



West Lothian
Council

Building Standards Section
STAGED BUILDING WARRANT
1st STAGE APPLICATION FORM
Building (Scotland) Act 2003, Section 9

Application for a warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building

You should read the guidance notes and supplementary information document before completing this form. This form should also be read along with the procedural handbook available free at http://www.sbsa.gov.uk/proced_legislation/proc_handbook.htm

IF THE WORK IS COMPLETED THIS FORM SHOULD NOT BE USED

Address where the work is taking place

House Number / Plot / Building Name

Street / Road Number (If no street)

Village/Town

Post Code

.....
.....
.....
.....

What work is being carried out?

Please give a brief description of the work, and state whether it is to erect, extend, alter, and/or convert, provide services, fitting or equipment, or demolish.

.....
.....
.....
.....

Has this work started

Yes

No **(Please tick)**

If No, please be aware that **we may inspect the property to confirm that work has not started.**

If Yes, this application will be considered as a 'late application' and the appropriate procedures will apply.

- a 25% surcharge on the lodging fee is required.
- the regulations which apply are those at the date of this application
- Any works started may need to be exposed for inspection purposes (i.e. dig up foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection and you are responsible for any costs

FOR OFFICE USE ONLY

Late Building Warrant:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Authority Consultation:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Number:		Estimated Value:	
Case Officer:		Warrant Fee:	
Property/Site Type:		Receipt Number:	
Building Operations:		Payment Type:	
Application Received:		Checked By:	
Small Business	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ordnance Survey Co-ordinates	E
Risk Assessed For Delegation to Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>		N

<p>Name and Address of <u>Applicant</u></p> <p>Applicant Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(See note 2 below)</p>
<p>Name and Address of duly authorised <u>Agent</u> (if any).</p> <p>Agent Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(See note 2 below)</p>
<p>Name and Address of <u>Building Owner</u> (Only if different from applicant above)</p> <p>Owner</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village / Town / City</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>Fax</p> <p>e-mail</p>	<p>(You must notify the Owner of this application)</p>

<p>Use of Building Existing building used</p> <p>Proposed use of the existing/new building used</p>	<p>.....</p> <p>.....</p>
<p>Is this a conversion in terms of the regulations See Annex 1 If Yes, Please state which description of conversion from annex 1 applies..</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>.....</p> <p>.....</p>
<p>Security matters See Annex 9</p> <p>Do you consider any part of your proposal should not be open to public inspection on the building standards register.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>Failure to complete Annex 9, will result in all information provided being made available.</p> <p>West Lothian Council will decide with you the extent of the restrictions, if any.</p>
<p>Listed Buildings Does the application concern a building listed as being of special architectural or historic interest or in a conservation area?</p> <p>If so, please state category.</p>	<p>It is not the responsibility of the Building Standards Section to inform the Planning Authority. If in doubt contact Development Control on 01506 775222 for advice.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>Category A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> (Please tick)</p>
<p>Certificates of design</p> <p>Do any certificates from approved certifiers of design accompany this application?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>If yes, use Annex 10 with this application.</p>
<p>Stages of Construction: Where full information is not available, West Lothian Council may decide to grant a warrant on condition that you provided further details before certain stages of work commence on site.</p> <p>If a staged warrant is required, please indicate (X) which stages are requested or if not listed then specify requested stage at Other.</p>	<p><input type="checkbox"/> Foundations,</p> <p><input type="checkbox"/> Substructure,</p> <p><input type="checkbox"/> Underground drainage system,</p> <p><input type="checkbox"/> Superstructure (excluding the following stages),</p> <p><input type="checkbox"/> External wall cladding or internal walls or their linings,</p> <p><input type="checkbox"/> Roof,</p> <p><input type="checkbox"/> Installation of a lift, escalator or electrical, ventilation, heating or plumbing system,</p> <p><input type="checkbox"/> Other (Please specify).</p> <p>.....</p> <p>.....</p>
<p>Statutory Enforcement Notices. Building / Warrant Enforcement Notice. Defective / Dangerous Buildings Notice. Regulations Compliance Notice</p>	<p>Please indicate if this application is as the result of any of the listed statutory notices issued by West Lothian Council</p> <p>Reference Number:.....</p> <p>Reference Number:.....</p>

