Model Form B

**APPLICATION FOR AMENDMENT OF BUILDING WARRANT**

Building (Scotland) Act 2003

Application under section 9 to amend a building warrant

Please refer to the accompanying Guidance Notes when completing this form.

Please note it is faster and simpler to submit an Application for Amendment of Building Warrant electronically via <http://www.ebuildingstandards.scot>

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| **1. Applicant** | | | |
| Name |  | | |
| Address |  | | |
| Post code |  | Tel No |  |
| Fax No |  | E-mail |  |

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| --- | --- | --- | --- |
| **2. Duly Authorised Agent (if any)** | | | |
| Name |  | | |
| Address |  | | |
| Post code |  | Tel No |  |
| Fax No |  | E-mail |  |

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| **3. Owner (if different from original warrant application)** | | | |
| Name |  | | |
| Address |  | | |
| Post code |  | Tel No |  |
| Fax No |  | E-mail |  |

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| **4. Details of building warrant** | |
| Date of building warrant |  |
| Reference number of building warrant |  |
| Location of building or site to which the building warrant applies – [Include post code if known] |  |

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| **5. For amendments to construction** |
| What changes do you wish to make to the proposals for which a building warrant was granted? |
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| **6. For later stage(s)** [Complete this section for staged warrants only] |
| For which stages did the original warrant require further detail? |
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| For which of these stages are you now applying to amend the warrant? |
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| **7. For amendments which alter the intended use of an existing building** | |
| Please state if this results in a conversion in terms of the regulations (see annex 1) | Yes / No \* |
| If Yes, please state which description of conversion applies | |
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| **8. Value of works after amendment** | |
| How does the proposed amendment alter the estimated value of works? | |
|  | |
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| Value as stated in warrant | £ |
| Estimated value of the additional work | £ |
| (Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.) | |

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| **9. Certificates of design** | |
| Are you using an approved certifier of design and intend to provide a certificate to support this application?  (If Yes, see annex 2) | Yes / No \* |

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| **10. Certificates of construction** | |
| Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?  (If Yes, see annex 3) | Yes / No \* |

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| **11. Privacy Notice** |
| Your views are important as a customer of the local authority building standards service in Scotland. Your feedback would be appreciated, and you will be invited to participate in a building standards customer survey. |

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| **12. Declaration** | |
| I/We\* apply for amendment of building warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications). | |
| **Signed** applicant/duly authorised agent\* |  |
| **Dated** |  |

\*Delete as appropriate

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| **13. Address to which you should send this application** |
| [address including post code, and name, telephone, FAX and e-mail of a contact] |

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| **Notes** |
| 1. This form is for use to make an amendment of building warrant.  2. For staged warrants, the initial submission to the local authority should be made using an Application for Building Warrant Form. For each subsequent stage this form should be used.  3. 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.  4. 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).** |

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| **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. |

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| **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.A Certificate must be signed by a certifier fully approved to issue certificates for the matters concerned 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 requires to be paid to the verifier and may delay the granting of the building warrant.** | | | |

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| **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 certifier of construction details | | | |
| Name of certifier |  | Registration number |  |
| Name of approved body |  | Registration number |  |
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| Include work types - if applicable to Scheme(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 certificate 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 certificates 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 BS 7671 relating to drainage, heating and plumbing * Gas installations over 70kW output * Gas installations 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 certifier 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**. | | | |

Building Standards Division

15 May 2019