



West Lothian  
Council

## Building Standards Section START OF WORK NOTICE

**Building (Procedure) (Scotland) Regulations 2004, Regulation 59(1)(a)**

This notice must be submitted within 7 days of starting work and is a requirement of the above legislation.  
Failure to comply could result in the Certificate of Completion being rejected until sufficient works are exposed to confirm compliance.

### WARNING

**If you wish to claim a refund upon completion you must have submitted the "Notice Of Intention To Use An Approved Certifier Of Construction" BEFORE WORK STARTS. .**

<b>Building Warrant</b>	Ref No.....
<b>Work will / did * start on the:</b>	Date.....
<b>Works are expected to finish by:</b>	Date.....
<b>Site or Plot Address</b>	..... ..... ..... .....
Have you submitted a "Notice Of Intention To Use An Approved Certifier Of Construction"	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Please tick)
<b>Main Contractor is/will* be</b>	
Name	.....
Address	..... ..... ..... .....
Tel No.	.....
<b>The duly authorised agent for the Building Warrant (if any) will act on my / our* behalf for the period of construction</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Please tick)
<b>If NO the original applicant must complete a "Change Authorised Agent Form"</b>	
<b>Details Of Person Giving Notice that Works Have Started &amp; their Interest in the project.</b>	
Signed ..... as Applicant / Duly Authorised Agent / Contractor	
Print Name .....Dated: .....	
<b>Please send this start form to:</b>	<b>Building Standards West Lothian Council County Buildings Linlithgow EH49 7EZ</b>
If you have any queries about notifying the section before the work starts on site or any of the procedures involved please contact the Building Standards staff	
Staff can be contacted on: Voice: 01506 775222	Text Phone Users Only: 01506 651115
Fax: 01506 775255	e-mail: <a href="mailto:dbc@westlothian.gov.uk">dbc@westlothian.gov.uk</a>
<b>FOR OFFICE USE ONLY</b>	
<b>Application Number</b>	<b>Date Entered In Computer</b>
<b>Including Sub Plot:</b>	<b>Checked by:</b>