

For Official Use.	Updated 1 July 2017.
Reference Number.	
Fee.	
Date Paid.	
Receipt Number.	



Application for Amendment of Building Warrant

Building (Scotland) Act 2003

Application under Section 9 to amend a Building Warrant.

Please refer to the accompanying Guidance Notes when completing this form.

Note – you can submit this form on-line through the [eBuilding Standards portal](#)

Applicant:

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Duly Authorised Agent (if any):

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Owner (if different from original Warrant application)

Name.	
Address.	
Postcode.	
Telephone number.	
Fax number.	
E-mail address.	

Details of Building Warrant

Date of Building Warrant.	
Reference number of Building Warrant.	
Location of building or Site to which the Building Warrant applies (include postcode if known).	

For amendments to construction

What changes do you wish to make to the proposals for which a Building Warrant was granted?

For later stage(s)

For which stages did the original Building Warrant require further detail?
For which of these stages are you now applying to amend the Building Warrant?

For amendments which alter the intended use of an existing building

Please state if this results in a Conversion in terms of the Regulations (see annex 1).	Yes/No*.
If Yes, please state which description of Conversion applies.	

Value of works after amendment

How does the proposed amendment alter the estimated value of works?	
Value as stated in original Building Warrant application.	£
Estimated value of additional work.	£
Please note that the Verifier may seek evidence for this figure and make comparisons with established independent indices of building costs.	

Certificates of Design

Are you using an approved Certifier of Design and intend to provide a Certificate to support this application? (If Yes, see annex 2).	Yes/No*.
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Certificates of Construction

Do you intend to use an approved Certifier of Construction and provide a Certificate to accompany the Completion Certificate Submission? (If Yes, see annex 3).	Yes/No*.
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Privacy Notice

Your views are important to us. In conjunction with all Local Authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a National Customer Satisfaction Survey for Building Standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

Declaration

I/We* apply for Amendment of Building Warrant in accordance with the details supplied above and the necessary accompanying information (including drawings and specifications).	
Signed (Applicant/duly authorised Agent*).	
Name.	
Dated.	

*Delete as appropriate

Address to Which You Should Send Your Application:

Building Standards, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

Council Enquiry Point:

Building Standards - Telephone: 01856873535 extension 2729.

Email: building.standards@orkney.gov.uk

Notes

Any Applicant aggrieved by the decision of a Verifier to refuse a Building Warrant may, within 21 days of the date of decision, appeal to the Sheriff by way of summary application.

Warning

Please note that approval of Amendment of Building Warrant:

- Does not remove the need to obtain amended Planning Permission if that is required. (Consult the Planning Authority if in doubt).
- Does not alter the original period of validity of the Building Warrant. (See model form C – Application to Extend Period of Validity of Building Warrant).

Annex 1

Conversion

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the Building Regulations apply.

Change in the occupation or use of:

1. A building to create a Dwelling or Dwellings or a part thereof.
2. A building ancillary to a Dwelling to increase the area of human occupation.
3. A building which alters the number of Dwellings in a building.
4. A domestic building to any other type of building.
5. A residential building to any other type of building.
6. A residential building which involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increases the number of people occupying, or expected to occupy, the building.
7. A building so that it becomes a residential building.
8. An exempt building (in terms of Schedule 1) to a building which is not so exempt.
9. A building to allow access by the public where previously there was none.
10. A building to accommodate parts in different occupation where previously it was not so occupied.

Annex 2

Certificates from Approved Certifiers of Design

If you are providing any Certificates from approved Certifiers of Design with this application, please list the reference numbers and attach the signed Certificates to this application.	Ref No:
	Ref No:
	Ref No:

If you intend to provide any Certificates from approved Certifiers of Design after you have made this application, please list details of the Certification Scheme and approved Certifier of Design.

Please list approved Certifiers of Design details.			
Name of Certifier.		Registration number.	
Name of Approved Body.		Registration number.	

Important Note

A Certificate must be signed by a certifier fully approved to issue certificates for the matters concerned on the date the certificate was signed.

If after giving notice of intent to provide a Certificate from an approved Certifier of Design the Certificate is not provided to support this application, the amount of fee discounted requires to be paid to the Verifier and may delay the granting of the Building Warrant.

Annex 3

Certificates from Approved Certifiers of Construction

Please list the Certification Schemes for which you intend to use an approved Certifier of Construction and provide a Certificate to accompany the Completion Certificate Submission.

(If known) Please list approved Certifier of Construction details.

Name of Certifier.		Registration number.	
Name of Approved Body.		Registration number.	
Include work types – if applicable to Scheme(s).			

Important Notes

1. If the intention to provide a Certificate from an approved Certifier of Construction is not declared on this form, this does not preclude a Certificate subsequently being provided with the Completion Certificate Submission.
2. Any person intending to use an approved Certifier of Construction should check the current status of known firms by using the Certification Register available [here](#).
3. Work types for Certificates of Construction are as below.

Work types apply to the 'drainage, heating and plumbing' Scheme and include

- Above ground drainage.
- Air source heat pumps.
- Below ground drainage.
- Biomass boiler installations.
- Electrical work to BS 7671 relating to drainage, heating and plumbing.
- Gas installations over 70kW output.
- Gas installations up to 70kW input.
- Ground source heat pumps.
- Oil installations up to 45kW output.
- Solar thermal panels.
- Solid fuel installations up to 50kW output.
- Unvented hot water cylinder.

Note

If after giving notice of intent to use a Certifier of Construction a Certificate from an approved Certifier is not provided with the Completion Certificate Submission, the amount of fee discounted requires to be paid to the Verifier and may delay the acceptance of the Completion Certificate by the Verifier.