



West Lothian  
Council

**Building Standards Section**  
**STAGED BUILDING WARRANT 1<sup>st</sup>**  
**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 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](http://www.sbsa.gov.uk/proced_legislation/proc_handbook.htm)

**IF THE WORK IS COMPLETED THIS FORM SHOULD NOT BE USED.**  
**USE COMPLETION CERTIFICATE SUBMISSION – NO WARRANT APPLICATION FORM**

**Address where the work is taking place**

House Number / Plot / Building Name

Street / Road Number (If no street)

Town

Post Code

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**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.

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**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**

<b>Late Building Warrant:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Estimated Value:</b>	
<b>Application Number:</b>		<b>Valid Certificates of Design Discount</b>	<b>Yes</b> <input type="checkbox"/> <b>%</b>
<b>Case Officer:</b>		<b>Annex 11 Certifier of Construction Discount</b>	<b>Yes</b> <input type="checkbox"/> <b>%</b>
<b>Property/Site Type:</b>		<b>Warrant Fee:</b>	
<b>Building Operations:</b>		<b>Receipt Number:</b>	
<b>Application Received:</b>		<b>Payment Type:</b>	
<b>Small Business</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Checked By:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Risk Assessed For Delegation to Officer</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Ordnance Survey Co-ordinates</b>	<b>E</b> <b>N</b>

<p><b>Name and Address of <u>Applicant</u></b></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><b>(See note 2 below)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Name and Address of duly authorised <u>Agent</u> (if any).</b></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><b>(See note 2 below)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Name and Address of <u>Building Owner</u> (Only if different from applicant above)</b></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><b>(You must notify the Owner of this application and we must inform the owner if a building warrant is granted)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Use of Building</b>  If New Build or Extension.....(Use)    If Existing (Current use)    (Proposed use)</p>	<p>.....  .....  .....</p>	
<p><b>Listed Buildings</b>  Does the application concern a building listed as being of special architectural or historic interest or in a conservation area?    If so, please state category.</p>	<p>It is not the responsibility of Building Standards to inform the Planning Authority. If in doubt contact Development Control on 01506 775222 for advice.  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Please tick)  <b>Category A</b> <input type="checkbox"/> <b>B</b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/> (Please tick)</p>	
<p><b>Is this a conversion (See Annex 1)</b>  <b>If Yes</b>, Please tick the description of the conversion from annex 1.</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Please tick. If Yes tick 1-10 below)  <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/></p>	
<p><b>Security matters (See Annex 9)</b>  Do you consider any part of your proposal should not be open to public inspection on the building standards register.</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Please tick)  <b>Failure to complete and provide Annex 9</b>, will result in all information provided being made available.  West Lothian Council will decide with you the extent, if any, of the restrictions.</p>	
<p><b>Certificates of design (See Annex 10)</b>  Do certificates accompany this application from approved certifiers of design?</p>	<p><b>Yes</b> <input type="checkbox"/> You <b>must complete and provide Annex 10.</b>  <b>No</b> <input type="checkbox"/></p>	
<p><b>Certificates of construction (See Annex 11)</b>  Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?</p>	<p><b>Yes</b> <input type="checkbox"/> You <b>must complete and provide Annex 11.</b>  <b>No</b> <input type="checkbox"/></p>	
<p><b>Stages of Construction:</b>  <b>This section MUST BE AGREED with Building Standards PRIOR to APPLICATION being made.</b>    Where full information is not available, West Lothian Council <b>may</b> decide to grant a warrant on condition that you provided further details before certain stages of work commence on site.    If a staged warrant is required, please indicate which stages are requested or if not listed then specify requested stage at Other.</p>	<p><input type="checkbox"/> Foundations,  <input type="checkbox"/> Substructure and ground floor slab (if applicable),  <input type="checkbox"/> Underground drainage system,  <input type="checkbox"/> Superstructure (excluding the following stages),</p>	<p><input type="checkbox"/> External wall cladding or internal walls or their linings,  <input type="checkbox"/> Roof,  <input type="checkbox"/> Mechanical &amp; Electrical Services  <input type="checkbox"/> Other (Please specify).  .....  .....</p>
<p><b>Statutory Enforcement Notices.</b>  Please indicate (tick) if this application is as the result of any of the listed statutory notices issued by West Lothian Council</p>	<p><input type="checkbox"/> Building Warrant Enforcement Notice  <input type="checkbox"/> Defective Buildings Notice.  <input type="checkbox"/> Dangerous Buildings Notice  Enter Notice Ref Number .....</p>	

