

### **What is Building Warrant approval?**

A Building Warrant approval is the permission granted under the Building (Scotland) Act 2003 by the Council acting as the Scottish Government's appointed verifier. It enables a building to be constructed, extended, altered, demolished or converted. It is important to understand that it is the responsibility of the building owner to apply for and obtain the Building Warrant approval. This approval should be obtained prior to commencing building works. A building warrant is valid for 3 years from the date of issue; however depending on the circumstances of the case, the Council may at its discretion extend this period on application to us.

You should not allow your builder to commence work until you have sight of your building warrant approval document.

### **Planning Permission and Other Consents**

It should be noted that Building Warrant Approval and Planning Permission are two separate types of Approval. You should therefore check with the Planning Section (Development Management) to see if Planning Permission is required (Tel. 0141 951 7930). Other types of consent may also be required e.g the Landlords consent (Private or Council), Roads Department, Scottish Water, SEPA, etc. If in doubt you should seek professional advice.

### **Submitting a Building Warrant Application**

You should submit your Building Warrant application via the Scottish Governments [eBuilding Standards Portal](#). Application form is available via the portal and once completed you should upload the relevant drawings, specifications and other associated documents to the portal. The application fee should be paid via the Council's [Online Payment](#) system

Drawings should be coloured or highlighted to easily distinguish proposed works from existing and should contain sufficient information and specifications about the proposed design and construction. This will enable us as a Scottish Government appointed Verifier to fully ascertain whether compliance with the Building Regulations and associated Technical Handbooks has been achieved in order to approve the Building Warrant.

Occasionally applicants may wish to prepare plans, specifications and details themselves. While there is no statutory reason to prevent this, applicants should be aware that plans must be of an appropriate standard to convey to us the detail required to show us that the proposals will follow the Technical Handbooks and meet the Building Regulations. To a person unfamiliar with the Building Standards system and its process this can be quite an undertaking, and for this reason we recommended that you engage the services of a suitably experienced professional such as an Architect to prepare your plans, specifications and details, and to submit your Building Warrant Application on your behalf.

Building Standard Surveyors do not act as a "clerk of works" on behalf of an applicant. Inspections during construction may be carried out by the Council's Building Standards Surveyors to discourage avoidance of legislation. You must therefore ensure that all works comply with the required standards, and if necessary, employ the services of a professional to oversee construction works.

## **Plans to be submitted with an application**

Where structural design is involved you may elect to either provide a Certificate (and appropriate plans) completed by an Approved Structural Engineer (SER certificate) or to demonstrate to the Verifier by other acceptable means, such as calculations, that the design as submitted complies with the required standards. The submission of a Certificate of Design generally enables a speedier process time.

Drawings should be to a scale of 1/50 or 1/100 and include the following:

- ❖ Each drawing and specification sheet to be numbered for means of identification
- ❖ Dimensioned foundation, floor and roof plans, sections and elevations to give a complete representation of the proposals;
- ❖ Constructional details and specifications of all relevant parts of the proposal;
- ❖ Structural detailing as appropriate;
- ❖ Separating/compartment walls/floors, means of escape, occupant capacities;
- ❖ Internal and external plumbing and drainage arrangements;
- ❖ Ventilation and electrical arrangements;
- ❖ Details of energy efficiency/heat loss, and SAP calculations if required;
- ❖ Any other details as may be deemed necessary by the Verifier to establish compliance;
- ❖ Electrical lights, sockets and smoke alarms in dwellings.

## **Location Plan**

To a scale of 1/1250 or 1/2500 clearly showing:

- ❖ The location of the proposed development in relation to the nearest road junction;
- ❖ In rural situations should include a six-figure ordnance survey grid reference;

## **Block/Site Plan**

To a scale of at least 1/500 showing:

- ❖ Existing and proposed buildings;
- ❖ The extent and boundaries of the site;
- ❖ The north point and scale of the plan.

## What Happens Next?

When prepared, your plans, specifications, fully completed application form and fee should be submitted via [eBuilding Standards Portal](#). Once you have successfully submitted your online application you will receive an online confirmation. Your application will automatically be forwarded to the Council by the portal. Once the application has been validated and registered you will receive an acknowledgement with your building warrant reference number. The application will then be forwarded to a Surveyor for technical assessment and processing. Our present target for processing applications to assess 80% of applications within 20 working days.

- ❖ Application checked
- ❖ Depending on the quality of your plans you may receive a letter requesting further information to support your application (usually referred to as a Points Letter)
- ❖ If no further information is required your Building Warrant will be issued
- ❖ Any additional information checked and warrant issued
- ❖ You may now commence building works (subject to having obtained other necessary consents)
- ❖ Let us know when works are starting (form supplied with warrant approval)
- ❖ Surveyor may visit to inspect works
- ❖ At completion you submit a Completion Certificate -Submission application form (blank application supplied with warrant approval)
- ❖ You may also be required to submit an Energy Performance Certificate (EPC) and Electrical Certificates
- ❖ Surveyor arranges and carries out a final inspection
- ❖ Certificate of Completion -Acceptance is issued if works satisfactory. (Fee for this included in application fee already paid).

## Building Warrant Application Fees - Effective 1 July 2017

The Building (Fees)(Scotland) Regulations set the fees that are charged by Councils for building warrant submissions, including those for "Late" Completion Certificates and "Late" Building Warrant submissions. The discounts applicable when certificates of design or construction are correctly submitted are also covered by these regulations. A fee is required to accompany all applications, other than those relating to modifications within dwellings to cater for disabilities. This fee is calculated on a sliding scale basis relative to the estimated cost of the proposed works. Estimated cost of works should reflect the cost of labour and materials, no concessions can be made for self build applicants. Discounts are available at the applicant stage if you elect to submit a Certificate from an Approved Certifier of Design or for Certificates of Construction. Refer to table below for building warrant application fee.

### **[The Building (Fees) (Scotland) Regulations 2004] amended to 2017**

The fee (before discounts) for a building warrant (other than late warrants) for the construction of a building or for the provision of services, fittings or equipment in connection with a building (whether or not combined with a warrant for conversion or an application for demolition) is as per the table below. This fee is a registration fee only and is therefore not subject to refund once the application is registered.

**Table 1 Table of Fees - Value of works between £0 - £100,000**

Value of work up to £100,000 £	Building Warrant Fee  No discounts applied) £	Discounts available for providing a Certificate from an Approved Certifier - (fixed rates based on value of work up to £100,000)			
		Certificates of design (discount provided/ certificate)		Certificates of Construction (discount provided/ certificate)	
		Building Structure Scheme( SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£					
0 - 5,000	150	30	30	15	15
5,001 - 5,500	169	40	40	15	15
5,501 - 6,000	188	40	40	15	15
6,001 - 6,500	207	40	40	15	15
6,501 - 7,000	226	40	40	15	15
7,001 - 7,500	245	40	40	15	15
7,501 - 8,000	264	40	40	15	15
8,001 - 8,500	283	40	40	15	15
8,501 - 9,000	302	40	40	15	15
9,001 - 9,500	321	40	40	15	15
9,501 - 10,000	340	40	40	15	15
10,001 - 11,000	359	50	50	20	20
11,001 - 12,000	378	50	50	20	20
12,001 - 13,000	397	50	50	20	20
13,001 - 14,000	416	50	50	20	20
14,001 - 15,000	435	50	50	20	20
15,001 - 16,000	454	60	60	25	25
16,001 - 17,000	473	60	60	25	25
17,001 - 18,000	492	60	60	25	25
18,001 - 19,000	511	60	60	25	25
19,001 - 20,000	530	60	60	25	25
20,001 - 30,000	593	80	80	30	30
30,001 - 40,000	656	80	80	30	30
40,001 - 50,000	719	80	80	30	30
50,001 - 60,000	782	100	100	35	35
60,001 - 70,000	845	100	100	35	35
70,001 - 80,000	908	100	100	35	35
80,001 - 90,000	971	100	100	35	35
90,001 - 100,000	1034	100	100	35	35

**Table 2 Table of Fees - Value of works £100,001 and above**

Value of work £100,001 and above £	Building Warrant Fee (no discounts applied) £	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,001 and above)			
		Certificates of design (10% discount/certificate)		Certificates of Construction (3% discount/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installation Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
100,001 - 120,000	1,137	113.70	113.70	34.11	34.11
120,001 - 140,000	1,240	124.00	124.00	37.20	37.20
140,001 - 160,000	1,343	134.30	134.30	40.29	40.29
160,001 - 180,000	1,446	144.60	144.60	43.38	43.38
180,001 - 200,000	1,549	154.90	154.90	46.47	46.47
200,001 - 220,000	1,652	165.20	165.20	49.56	49.56
220,001 - 240,000	1,755	175.50	175.50	52.65	52.65
240,001 - 260,000	1,858	185.80	185.80	55.74	55.74
260,001 - 280,000	1,961	196.10	196.10	58.83	58.83
280,001 - 300,000	2,064	206.40	206.40	61.92	61.92
300,001 - 320,000	2,167	216.70	216.70	65.01	65.01
320,001 - 340,000	2,270	227.00	227.00	68.10	68.10
340,001 - 360,000	2,373	237.30	237.30	71.19	71.19
360,001 - 380,000	2,476	247.60	247.60	74.28	74.28
380,001 - 400,000	2,579	257.90	257.90	77.37	77.37
400,001 - 420,000	2,682	268.20	268.20	80.46	80.46
420,001 - 440,000	2,785	278.50	278.50	83.55	83.55
440,001 - 460,000	2,888	288.80	288.80	86.64	86.64
460,001 - 480,000	2,991	299.10	299.10	89.73	89.73
480,001 - 500,000	3,094	309.40	309.40	92.82	92.82
500,001 - 550,000	3,272	327.20	327.20	98.16	98.16
550,001 - 600,000	3,450	345.00	345.00	103.50	103.50
600,001 - 650,000	3,628	362.80	362.80	108.84	108.84

650,001 - 700,000	3,806	380.60	380.60	114.18	114.18
700,001 - 750,000	3,984	398.40	398.40	119.52	119.52
750,001 - 800,000	4,162	416.20	416.20	124.86	124.86
800,001 - 850,000	4,340	434.00	434.00	130.20	130.20
850,001 - 900,000	4,518	451.80	451.80	135.54	135.54
900,001 - 950,000	4,696	469.60	469.60	140.88	140.88
950,001 - 1,000,000	4,874	487.40	487.40	146.22	146.22
And for every £100,000 or part thereof, over £1 million	Add £253	10% of fee	10% of fee	3% of fee	3% of fee

3.14.2 Application for building warrant for conversion only, that is without any building work – **Fee is £150**

3.14.3 Application for demolition only, that is where there are no immediate plans for rebuilding – **Fee is £150**

3.14.4 Application for amendment of Warrant –

a. where the new total estimated value is less than the original or is an increase of no more than £5,000 – **Fee is £100**

b. where the new total estimated value increases by more than £5,000 –

Fee is the amount for a building warrant of the same value as the increase. (That is, if the increase is £20,000, the fee will be £530).

3.14.5 Application for an amendment to warrant for demolition or conversion only – **Fee is £100**

3.14.6 Application to extend the period of validity of a warrant – **Fee is £100**

3.14.7 Where a late application for building warrant is made, or a completion certificate is submitted and there was no warrant obtained when there should have been, the fee is increased to cover the increased difficulty the verifier will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The resulting fees are detailed below.

- 3.14.8** Application for late building warrant, i.e. where work is already started –
- a. application for a building warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition) – **Fee is 200%** of the fee in table of fees above
- b. application for warrant for demolitions only – **Fee is £200**
- 3.14.9** Submission of a completion certificate where no warrant was obtained for –
- a. the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for demolition) **Fee is 300%** of the fee in table above
- b. application for warrant for demolitions only or for conversion only – **Fee is £300**
- 3.14.10.** A warrant fee is discounted where certificates from approved certifiers of design are presented with a warrant application, or before the building warrant is granted as below:
- 10% (or the fixed levels of discounts for values of work up to £100,000, indicated in the tables above) for each certificate that covers the whole of any section of the functional standards, and/or
  - 1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section all subject to a maximum discount of 60% of the warrant fee.

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When a local agreement is in place between the verifier and the applicant for phased payment of the warrant fee, the discount should be due on all the payments, provided a certificate was submitted with, or the intended use confirmed on the warrant application form.

Note that the above discounts apply where a late application for warrant is made or a late completion certificate submitted, with the discount applied to the whole fee.

Discounts also apply to an application for amendment to warrant but only where the increase in the estimated value of works exceeds £5,000. This may be for a different design scheme or, in the case of staged warrants, may involve a new certificate. The discount is on the amendment fee (which will take into account any increased value or work) and not the original fee.

3.14.11. A warrant fee is also discounted where it is stated at warrant application stage that one or more certificates from an approved certifier of construction will be presented with a completion certificate, as below:

- 3% (or the fixed levels of discount for values of work up to £100,000) for each certificate covering an approved scheme, or
- 20% for a single certificate covering the construction of the entire building all subject to a maximum discount of 20%.

Except when accompanying a late completion certificate, a discount is only applicable where a verifier has been informed of the intention to use the approved certifier of construction at warrant application stage, including late warrant applications.

3.14.12. The discounts in relation to both certificates of design and certificates of construction are based on the original warrant fee (before any discounting).

The above fees are related to the “value of the works”. In calculating the value of the works, you must use the normal market costs rather than any discounted costs, which you might be able to achieve. E.g. even if the labour is unpaid, the value of the building work should still include a fair assessment of the value of labour had a contractor undertaken the work. You may be asked to verify your stated value of works if they appear low.

Exemptions - (only applies to dwellings)

No fee shall be payable where the purpose of the work to which the application relates is to alter or extend a dwelling so that it is made suitable as a dwelling for a disabled person. You must submit appropriate evidence to show that proposals are directly related to the needs of a disabled person e.g. letter from doctor or occupational health referral form. [“disabled person”, for the purposes of this Regulation, means a person with a physical, hearing or sight impairment which affects that person’s mobility or use of buildings.]

Your application will be invalid and will not be progressed until appropriate evidence has been submitted.