

Building Standards

Outreach Service (v5)

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



www.midlothian.gov.uk/buildingstandards

Altering, extending or converting your home?

1. WHO CAN USE THE OUTREACH SERVICE?

The Outreach Service is aimed at customers with specific service needs, who may have difficulties reaching our offices. Our aim is to ensure that an accessible service is provided to all residents within Midlothian who wish to apply for a building warrant.

Our Outreach Service can assist home owners through the building warrant process. All you need to do is give us a call on 0131 271 3350 and we will be happy to discuss your proposals.

2. HOME VISITS

If you cannot or have difficulty getting to our offices to discuss your application, we can arrange to visit you at your home during normal business hours to discuss your proposals.

When our member of our staff comes to visit your home, he or she will:

- always have a pre-arranged appointment,
- always show you his or her Midlothian Council identity card,
- always tell you his or her name, and
- be happy to wait if you wish to call our office to verify his or her identification.

When making your appointment, should you wish, you can tell us a password for our member of staff to use when he or she comes to your home.

3. BUILDING WARRANT

If you are considering building or altering, extending, converting or demolishing a building, it is likely that you will need to apply for a building warrant. A building warrant is the legal permission, granted by Midlothian Council on behalf of the Scottish Government, for building work.

A building warrant is required for building work such as:

- installing a window in an external wall,
- installing patio or French doors,
- installing a large ramp,
- building a conservatory or sunroom, or
- extending your house.

A building warrant must be obtained before the work starts. This process is in place to ensure that your work meets the current Building Regulations. A building warrant is valid for three years from the date of approval.

4. PLANNING PERMISSION

It is worth noting that building warrant and planning permission are two entirely separate permissions. It is often thought that planning permission is the only permission to obtain before you start work on your home. It is always better to check with both services, before you undertake any work to your home. You can telephone the Planning Information Officer on 0131 271 3302.

5. CONTACTING US

By telephone

Tel: 0131 271 3350

By email

building.standards@midlothian.gov.uk

By post

Midlothian Building Standards
Fairfield House
8 Lothian Road
Dalkeith
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For further information on Building Standards, please visit our website at:

<http://www.midlothian.gov.uk/buildingstandards>