

What happens if I deviate from the approved plans?

As work progresses you may decide, for many reasons, that you wish to build certain parts differently from that previously approved. In these circumstances it will be necessary to consult a Building Standards Officer. It is very important that such deviations are approved before carrying out the work to ensure there is no breach of the Building Regulations. An Amendment of Warrant will be required to formally approve the changes. An application form is available and the process is similar to the original Building Warrant application.

Retention of documents

If you come to sell your property your solicitor will require all the approval documentation. It is important therefore that you retain your Building Warrant, the approved plans, any amendment and our acceptance of your Completion Certificate for future reference.

Quality of work

Building Standards Officers are not responsible for the quality of work carried out by your building contractor. There is no provision in our legislation for the regular inspection of work in progress to ensure a particular level of quality. The acceptance of a Completion Certificate does not offer you a guarantee of good workmanship, only that the work is in accordance with the approved Building Warrant. The onus is on yourself to comply with Building Regulations, not the builder. To ensure the quality of the work carried out consideration should be given to engaging a surveyor, architect or other suitable professional.

Further information

A Building Standards Charter is available which provides a commitment to the service which you may expect of the Building Standards Section. If you wish to discuss any of the matters raised in this leaflet, or require any further information, or would like a copy of the Charter, you may contact the Building Standards Section at:

The Moray Council Access Point.
Council Office,
High Street, ELGIN Telephone:
01343 563243

Keith Area Office.
The Institute,
Mid Street,
KEITH Telephone
01542 885500

Forres Area Office.
Auchernack, High St.
FORRES Telephone
01309 694000

Advice and guidance is provided free of charge by the Duty Officer at the Elgin office between the hours of 2.00pm and 4.00pm weekdays. Advice is also available at the Council Area Offices at Keith and Forres but availability of a Building Standards Officer here is restricted and you should first telephone for an appointment.

Commitment

The Building Standards Section of the Moray Council is committed to Best Value in the services which it provides.



the moray council

THE MORAY COUNCIL

BUILDING STANDARDS

HOW TO APPLY FOR A BUILDING WARRANT

(Guidance for Domestic
Alterations and
Extensions)

THE MORAY COUNCIL
ENVIRONMENTAL SERVICES
COUNCIL OFFICE
HIGH STREET
ELGIN
IV30 1BX

Information Leaflet No. - 1

Introduction

This leaflet is intended as a guide for anyone considering an extension or carrying out alterations to a dwelling house. Approval is granted in the form of a Building Warrant, which must be obtained prior to starting any work. It is an offence to begin work before obtaining the necessary building warrant.

In some cases Planning Permission, Listed Building Consent and Feu Superiors Consent may also be required. This can be confirmed by contacting the duty Planning Officer on 01343 563501 and the Department of Legal and Administration on 01343 563018 or by calling at the Council Access Point, Council Office, High Street, Elgin.

What is a Building Warrant?

A Building Warrant is the legal permission required to carry out building works. The Building Standards Service is responsible for granting Building Warrants which ensure that your application complies with Building Regulations. If a Building Warrant is not obtained this could lead to difficulty should you wish to sell your house.

What are the Building Regulations?

Building Regulations are national requirements laid down by Parliament and are intended to provide minimum standards for the health, safety, welfare and convenience of people in and around buildings. The Regulations also ensure that buildings are designed to conserve fuel and power.

How do I obtain a Building Warrant?

Application forms for Building Warrant are available at the Council Access Point, Elgin or Area Offices, or by telephoning 01343 563243.

Your application must be supported by four paper copies of all plans. Plans must be drawn to a recognised metric scale and should include a site and location plan clearly indicating the property to which the application relates. The appropriate fee must be included with your application (see table of fees).

It is your responsibility to ensure that the application is correctly completed and that the plans include sufficient details and information to allow a full check of your application to be carried out.

Should I seek professional assistance?

If you are unfamiliar with the Building Standards system, Building Regulations and the preparation of scaled technical drawings it is advisable to seek suitable professional advice. Details of architects and those providing architectural services may be found in Yellow Pages and in the local press.

Does all building work require a Building Warrant?

There are some building works which, if within or ancillary to a house (not a flat or maisonette) may be exempt. These include certain minor alterations, detached garages, garden sheds, car ports, greenhouses, conservatories, garden walls and fences. In all such cases conditions apply and it is important that these are identified before undertaking any work.

An information leaflet is available which details works which are exempt from Building Warrant and clarifies any conditions which may apply and provides details of our Minor Works Assessment service.

Appraisal of applications for Building Warrant

Your application for Building Warrant will be

appraised for compliance with Building Regulations and any points of non-compliance identified will be reported to you in writing.

When the Building Standards Officer is satisfied that your proposals comply with Building Regulations your Building Warrant will be issued thus providing permission to carry out the work.

What happens after I receive my Building Warrant'?

You must ensure that any other consents required such as Planning Permission, Feu Superiors Consent and Listed Building Consent have been obtained before work progresses. The Building Standards Section must be advised of the work starting by returning the "Work Commencement Notice" which will be supplied with your Building Warrant. This must be returned within 7 days of commencing work on site.

The works in progress may be inspected periodically by the Building Standards Officer but the number of inspections will be determined by the complexity of the work and the resources available at the time. However if your proposals include any new drainage, you must make arrangements to have this tested. This test needs to be witnessed by the Building Standards Officer.

Completion of work

On completion of your building project you must submit a Completion Certificate to the Building Standards section to confirm that you have carried out all works in conformity with your Building Warrant.

Before your Completion Certificate is accepted it is likely that an inspection of the works will be carried out to confirm that this is correct and Building Regulations have been complied with.