



Midlothian Council
 Building Standards
 Fairfield House
 8 Lothian Road
 Dalkeith EH22 3ZN
 Tel 0131 270 7500
 Fax 0131 271 3537

For Office Use	
Ref no.....
Fee
Date paid
Receipt no
Certificates of Design
.....
.....

Application for Amendment of Building Warrant

Building (Scotland) Act 2003
 Application under section 9 to amend a building warrant

You can submit an Application for Amendment of Building Warrant on-line through the [eBuilding Standards portal](#).

1 Applicant

Name.....
 Address.....

 Post code.....
 Tel no..... Fax no.....
 Email.....

2 Duly authorised agent (if any)

Name.....
 Address.....

 Post code.....
 Tel no..... Fax no.....
 Email.....

3 Owner (if different from original warrant application)

Name.....
 Address.....

 Post code.....
 Tel no..... Fax no.....
 Email.....

4 Details of building warrant

Date of building warrant.....
 Reference number of building warrant.....
 Location of building or site to which the building warrant applies
 Address.....

 Post code.....

5 For amendments to construction

What changes do you wish to make to the proposals for which a building warrant was granted?

.....

6 For later stage(s) (complete this section for staged warrants only)

For which stages did the original warrant require further detail?

.....

For which of these stages are you now applying to amend the warrant?

.....

7 For amendments which alter the intended use of an existing building

Please state if this results in a conversion in terms of the regulations (see annex 1)

YES NO

If YES, please state which description of conversion applies.

.....

8 Value of works after amendment

How does the proposed amendment alter the estimated value of works?

Value as stated in warrant £.....

Estimated value of the additional work £.....

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

9 Certificate(s) of design

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

YES

NO

[If YES, please indicate when the certificate(s) of design will be submitted in relation to this application and see annex 2]

a) Certificate(s) of design will be submitted **with this application**

b) Certificate(s) of design will be submitted **following the submission of this application**

- Aspects of design that can be certified against building regulations are Building Structures and/or Energy.
- A discount on the fee for the application for building warrant is available provided each certificate of design is submitted **prior to the building warrant being granted**.
- 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.

10 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]

- Aspects of construction that can be certified against building regulations are Electrical installations and/or Drainage, heating and plumbing.
- 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.

11 Declaration

I/We* apply for amendment of building warrant in accordance with the details supplied above and the necessary accompanying information (including drawings, and specifications):

Signed.....

(applicant/duly authorised agent*)

Dated.....

*Delete as appropriate

Notes

1. 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 - Please note that approval of amendment of building warrant:

- **does not remove the need to obtain amended planning permission, if that is required (consult the planning authority if in doubt).**
- **does not alter the original period of validity of the warrant. (See model form C - application to extend period of validity of building warrant).**

Address to which you should send this application

Building Standards Manager,
Midlothian Council,
Fairfield House,
8 Lothian Road,
Dalkeith,
Midlothian
EH22 3ZN

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 involves 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

1) Submitting certificate(s) of design WITH this application

If you are submitting 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 number.....

Reference number.....

2) Submitting certificate(s) of design AFTER this application

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(s) and approved certifier(s) of design:

Scheme 1.....

Name of certifier.....

Certifier registration number.....

Name of approved body.....

Approved body registration number.....

Scheme 2.....

Name of certifier.....

Certifier registration number.....

Name of approved body.....

Approved body registration number.....

Annex 2 Important Note: The certificates must be signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

**ANNEX 3
CERTIFICATES FROM APPROVED CERTIFIERS OF
CONSTRUCTION**

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

Scheme 1.....

If known, please provide certifier of construction details:

Name of certifier.....

Certifier registration number.....

Name of approved body.....

Approved body registration number.....

Include work types - if applicable to Scheme.....

.....

Scheme 2.....

If known, please provide certifier of construction details:

Name of certifier.....

Certifier registration number.....

Name of approved body.....

Approved body registration number.....

Include work types - if applicable to Scheme.....

.....

Annex 3 Important Notes

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.

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.

Work types apply to the 'Drainage, heating and plumbing' include:

- Above ground drainage
- Below ground drainage
- Biomass boiler installations
- Gas installations up to 70kW input
- Gas installations over 70kW output
- Oil installations up to 45kW output
- Solid fuel installations up to 50kW output
- Unvented hot water cylinder
- Solar thermal panels
- Air source heat pumps
- Ground source heat pumps
- Electrical work to BS 7671 relating to drainage, heating and plumbing

Data Protection Act 2018

For information on how your personal data is used by Building Standards visit our data protection page [here](#).