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|  <p>APPLICATION FOR TEMPORARY OCCUPATION OR USE Building (Scotland) Act 2003</p> | <p><u>FOR OFFICIAL USE</u></p> <p>Reference No:</p> <p>Application dated:</p> <p>Decision:</p> <p>Date From:</p> <p>Date To:</p> |
| | <p>Application under section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building</p> |

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. Location of building or site to which the application relates | | | |
| Address | | | |
| Post Code (if known) | | | |
| 4. Details of building warrant | | | |
| Date of building warrant (and any amendments) | | | |
| Reference number of building warrant | | | |

| 5. Extent of occupation or use | |
|---|------------|
| Is whole building to be occupied or used | Yes / No * |
| If No, please state part of building to be occupied or used | |
| | |

| 6. Previous applications | |
|---|------------|
| Has a previous application for temporary occupation or use been granted | Yes / No * |
| If Yes, please give details | |
| Date authorisation given | |
| Date authorisation expires | |

| 7. Length of temporary occupation or use | |
|--|-----------------------|
| Period of temporary occupation or use requested | from [date] to [date] |
| 8. Reasons for application | |
| Please state why you wish the above building to be temporarily occupied or used before a completion certificate has been submitted and accepted. | |
| | |

| 9. Declaration | |
|---|--|
| I/We* apply for temporary occupation or use of the building as detailed above | |
| Signed | |
| 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 buildingstandards@inverclyde.gov.uk |

| WARNING |
|--|
| This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing. |

| DATA PROTECTION |
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| 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 . |