



26 July 2018

## APPLICATION FOR BUILDING WARRANT

Building (Scotland) Act 2003

FORM A

Application under section 9 for a warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building

For Official use only

Reference  
Number

### 1. - Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post code: \_\_\_\_\_  
Tel No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 2. - Duly authorised agent (if any)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post code: \_\_\_\_\_  
Tel No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Please tick this box if you **do not** wish any correspondence to be sent by email ☐

### 3. - Owner (If different from applicant) (see note 1)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post code: \_\_\_\_\_ Tel No.: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### 4. - Location of building or site to which the application relates

Address: \_\_\_\_\_  
Post code (if known): \_\_\_\_\_

### 5. - Use of building

[If new building or an extension] Please state proposed use - \_\_\_\_\_

[If existing building] Please state -  
1. Current use - \_\_\_\_\_  
2. Proposed use - \_\_\_\_\_

Is this a conversion in terms of the regulations? (see annex 1) **YES/NO\***

If YES Please state which description of conversion applies: \_\_\_\_\_

### 6. - State of Work

Has the work which is the subject of this application already started? **YES/NO\***  
(if YES, see note 2)

Has the work which is the subject of this application been completed? **YES/NO\***  
(if YES, see note 3)

### 7. - Proposed work

Please give brief description of work, and state whether it is to construct (erect, extend, or alter) and/or convert; provide services, fittings or equipment; or demolish –

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 8. - Staged applications

If the application is to be staged, the stage(s) applied for should be indicated (this should be agreed with the verifier) –

## 9. – Application for Demolition

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works will be completed within- \_\_\_\_\_ weeks/months\*

## 10. - Security matters

Do you consider any part of your proposals should not be open to public inspection on the building standards register? (see note 4)

YES/NO\*

(If YES, the verifier will decide with you the extent of the restrictions)

## 11. - Limited-life building

If the intended life of the building is to be five years or less from the date of completion,

Please State:- \_\_\_\_\_ Years.

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the intended life)

## 12. - Fire Authority

If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) is not the local Fire and Rescue Service please state the fire authority - \_\_\_\_\_

## 13. - Planning - Listed Buildings

If the application concerns buildings listed as being of special architectural or historic interest or in a conservation area,

Please state category :- \_\_\_\_\_

(if in doubt, the planning authority can advise)

Please state if the building has any other historical importance. :- (e.g. association with significant historical person or event) \_\_\_\_\_

## 14. - Relaxation Direction

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers

Please State, Reference Number:- \_\_\_\_\_ and date :- \_\_\_\_\_

## 15. - Notices

Please indicate if this application is as the result of any of the following notices, and if so give the reference number :-

Building Regulations compliance notice

Building warrant enforcement notice

Defective buildings notice \_\_\_\_\_

Dangerous building notice? \_\_\_\_\_

If YES, give reference number) \_\_\_\_\_

YES/NO\*

## 16. - Estimated value of works

£ \_\_\_\_\_

(Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs)

## 17. - Certificates of Design

Are you using an approved certifier of design and intend to provide a certificate to support this application?

YES/NO\*

(if YES, see annex 2)

## 18. - Certificates of Construction

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission?

YES/NO\*

(if YES see Annex 3)

**19. - Sustainability****YES/NO\***

[For warrants related to construction of new buildings only] Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Handbooks?

(if YES see Annex 4)

**20. – Scottish Type Approval Scheme**

Are the proposals covered by Local Authority Building Standards Scotland Scottish Type Approval Scheme (STAS)?

**YES/NO\***

If Yes, provide STAS approval reference number.....

**21. - Privacy Notice**

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

**22. - Declaration**

I/We\* apply for a building warrant and declare -

1. that the work will be carried out in accordance with building regulations, and in accordance with the details supplied above and any necessary accompanying information (including annexes to this application, drawings and specifications). (See Note 6)
2. I am/We\* are the owner of the building/That the owner of the building is aware of this application\*
3. [Where the warrant involves a specified conversion] That after the conversion the building as converted will comply with building regulations.\*

**Signed :-** ..... applicant/duly authorised agent\* (See Note 7)

**Dated :-** ..... **\*Delete as appropriate**

**23. - Address to which you should send this application**

Building Standards  
Environmental Services  
The Moray Council  
PO Box 6760  
Elgin, Moray  
IV30 9BX

Telephone: 0300 123 4561

E-Mail: buildingstandards@moray.gov.uk

## Notes.

1. The name and address of the owner is required as the Act requires the owner to be informed if a building warrant is granted.
2. If work has started, the regulations which apply are those at the date of this application, and the fee to be paid will be higher because the verifier will require to inspect the work. Disruptive surveys may be needed to establish what has been constructed.
3. If the works have been completed an application for warrant is not appropriate and a completion certificate under the terms of Section 17 (4) of the Building (Scotland) Act 2003 should be submitted with the appropriate fee.
4. Security matters. Subject to the exceptions below, details of applications are made public in accordance with the procedural regulations, with information on the application available on line, and drawings etc. available for copy or inspection at local authority premises. The local authority may remove documents from the register if they are satisfied there are genuine security concerns. For those documents on the register there are also restrictions on their copying. The first restriction relates to non-residential buildings, prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the applicant has confirmed the disclosure or copying would raise security concerns. Details agreed between the verifier and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of applications for buildings such as banks may only be available with the owners written permission. The second restriction relates to all other residential buildings and copying is restricted to owners, occupiers or tenants, or prospective owners, occupiers or tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential buildings.
5. Guidance on certificates from approved certifiers, and the drawings and other information that should accompany this application is given in the paragraphs at 3.2 in the Procedural Handbook issued by the Building Standards Division. This is available at [www.gov.scot/bsd](http://www.gov.scot/bsd)
6. Note that this includes a commitment to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
7. Even where signed by an agent, it is the applicant that is declaring that the work will be done in accordance with the regulations and details of application.
8. Where full information is not available, the verifier may decide to grant a warrant on condition that you provide further details before certain stages of work commence on site. The stages must be agreed with the verifier.
9. 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.

## WARNING

**A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building consent. Consult the local authority if in doubt.**

## 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

## 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.

Reference Numbers:

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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 Notes**

**The Certificates must be signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.**

**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.**

ANNEX 3

**CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION**

Please list the certification scheme for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission –

**Scheme(s)**

(If known) Please list approved certifier of construction details –

Name of Certifier ..... Registration Number .....

Name of Approved Body ..... Registration Number .....

Include work types – if applicable to Scheme(s).....

**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.gov.scot/bsd](http://www.gov.scot/bsd)
3. Work types for certificates 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 BS7671 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.**



## ANNEX 4

### SUSTAINABILITY

In the table below please indicate with an 'X' which aspect of the building have been designed to achieve a higher level of sustainability, as defined in Section 7 of the Technical Handbooks

#### Sustainability labelling for domestic buildings

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	Not applicable		Not applicable		Not applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

#### Sustainability labelling for non-domestic buildings

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy (for thermal comfort and artificial lighting) (Schools only)	Not applicable		Not applicable		Not applicable
Water efficiency (Schools only)					
Biodiversity (Schools only)					
Flexibility and adaptability (Schools only)					
Well-being (Schools only)					
Material use and waste (Schools only)					
Optimising performance (Schools only)					

Where this application relates to multiple buildings, please state which buildings the higher aspect relates to:

Address of building(s)-

**Important Note.** Where this application is for multiple buildings which have been designed to achieve different levels of sustainability in Section 7 then a separate table will be needed for each building or group of buildings to which each level relates.

#### Data Protection

I agree to the information contained in this form being held by Moray Council and that this information will be held in a public register and available to the public.

Moray Council is committed to ensuring that all personal information is relevant, up to date, and processed in accordance with the principles of the Data Protection Act 1998.



Building Standards  
Environmental Services  
The Moray Council  
Elgin, Moray, IV30 9BX

Telephone: 0300 123 4561  
Email: [buildingstandards@moray.gov.uk](mailto:buildingstandards@moray.gov.uk)  
[www.moray.gov.uk/buildingstandards](http://www.moray.gov.uk/buildingstandards)

<p><b>Building (Scotland) Act 2003</b> <b>Building (Scotland) Regulations 2004</b></p>
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### **Building Warrant**

In terms of the above Act and Regulations, a Building Warrant is required to construct, alter, extend, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building. This includes detached garages and garden sheds over a specified floor area.

### **Application for Building Warrant**

Building Warrant applications can be submitted online and for further information please visit our website detailed above. Applications can also be submitted on paper using the appropriate form (Form A) and sent to the above address. If work has already started this form can still be used but the fee will be 25% more than the standard fee. If the building work is complete however this form should NOT be used. Instead, Form 6 – Completion Certificate where no Building Warrant obtained, must be submitted.

### **Plans**

If you are submitting your application on paper then generally only one copy of all plans is required. Additional copies may be requested on occasion depending on the nature of the proposals. All drawings should have a different reference number and if the building is being altered or extended they should be coloured highlighting the new work.

The plans should be drawn to a metric scale of not less than 1:100 showing:-

1. Floor Plan(s), Roof Plan, an Elevation of each face and Section(s)
2. Details of construction of foundations, walls, floors, roof and drainage etc
3. Location Plan to a scale of not less than 1:2500
4. Site Plan to a scale of not less than 1:1250 (1:500 preferred)

along with all other specifications, as relevant.



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## Guidance on Electrical Installations

All Electrical Installations, whether it is a new installation, an addition to an existing installation or an alteration to an existing installation, that form part of the work covered in your Building Warrant must be certified before a Completion Certificate can be accepted. **This Certification must be submitted along with your Completion Certificate.**

There are three options available:

The applicant should be aware that Option 1 is quickest route to obtaining a Completion Certificate acceptance as no further checks will be required. Options 2 & 3 may well take a longer time frame for the acceptance of a completion certificate, as additional checks are required to ensure that the installed services fully comply with the Standards. This is more complex than simply confirming a specific service meets with the relevant standard i.e. BS7671. Other related functional building standards such as structural integrity; fire protection and sound transmission also require to be verified for compliance.

1. You may submit a certificate issued by an Approved Certifier of Construction. This will be an Approved Electrician or Approved Electrical Contractor who has gained the relevant approval to do so from either SELECT or NICEIC.
2. You may choose to submit the relevant certificate (see page 2) to show that the installation has been designed, constructed, installed and tested in accordance with BS7671:current edition. (A further certificate will be required for Emergency Lighting and Fire Alarm & Detection systems). This certificate must be original and on SELECT or NICEIC headed paperwork with individual serial number. This must be signed on behalf of the member company if it is a Minor Electrical Installation Works Certificate and if it is an Electrical Installation Certificate it must also be counter-signed by the Qualified Supervisor.
3. In circumstances where options 1 and 2 cannot be achieved you may choose to submit the relevant generic certificate (see page 2) to show that the installation has been designed, constructed, installed and tested in accordance with BS7671: current edition. (A further certificate will be required for Emergency Lighting and Fire Alarm & Detection systems).
  - If the work was undertaken by a SELECT or NICEIC registered contractor, and they have chosen not to submit a form in accordance with Option 2 above then it should be accompanied by written confirmation, on headed note paper, signed by the Qualified Supervisor confirming that the work was undertaken for and on behalf of the registered contractor.
  - Alternatively, an electrician who has current membership of a UKAS organisation may sign this certificate and proof of such membership will be required.

These certificates are available from registered electricians and can also be downloaded from the internet at [www.iee.org](http://www.iee.org)

## Relevant Certificates for Electrical Installations

**i. Electrical Installation Certificate**

This certificate is used only for the initial certification of a new installation or for an alteration or addition to an existing installation where new circuits have been introduced. The certificate must be accompanied by a Schedule of Inspections and a Schedule(s) of Test Results.

**ii. Minor Electrical Installation Works Certificate**

This certificate is used for an alteration or addition to an existing installation where a new circuit has not been introduced. The Minor Electrical Certificate includes test results.

**iii. Periodic Inspection Report**

This report is used for reporting on the condition of an existing installation and would be appropriate only when the certifying electrician did not carry out the initial installation. This report must be accompanied by a Schedule of Inspections and a Schedule(s) of Test Results.

**iv. Emergency Lighting**

The installation of Emergency lighting must be certified to BS5266 in addition to BS7671.

**v. Fire Alarm and Detection Systems**

Certification is required for the design, installation and commissioning of Fire Alarm and Detection Systems and all must be certified as complying with BS5839: current edition.



# Building Standards

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## Building Warrant Fee Information

The Building (Scotland) Fees Regulations 2004, set by Scottish Ministers, lay down the fees that are charged by The Moray Council as Verifier for their Local Authority area. The fee payable for Building Warrant submissions includes those for "late" Completion Certificate and Building Warrant submissions. The fee is a registration fee only and is therefore not subject to refund once the application is registered. Discounts on the fee payable are available at the application stage if the applicant elects to submit a Certificate of Design from an approved Certifier of Design or when notice is given on the application for building warrant form of their intention to provide a certificate from an approved certifier of construction that will accompany the completion certificate submission.

The Building Standards Service, as guided by Scottish Government, refers to the established indices of building costs **The Building Cost Information Surveys of Quarterly Review of Building Prices** (BCIS guide published by the RICS) to ensure normal market costs are used rather than any discounted costs that the applicant might be able to achieve. This provides the average prices in £/m<sup>2</sup> for works of different character. Therefore, where the fee submitted is considered to be incorrect the applicant will be advised to either adjust the fee or provide a breakdown of the proposed costs, by a certified Chartered Surveyor, for checking. The application may remain invalid and therefore not be processed until the costs are agreed.

Some examples of building prices are noted below, extracted from the BCIS guide on 1<sup>st</sup> March 2019, to enable the applicant to determine a fair estimated cost of works when submitting an application for Building Warrant. By multiplying the floor area of the proposed building by the relevant cost per square metre indices an accurate construction cost can be calculated. These are as follows: -

Building Type		Minimum Estimated Cost (£/m2)
"One off" housing, detached (includes all schemes of 3 Units or less)	Single Storey	1224
	2 Storey	1555
	1.5 Storey*	1542
	Semi Detached	1151
Estate housing (4or more units)	Single Storey	1113
	1.5 Storey*	1402
	2 Storey	980
	3 Storey	992
<u>Semi detached</u>	Single Storey	1136
	1.5 Storey*	1432
	2 Storey	980
	3 Storey	886
<u>Terraced</u>	Single Storey	1101
	1.5 Storey*	1386
	2 Storey	994
	3 Storey	994
Flats and Apartments	1-2 Storey	1111
	3-5 Storey	1153
	6+ Storey	1426
Domestic garage		600
Steading Conversion		1623
Extension to house		1529

**The figures in the table are to be multiplied by the gross internal floor area of the building**

Based on a Cost factor for Moray of 0.83

\*Figures for 1.5 storey are 26% higher than single storey and applied to ground floor area only.

**Building Standards**  
**Table of Fees**  
**From 01 April 2025**

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	£210	£45	£45	£25	£25
5,001–5,500	£231	£55	£55	£25	£25
5,501–6,000	£252	£55	£55	£25	£25
6,001–6,500	£273	£55	£55	£25	£25
6,501–7,000	£294	£55	£55	£25	£25
7,001–7,500	£315	£55	£55	£25	£25
7,501–8,000	£336	£55	£55	£25	£25
8,001–8,500	£357	£55	£55	£25	£25
8,501–9,000	£378	£55	£55	£25	£25
9,001–9,500	£399	£55	£55	£25	£25
9,501–10,000	£420	£55	£55	£25	£25
10,001–11,000	£443	£65	£65	£30	£30
11,001–12,000	£466	£65	£65	£30	£30
12,001–13,000	£489	£65	£65	£30	£30
13,001–14,000	£512	£65	£65	£30	£30
14,001–15,000	£535	£65	£65	£30	£30
15,001–16,000	£558	£75	£75	£35	£35
16,001–17,000	£581	£75	£75	£35	£35
17,001–18,000	£604	£75	£75	£35	£35
18,001–19,000	£627	£75	£75	£35	£35
19,001–20,000	£650	£75	£75	£35	£35
20,001–30,000	£728	£100	£100	£40	£40
30,001–40,000	£806	£100	£100	£40	£40
40,001–50,000	£884	£100	£100	£40	£40
50,001–60,000	£962	£120	£120	£42	£42
60,001–70,000	£1,040	£120	£120	£42	£42
70,001–80,000	£1,118	£120	£120	£42	£42
80,001–90,000	£1,196	£120	£120	£42	£42
90,001–100,000	£1,274	£120	£120	£42	£42

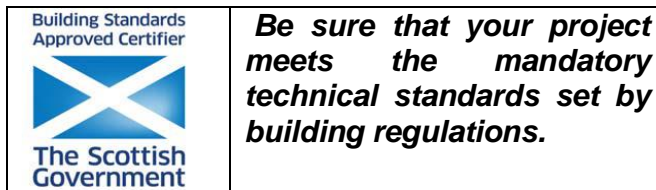
Value of work £100,001 and above  £	Building Warrant Fee (no discounts applied)  £	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,001 and above)			
		Certificates of design (10% discount/certificate)		Certificates of Construction (3% discount/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
100,001-120,000	£1,402	£140.20	£140.20	£42.06	£42.06
120,001-140,000	£1,530	£153.00	£153.00	£45.90	£45.90
140,001-160,000	£1,658	£165.80	£165.80	£49.74	£49.74
160,001-180,000	£1,786	£178.60	£178.60	£53.58	£53.58
180,001-200,000	£1,914	£191.40	£191.40	£57.42	£57.42
200,001-220,000	£2,042	£204.20	£204.20	£61.26	£61.26
220,001-240,000	£2,170	£217.00	£217.00	£65.10	£65.10
240,001-260,000	£2,298	£229.80	£229.80	£68.94	£68.94
260,001-280,000	£2,426	£242.60	£242.60	£72.78	£72.78
280,001-300,000	£2,554	£255.40	£255.40	£76.62	£76.62
300,001-320,000	£2,682	£268.20	£268.20	£80.46	£80.46
320,001-340,000	£2,810	£281.00	£281.00	£84.30	£84.30
340,001-360,000	£2,938	£293.80	£293.80	£88.14	£88.14
360,001-380,000	£3,066	£306.60	£306.60	£91.98	£91.98
380,001-400,000	£3,194	£319.40	£319.40	£95.82	£95.82
400,001-420,000	£3,322	£332.20	£332.20	£99.66	£99.66
420,001-440,000	£3,450	£345.00	£345.00	£103.50	£103.50
440,001-460,000	£3,578	£357.80	£357.80	£107.34	£107.34
460,001-480,000	£3,706	£370.60	£370.60	£111.18	£111.18
480,001-500,000	£3,834	£383.40	£383.40	£115.02	£115.02
500,001-550,000	£4,055	£405.50	£405.50	£121.65	£121.65
550,001-600,000	£4,276	£427.60	£427.60	£128.28	£128.28
600,001-650,000	£4,497	£449.70	£449.70	£134.91	£134.91
650,001-700,000	£4,718	£471.80	£471.80	£141.54	£141.54
700,001-750,000	£4,939	£493.90	£493.90	£148.17	£148.17
750,001-800,000	£5,160	£516.00	£516.00	£154.80	£154.80
800,001-850,000	£5,381	£538.10	£538.10	£161.43	£161.43
850,001-900,000	£5,602	£560.20	£560.20	£168.06	£168.06
900,001-950,000	£5,823	£582.30	£582.30	£174.69	£174.69
950,001- 1,000,000	£6,044	£604.40	£604.40	£181.32	£181.32
And for every £100,000, or part thereof, over £1 million	Add £315	10% of fee	10% of fee	3% of fee	3% of fee

<b>Building Warrant - Conversion Only</b>	
Application for building warrant for conversion only, that is without any building work.	£210
<b>Building Warrant - Demolition Only</b>	
Application for demolition only, that is where there is no immediate plans for rebuilding.	£210
<b>Application for Amendment to Building Warrant</b>	
Where the new total estimated value is less than the original or is an increase of no more than £5000.	£150



Where the new total estimated value increases by more than £5000.	fee is the amount for a building warrant of the same value as the increase.
Application for Amendment to Warrant for demolition or conversion only.	£150
<b>Application for Extension to Warrant</b>	
Application to extend the period of validity of a warrant.	£150
<b>Application for Late Building Warrant</b>	
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 for the value of works in the table
For demolitions only.	£300
<b>Application for Late Completion</b>	
For the construction of a building or the provision of services, fittings and equipment (whether or not combined with an application for conversion or for demolition).	fee is 300% of the fee for the value of works in the table
For demolitions only or for conversion only.	£500
<b>Certificate of Design - Discounts</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>• 10% (or the fixed levels of discount) for each certificate that covers the whole of any section of the functional standards, and/or</li> <li>• 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.</li> </ul> <p>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.</p> <p>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.</p>	
<b>Certificates of Construction - Discounts</b>	
<p>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 –</p> <ul style="list-style-type: none"> <li>• 3% (or the fixed level) for each certificate covering an approved scheme, or</li> <li>• 20% for a single certificate covering the construction of the entire building all subject to a maximum refund of 20%.</li> </ul> <p>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.</p>	

# Building Standards Certification



***Be sure that your project meets the mandatory technical standards set by building regulations.***

As the building owner, you are legally responsible for ensuring that building work, design or construction meets the appropriate building standards.

It is important that you get building professionals for your project that are competent, experienced and have an understanding of building standards. The best way is to use a building standards '**Approved Certifier**' who, when a building warrant is needed, can provide you with confirmation that their work meets the applicable standards. An Approved Certifier must be a member of a Scottish Government approved Certification Scheme.

## Approved Schemes

The approved schemes currently operating in Scotland cover the following areas.

- Structural Design
- Energy Efficiency Design
- Electrical installations
- Drainage, Heating and Plumbing work

## 1. Certification of Design (Building Structures)

A competent engineer will design and certify the structural aspects of your building, alteration or extension.

## 2. Certification of Design (Energy)

A competent professional will design and certify the energy performance of your building to ensure it is energy efficient with reduced carbon emissions.

## 3. Certification of Construction (Electrical Installations to BS 7671)

A competent electrician, with a combination of knowledge, skills and practical experience will ensure the electrical installation is safe and meets the applicable building standards.

## 4. Certification of Construction (Drainage, Heating and Plumbing)

A competent plumber, with a combination of knowledge, skills and practical experience will ensure central heating boilers (oil, gas or solid fuel), drainage work and certain renewable energy systems meet the applicable building standards.

## Certificates of Design or Construction

The Approved Certifier will give you a certificate to be sent to the local authority to show that the work complies with building standards.

The **certificate of design** should be included with your application for a building warrant. It tells the local authority that the design work covered by the certificate meets building standards.

The **certificate of construction** should be included with your completion certificate submission to tell the local authority that the finished work covered by the certificate meets building standards.

### How to find an Approved Certifier



The building industry employs nearly 2000 registered Approved Certifiers in Scotland. Their companies, known as Approved Bodies, have their details recorded on the Certification Register on the Scottish Government Building Standards Division website at:

[www.scotland.gov.uk/certificationregister](http://www.scotland.gov.uk/certificationregister)

Choose the certification scheme you require and select the area where the work is being done. You can choose from a list of firms offering certification services. Discuss your requirements with the firm and arrange for an Approved Certifier to carry out the work.

## **Benefits of using an Approved Certifier**

- You have the assurance that their work will meet building standards.
- You should receive a high quality service from an approved reputable company.
- The work will be done by trained and competent construction professionals.
- Approved Certifiers must have high levels of qualifications and experience.
- Approved Certifiers are subject to independent monitoring.
- Approved Bodies carry professional indemnity insurance.
- Each scheme operates a robust complaints procedure.
- You will receive a discount on the full building warrant fee.

## **Additional benefits**

- Work covered by a certificate issued by an Approved Certifier requires no further checking by the local authority, saving time, and speeding up the building warrant application process or the acceptance of completion certificates.
- Approved Certifiers will provide greater flexibility and more efficient designs or installations due to their up to date expert knowledge of new innovations and technologies.

## **Approved Certifier Registration Mark**

The Approved Certifier Registration Mark is used to make it easier to identify Approved Certifiers. The registration mark can only be used by firms and individuals on the Certification Register.

Building Standards  
Approved Certifier



## **Further Information**

Further information on certification along with contacts and details for all of the scheme providers is available from the Scottish Building Services Certification website at [www.sbsc.uk.net/](http://www.sbsc.uk.net/) Information about the building standards system can be found on the Building Standards Division website at [www.scotland.gov.uk/bsd](http://www.scotland.gov.uk/bsd)

**When selecting your  
contractor, choose an  
Approved Certifier  
to ensure you comply with  
building regulations**



Certification of Design (Building Structures)



Certification of Design (Section 6 – Energy)  
for Domestic and Non-Domestic Buildings



RIAS

Certification of Design (Section 6 – Energy)



Certification of Construction  
(Electrical Installations to BS 7671)



Certification of Construction  
(Electrical Installations to BS 7671)



Certification of Construction  
(Drainage, Heating and Plumbing)

