



APPLICATION FOR AMENDMENT OF BUILDING WARRANT
Building (Scotland) Act 2003

FOR OFFICIAL USE

Reference No:
Additional Value of Works:
No. of Certifiers of Design:
Scale Fee/Discount:
Fee Paid:
Date Paid:
Application dated:
Receipt No:
Decision:
Date:

Application under section 9 to amend a building warrant

This document can be made available in large print upon request.

Guidance is also available in audio format.

You may use this application form if applying to the following local authorities: Argyll and Bute, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire.

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

NOTE: You can submit this form on-line through the [eBuilding Standards portal](#)

1. Applicant

Name			
Address			
Post code		Tel No	
Fax No		E-mail	

2. Duly Authorised Agent (if any)

Name			
Address			
Post code		Tel No	
Fax No		E-mail	

3. Owner (if different from original warrant application)

Name			
Address			
Post code		Tel No	
Fax No		E-mail	

4. 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 post code if known]	

5. For amendments to construction
What changes do you wish to make to the proposals for which a building warrant was granted?

6. For later stage(s)
For which stages did the original warrant require further detail?
For which of these stages are you now applying to amend the warrant?

7. 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	

8. Value of works after amendment	
How does the proposed amendment alter the estimated value of works?	
Value as stated in warrant	£
Estimated value of the additional work	£
(Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.)	

9. 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 *

10. 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 *

11. Privacy Notice

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX** ☐

If un-ticked, we will assume you are happy to be invited to participate in the survey.

12. 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*	
Dated	

*Delete as appropriate

Address to which you should send this application

Inverclyde Council Regeneration and Planning Building Standards Municipal Buildings Clyde Square Greenock PA15 1LY	01475 712426 building.standards@inverclyde.gov.uk
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Notes

1. Any applicant aggrieved by the decision of a verifier to refuse a warrant may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application.
2. Please see Warning below.

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 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 involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase 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 reference numbers of any certificates from approved certifiers of design, 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

Scheme(s)

Please list approved certifiers of design details

Name of certifier

Registration number

Name of approved body

Registration number

Important Note

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

NOTE: 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

Scheme(s)	
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[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 at www.scotland.gov.uk/bsd
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.

DATA PROTECTION

Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purposes of the Building (Scotland) Act 2003 and related purposes, legislation and regulation.

Further information can be found at www.inverclyde.gov.uk/privacy.