



# COMHAIRLE NAN EILEAN SIAR

## BUILDING (SCOTLAND) ACT 2003

### ***Application under Section 9 to Amend a Building Warrant***

*Applications should be sent to the address shown on the last page of this form.*

#### **1. APPLICANT**

Name: .....

Address: .....

.....

Tel. No: .....

.....

Mobile No: .....

Post Code: .....

E-mail: .....

#### **2. AGENT**

Name: .....

Address: .....

.....

Tel. No: .....

.....

FAX No: .....

Post Code: .....

E-mail: .....

#### **3. OWNER** (if different from applicant)(see note 1)

Name: .....

Address: .....

.....

Tel. No: .....

.....

FAX No: .....

Post Code: .....

E-mail: .....

#### **4. Details of Building Warrant**

Date of Building Warrant .....

Reference number .....

Location of building or site to which the warrant applies (including post code if known)

.....

.....

#### **5. For Amendments to Construction**

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

.....

.....

**6. For Later Stage(s)**

For which stages did the original warrant require further detail?

.....  
.....

For which stages are you now applying for Amendment of 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 Regulation – (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 £.....

Amended value £.....

(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? YES/NO  
(If YES, see annex 2)

**10. Certificates of construction**

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission? YES/NO  
(If Yes, see annex 3)

**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.

**Declaration**

I/We\* apply for amendment of Building Warrant in accordance with the details supplied above and with any necessary accompanying information (including drawings and specifications).

Signed ..... applicant/duly appointed agent\*

Date .....

*\*Delete as appropriate*

## 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. **The Certificates must be signed by certifiers fully approved to issue certificates for the matters certified 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 required to be paid to the verifier and may delay the grant 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 certifiers of construction details –

Name of Certifier		Registration No.	
Name of Approved Body		Registration No.	

Include work types – if applicable to Schemes(s)

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#### 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 certificates 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](http://www.scotland.gov.uk/bsd).
3. Work types for certificate 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 BS7671 relating to drainage, heating and plumbing
- Gas installations over 70kW output
- Gas installation 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 certificate 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.

#### ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION

Lewis & Harris

Building Standards Department  
Comhairle nan Eilean Siar  
Sandwick Road  
Stornoway  
Isle of Lewis  
HS1 2BW

or

Uists & Barra

Building Standards Department  
Comhairle nan Eilean Siar  
Comhairle Offices  
Balivanich  
Benbecula  
HS7 5LA

Tel 01851 822692

FAX 01851 705349

E-mail [cmacfarlane@cne-siar.gov.uk](mailto:cmacfarlane@cne-siar.gov.uk)

Tel 01870 604990

FAX 01870 602988

E-mail [john.macmillan@cne-siar.gov.uk](mailto:john.macmillan@cne-siar.gov.uk)