

Dumfries & Galloway Building Standards Service

A Guide to Building Warrant Applications

Please read these notes carefully before you complete your application form and if you are in any doubt contact your nearest Building Standards Office - the addresses are below. If your application is complete with all the necessary information then it will help to speed up the process.

- Every application must include **one** copy of the application form and **two** copies of the plans, specifications etc.
- There is an application form for a new Building Warrant and a separate form if you want to amend an approved warrant at a later date.
- Plans must show clearly what you intend to do and be drawn to a recognised metric scale. Each drawing should have a unique reference number and all associated written specifications must be signed by yourself or your authorised agent as being relative to the plan.
- Pay the appropriate application fee. A table of fees is included with this leaflet. Please make your cheque payable to “**Dumfries and Galloway Council**”

If you have provided us with an email address then we will use that to contact you where appropriate

- Send your application to your nearest Building Standards Office at:-

Sun Street, Stranraer, DG9 7JJ. Tel. 01776 888417

**Kirkbank, English Street, Dumfries, DG1 2HS.
Tel. 01387 260199**

PLANS

It is important that your plans show exactly what you want to do as these will form part of your Building Warrant. They must also show that your building will meet appropriate regulations.

SITE PLANS : This can be an extract from a large scale Ordnance Survey plan, e.g. 1:2500, or a drawing showing the site and the neighbouring properties.

BLOCK PLANS : This needs to be of a scale of at least 1:500 and must show the boundaries of the site. It should also show:-

- Existing buildings, roads and access on the site.
- Any alterations you wish to make to these.
- Any new buildings, roads, accesses, fences, walls, etc. that you propose. The floor level of the new building should be shown either in relation to a point on the road or to a known datum.
- The extent of any road or footpath that will be used for scaffolding, hoarding, etc., during construction.

OTHER PLANS

New Building: a plan (usually at a scale of 1:50 but not less than 1:100) of each floor and elevation, together with sections showing how you intend to construct the building. The drawings must show details of foundations, roof structure, internal and underground drainage, as well as dimensions of windows with the opening sections indicated. In some cases, you will also have to submit details of the loading calculations and material strengths, as well as details of stairways, landings and balconies.

Alterations to a building: this needs similar drawings to a new building but must highlight the changes or extensions you want to build.

Conversions: Even if you do not want or have to make any alterations, a plan showing each floor will be required.

Demolition: Please provide:-

1. A statement showing how you propose to demolish the building.
2. A statement providing information on the construction of the building proposed to be demolished.
3. A section drawing of the building proposed to be demolished.
4. A block plan (to a scale of not less than 1:500) showing:-
 - the size and position of the building proposed to be demolished and its relationship to adjoining buildings.
 - the boundaries with land in different occupation.
 - particulars appropriate to show that the operations involved will be conducted in accordance with the provision of protective works regulations.

NOTES

1. When you convert a building, the new use may involve different or more stringent regulations, it is necessary that you make any alterations that are required to meet these new regulations.
2. If you are extending a building the works you propose must meet the relevant regulations but you must also consider the effect the new works will have on the existing building. The general rule is that the new works must not make the existing situation worse.

3. The application fee is based on the estimated value of the work. The figure you show in this section must reflect normal market costs rather than any discounted costs you are able to achieve. Labour rates must be included in determination of the value. We will check the amount by reference to established indices of building costs. In order to avoid any delay, the fee should be included with the application and unfortunately, it is not possible to refund it if you decide to withdraw the application or a warrant is refused. A warrant will not be processed until the fee has been paid.
4. If your building is large or complex then you can apply for your warrant in stages, as the design progresses. These stages are set out in the regulations and you should tick which stage you want by ticking the appropriate box. When you are ready to apply for the remaining stages then you should apply for an Amendment of Warrant, using a special form available from your nearest Building Standards Office.
5. Where work for which a Building Warrant is required has commenced without a warrant, it is still possible to make an application for a warrant at any time before a Completion Certificate has been accepted in respect of the building works in question. The building regulations in force at the date of the application will apply.
N.B. It is an offence to commence works without a warrant and in these cases an additional 25% fee surcharge is payable at the time of making an application for Building Warrant.
6. Where a Completion Certificate is submitted without a Building Warrant, the prescribed fee must accompany the certificate, such plans as would have been required had an application for Building Warrant been made together with any Certificate of Design or Construction and such other information as be required. The Regulations in force at the date the Completion Certificate is submitted will apply and it may be that disruptive inspections will be required before the Completion Certificate is finally accepted.
N.B. It is an offence to commence works without a warrant and in these cases an additional 25% fee surcharge is payable at the time of submitting a Completion Certificate.
7. Please indicate if your proposals affect a building that has been listed by the Scottish Ministers as being of Special Architectural or Historic interest. A list of these buildings can be seen at your nearest Planning and Building Standards Office.

The Council is required under the Building (Scotland) Act to issue a Building Warrant once all the details are correct and comply with the various regulations. It is, therefore, possible for the Council to issue a Building Warrant and at the same time refuse planning permission.

This does not occur very often and it means, of course, that you cannot carry out these works. It is often best to make your application for both Building Warrant and planning permission together to save time but if you are in any doubt about getting planning permission you can apply for it first. In any case, you cannot start work on site until you get both consents.

Every building should comply with the building regulations but in some cases this might be regarded as unreasonable. It is, therefore, possible to apply for a relaxation of a regulation to the Scottish Ministers, however other solutions can be accepted without the need for formal relaxation. You should therefore contact your nearest Building Standards Office for advice on these matters.

These notes have been prepared to help you make an application. The regulations, are however, very detailed and it is not possible to cover every eventuality in this short note. Where there is any doubt then the regulation will apply rather than this note. You can, if you wish, see the full set of regulations at the nearest Building Standards Office.

Please note: A language translation service is available upon request.

YOUR CHECKLIST

1. Have you filled in the correct form?
2. Do your plans meet the specification on pages 2 and 3?
3. Have you fully described your proposals on the application form?
4. Have you enclosed the correct application fee (see note 3 and the table of fees)?
5. Have you applied for any other necessary consents? For example:-

**You may also need Planning Permission.
If in doubt contact your nearest Planning & Regulatory Services Office.**



Building Standards Service

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