

Guidance on information required on drawings and specifications

An application for warrant, or amendment to warrant, should be accompanied by the information listed below. Note however that Inverclyde Council Building Standards as the verifier, has discretion over the extent to which the information must be provided, so that minor work can be treated more simply.

A) List for application for warrant to erect

1. General arrangement drawings comprising:

- a plan of the foundations, each floor and any roof.
- sections through the building.
- an elevation of each face of the building.

all to be at a scale not less than 1:100 (1:50 preferred) with drawings to a larger scale as necessary to show the particulars needed to determine the application, and to show the relevant particulars set out below –

For all buildings (but see note 1 below):

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum.
- the position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and such other parts of the building as the verifier requests.
- details of construction including any frame and size and position of reinforcing material.
- details of calculation of loading and strength.
- clear indication of compartment and separating walls and floors, and details of fire stopping and fire resistant constructions.
- clear indication of the escape routes available as means of escape from fire including dimensions.
- Floor areas and proposed occupancy capacities of assembly and entertainment buildings, shops and offices
- position, materials and dimensions, including gauge or weight, of any dampproof course or other moisture barrier.
- position of any sanitary facility or other built in equipment.
- position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
- position, materials, dimensions and form of any traps, manholes and access openings.
- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13, 14 and 15.
- the position and dimensions of any lift well, lift car, machine room and platform lift.
- the position of any ground hydrants, fire mains, and fire appliance access.
- any supplementary information, as requested by a verifier, so as to allow an application to be properly considered, such as ground condition or fire engineering reports.

In addition, for dwellings:

- the position and number of socket outlets and smoke alarms.
- the position of automatic fire detection in residential buildings.

Notes

i) Some of the above may be presented in a written specification, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength. However, for complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.

ii) Each drawing must have a unique reference number to identify the drawing.

2. A block plan to a scale not less than 1:1250 (1:500 preferred) to show:

- the size and position of the building and any adjoining building as it affects the proposal.
- a north point.
- the position, width and level (in relation to some known datum) of any road, court or footway adjoining the building or from which there is access to the building.
- the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards.

3. Where the site is not identifiable from the block plan referred to above, a location plan to show:

- the position of the site to a scale not less than 1:2500 (1:1250 preferred) and a north point.

B) List for application for warrant to extend

Plans and specifications, as detailed in **A)** above, of the extension and of the building so far as it is affected by the extension.

One set of the drawings should be coloured or highlighted to easily distinguish existing from proposed works and duntakings.

C) List for application for warrant to alter, to convert, or to provide services, fittings or equipment

Plans and specifications, as detailed in **A)** above, but only so far as is necessary to show that the building after the proposed alteration, conversion or fixture will comply with the building regulations.

One set of the drawings should be coloured or highlighted to easily distinguish existing from proposed works and duntakings.

An assessment of the existing structure may be required if the proposed work is reliant on it for compliance e.g. if loads are significantly changed.

In the case of certified self-contained projects to install particular services, the details to be provided may be specified in the certification scheme.

D) List for application for warrant to demolish

- a block plan, to a scale not less than 1:500, showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation.
- a statement of the method by which the building is to be demolished.
- a statement providing information on the construction of the building to be demolished (this may be a section of the building to be demolished, but photographs of the existing, or original as-built drawings, may provide enough information).
- particulars appropriate to show that the work involved will meet the requirements of building regulations 10 and 13 to 15.
- if the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

E) List for application to amend any warrant under section 9(4) or 9(5) of the 2003 Act

Plans and specifications, as detailed in **A)** above, but only so far as is necessary to show the further information required or the proposed amendment.

In the case of an amendment to previously certified design, the information supplied should be sufficient to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities and to assist any site inspection.

F) Supplementary information

All dimensions should be figured, plans drawn in a clear and intelligible manner and plans should all have a reference number.