Summary select Add Additional Forms and follow on-screen prompts.

 **Add Additional Forms**

Pre eBuilding Standards applications

The portal accepts submission of additional supporting documents, amendments, and forms (e.g. commencement of works, notification of work stage complete) for Building Warrant applications submitted in paper format prior to the introduction of eBuilding Standards. However, applicants are advised that in all the aforementioned examples we will always request hard copy documents to maintain the parent Building Warrant file and support our on-site inspection procedures.

Summary

By following these simple steps you will assist our Building Standards team in processing your application more efficiently which should in turn result in faster turnaround times. If at any time you require any further advice or guidance relating to electronic submission via the eBuilding Standards portal please do not hesitate to contact a member of the Building Standards team who will be happy to assist.

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[Click here to make your planning application and building standards submissions through the Scottish Government's online portal](#)