

# Building Standards Service

## LOG OF CHANGES

Date	Description	Request
16/12/08	Agreed procedure to add a label to a Bldg Warrant submission which will complete the details and information required thereby negating the need for amended plans etc. This label is to be known as a 'sticker'	Result of Local Form Meetings
21/01/09	Revised Weekly Reports procedure	Ordinance Survey
03/02/09	Email sent out to 'Buildstds' with new procedure on the use of the Data Sheet <docBW2> in Acolaid.	Business Enhancement
19/02/09	Agreement was reached that all relevant papers and documents would be sent out, preferably electronically) to Forum members prior to each meeting.	Suggestion made at the previous Local Forum meetings.
29/04/09	Update of form A	Changes to Bldg Warrant application form (A) due to change in legislation.
22/06/09	Reminder of what information is required when sending calcs to be checked.	BSM Meeting
25/06/09	CALCS (Structural Calculations) added to the 'Action' drop down list in the Action Screen	To enable data to be provided for new report.
25/06/09	Added 'SENT' & 'SAT' to the drop down list in the Result section of the Action Screen.	To enable data to be provided for new report.
25/06/09	New report added to BCReports. Calculation Check (BCCALCS2).	This will provide info on structural calculations received.
25/06/09	Amendments made to Certifies of Design report. The selection criteria now looks at reception date and not decision date	Allows more accurate information to be provided.
06/07/09	Amended D&G logo on our Acolaid documents and letters.	Council re-branding.
07/07/09	First Building Standards e-newsletter sent out as a result of earlier contact with Forum members regarding the bi-annual meeting.	Contact with Local Forum members
25/08/09	Changes made to Page Set Up in all letters,	Council re-branding.

	documents to allow use of the new 'Brand' paper.	
28/10/09	Some additions made to Policy notes (BSP 2 - 10	Business Enhancement
28/10/09	Added paragraph to <DocAKN01_5> <DocAKN05_5 and <DocAKN06> giving details of response times.	Request of Agents
06/11/09	Notice for receptions relating to waiting times.	SWSBSC Benchmark Meeting
11/11/09	Links to S.E.P.A and D&G Fire & Rescue added to our web site	Enhanced customer access to service delivery partners
24/12/09	Changes to procedure when sending our Acknowledgment and Invalid letters.	Business Enhancement
24/12/09	Procedural changes to deal with Form Q and EPC issues	Business Enhancement
01/04/10	Non-Stat fee table and 'Application' forms updated and put on SharePoint	Business Update
26/05/10	Statutory Addressing form revised	Business Update
11/10/10	Update of procedures relating to recording details of Certifiers of Construction	Business Update
11/10/10	Revision to Form A Application for Building Warrant	Business Update
08/11/10	External link added to web page for HSE	Business Enhancement
01/05/11	Revision to Form A Application for Building Warrant	Business Update
14/12/11	Revised contacts in Phrase Doc	Business Update
06/01/12	Revision of Application for Temporary Occupation	Business Update
06/01/12	Revision of Confirmation of Completion	Business Update
06/01/12	Revision of Exempt Notes	Business Update
06/01/12	Revision of Form B	Business Update
06/01/12	Revision of Form C	Business Update
06/01/12	Revision of Form D	Business Update
06/01/12	Revision of Form 5A Submission of Completion Certificate no Warrant	Business Update
09/01/12	Revision of Guide to Building Warrant Application	Business Update
09/01/12	Revision of Licensing Scotland section 50 application Form	Business Update
09/01/12	Revision of Property in Accordance with Previous Approval.	Business Update
09/01/12	Revision of Property Inspection Service Form.	Business Update
09/01/12	Revision of Temporary Raised Structure application	Business Update
02/10/12	Due to changes in national procedures it was necessary to create a new acknowledgement letter containing revised information <DocAkn01_12>	Business Update
02/10/12	Due to changes in national procedures it was necessary to create a new acknowledgement letter containing revised information <DocAkn02_12>	Business Update
02/10/12	Due to changes in national procedures acknowledgement letter <DocAkn06> was amended in relation to the time to respond.	Business Update
03/10/12	Building Standards Contacts Details sheets added.	Business Enhancement
11/10/12	Due to changes in national procedures it was	Business Update

	necessary to create a new warrant issue letter containing revised information <DocDCL1_12>	
16/10/12	YourBldgWarr2012 added to be used with warrants received after 1 <sup>st</sup> Oct	Business Update
16/10/12	Due to changes in national procedures it was necessary to create a new warrant issue letter containing revised information <DocDCL1_12>	Business Update
16/10/12	Due to changes in national procedures it was necessary to create a new warrant issue letter containing revised information <DocDCL4_12>	Business Update
16/10/12	Due to changes in national procedures it was necessary to create a new warrant issue letter containing revised information <DocDCLP_12>	Business Update
16/10/12	Due to changes in national procedures it was necessary to create a new warrant issue letter containing revised information <DocDCLS_12>	Business Update
03/01/13	Guidance note on CCNP added to web page and receptions. <a href="#">Important Changes</a>	Business Enhancement
07/02/13	Update/revision of BSP13 Workload Allocation.	Business Update
12/03/13	Reception Training Document added	Business Update/ Business Enhancement
03/04/13	Changed contact details relating to D&G Fire Service to Scottish Fire & Rescue Service	Business Update Partnership Working
04/04/13	Revision to CCNP to include note regarding disruptive inspections.	Business Enhancement Best Practice/Benchmarking
27/05/13	New Form added to our systems. High Efficiency Alternative Systems for new buildings	Business Update
10/06/13	Warrant Application (customer) Flowchart updated.	Business Update
19/08/13	Update/revision of BSP10 Decentralised Service Protocol.	Business Update
20/09/13	Revision made to Form 5 to incorporate changes made by the building (Miscellaneous Amendments) (Scotland) Regulations 2013 coming into force on the 1 <sup>st</sup> October 2013.	Business Update
20/09/13	Revision made to Form 5A to incorporate changes made by the building (Miscellaneous Amendments) (Scotland) Regulations 2013 coming into force on the 1 <sup>st</sup> October 2013.	Business Update
20/09/13	Revision of <docCLC> to incorporate changes made by the building (Miscellaneous Amendments) (Scotland) Regulations 2013 coming into force on the 1 <sup>st</sup> October 2013.	Business Update
25/09/13	Update/revision of BSP09 Customer Insight Guidance.	Business Update
11/10/13	Revision of <docRep1> from response time of four weeks to six weeks at behest of local forum.	Business Update/ Business Enhancement
14/10/13	Revision/Update to Communications Policy BSP8	Business Update
22/10/13	Creation of Safety Certificate Application Form for	Business Enhancement

	local sports grounds.	
19/12/13	Revision/Additions to 'Form A' Warrant Application in accordance with BSD requirements	Partnership Working Business Update
19/12/13	Revision/Additions to 'Form 5' Submission of Completion Certificate in accordance with BSD requirements	Partnership Working Business Update
19/12/13	Revision/Additions to 'Form 5A' Submission of Completion Certificate where no warrant was obtained in accordance with BSD requirements	Partnership Working Business Update
23/01/14	Updated Out of Hours contact telephone numbers and advised Care Call	Business Update Partnership Working
06/02/14	Update of warrant application flowchart to include reference to 9 months refusal	Business Update Best Practice/Benchmarking
18/02/14	Further revision/additions to 'Form A' Warrant Application in accordance with BSD requirements	Partnership Working Business Update
19/02/14	Update of Phrase Doc	Business Update
19/02/14	Update of Form B Application to Amend Building Warrant	Business Update
03/03/14	Revision/Update to Form D Application to extend Period of Use of a Limited-Life Building.	Business Update
03/03/14	Revision/Update to Form E Application for Temporary Occupation/Use.	Business Update
03/03/14	Revision/Update to Application for Temporary Raised Structure.	Business Update
03/03/14	Revision/Update to Form L Notice of Intention to Use an Approved Certifier of Construction.	Business Update
18/03/14	Revised and updated Non-Statutory Guidance document with fee increases coming into force on 1 April 2014.	Business Update
25/03/14	Revision to Non-Stat Property Inspection application form to include fee update.	Business Update
25/03/14	Revision to Non-Stat Confirmation of Completion application form to include fee update.	Business Update
25/03/14	Revision to Non-Stat Confirmation Layout Accords with former approval form to include fee update.	Business Update
25/03/14	Revision to Non-Stat Confirmation Development Exempt guidance to include fee update.	Business Update
25/03/14	Revision to Non-Stat Licensing (Scotland) Act Certificates application forms to include fee update.	Business Update
01/04/14	Non-Stat fee table and 'Application' forms updated and put on SharePoint and the Web.	Business Update
26/06/14	Revised wording to <DocNewAdd> to show new contact details for DGFirst	Business Update Partnership Working
12/09/14	High Efficiency Alternative guidance note to be used in Rep1 etc.	Business Enhancement at suggestion of Valerie Hunter.
19/09/14	Revision to <DocBWReq> to remove the mention of enclosing application forms and providing web link	Business Update Business Enhancement

	instead.	at suggestion of a local agent John Murray
10/10/14	Update to Building Standards Contact Details document	Business Update
14/01/15	Revision made to Emails-Photos in Acolaid procedure document.	Business Update issue brought to our attention by Lucy Mc Gary
11/02/15	Q3 KPO Returns uploaded to Web Platform	Business Update Partnership Working
11/02/15	Q3 KPO Returns sent to LABSS & SWSBSC	Business Update Partnership Working
12/03/15	Added LABSS SAP template to SharePoint	Business Update Partnership Working
05/05/15	Q4 KPO Returns uploaded to Web Platform	Business Update Partnership Working
07/05/15	Q4 KPO Returns sent to LABSS & SWSBSC	Business Update Partnership Working
18/05/15	Balanced Scorecard 2015-16 Ver 1 uploaded to web.	Business Update
14/08/15	Q1 KPO Returns upload to Web Platform	Business Update Partnership Working
18/08/15	Copy of Q1 Returns sent to LABSS and SWSBSC	Business Update Partnership Working
18/09/15	Balanced Scorecard 2015-16 Ver 2 uploaded to web.	Business Update
18/09/15	CIP revised and updated. Copy sent to BSD	Business Update Partnership Working
20/10/15	Added new member of staff Alistair Smith into Acolaid.	Business Update
28/10/15	Q2 KPO Returns uploaded to Web Platform	Business Update Partnership Working
28/10/15	Copy of Q2 Returns sent to LABSS and SWSBSC	Business Update Partnership Working
30/10/15	CIP revised and updated. Copy sent to BSD	Business Update Partnership Working
03/11/15	Updated Building Standards Contact sheet with new staff member, Alistair Smith	Business Update
22/12/15	Changes made to Form E Application for Temporary Occupation as a result of a member of the public raising an issue with the Reason for Application section.	Business Enhancement at suggestion of Keith Gristwood.