



West Lothian
Council

BUILDING STANDARDS

UNAUTHORISED WORKS

Information Note 05

'West Lothian Council is committed to providing the people of West Lothian with services which are reliable, courteous and effective'

On 1 May 2005 the Building Standards procedures changed for unauthorised works

Unauthorised Building Works

If you intend to do any alteration work to your property you are **STRONGLY** advised to consult with building standards first. Most types of alterations or extensions to property require a building warrant and it is a criminal offence to carry out these works, however small, without first gaining the necessary permission.

Failure to obtain the necessary warrants may result in the case being referred to the Procurator Fiscal for prosecution at the Sheriff Court.

If we get a report of work being carried out we will follow the following procedure;

- We will check the building warrant register for any applications at the address
- We will visit the property to check the work being carried out complies with any approved plans.
- Where no warrant has been obtained, we will stop the work on site and ask the owner to obtain a building warrant before continuing with the works.
- Where the work is not in accordance with any approved plans, we will stop the unauthorised work on site and ask the owner to obtain an amendment to the building warrant before continuing with the works.
- Where the owner does not obtain a building warrant or an amendment to the warrant, within a reasonable period we will issue a notice under Section 27 of the Building (Scotland) Act 2003.
- **Failure to obtain the necessary warrants may result in the case being referred to the Procurator Fiscal for prosecution at the Sheriff Court.**

We are always delighted to receive suggestions for improving our standards and performance. Contact us at:

**Building Standards
County Buildings
LINLITHGOW
WEST LOTHIAN
EH49 7EZ**

Office Opening Hours

Monday to Thursday 8.30am – 5.00 pm
Friday 8.30am – 4.00pm

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WEB: <http://www.westlothian.gov.uk/1210/161/BuildingStandards>