

COMHAIRLE NAN EILEAN SIAR – BUILDING STANDARDS

BUILDING WARRANT GUIDANCE NOTES - April 2024

WHEN BUILDING WARRANT IS REQUIRED

You must apply to the Comhairle for Building Warrant if you are going to carry out any construction, alteration, extension, change of use or demolition of a building. You cannot lawfully begin any of the works until Building Warrant is issued. So ensure that you make your application well before you intend to start. A small number of specific types of works are exempted from the need for Building Warrant. If you want to check if your proposal needs a Warrant please ask us.

REQUIREMENTS FOR APPLICATIONS

The information to be submitted for each specific type of warrant application is listed below. In addition, and in all cases a completed and signed application form, and the appropriate fee must be submitted.

Building Warrant Fees

If your application is in respect of a new house the estimated cost for fee purposes should be based on the following calculation procedure:

Calculate the total internal floor area and multiply by £1,872 to give the estimated cost for building warrant purposes. Then refer to the fee table in our Building Warrant Fees guidance document for the actual fee to be paid.

A) LIST FOR INFORMATION RQUIRED FOR WARRANT TO ERECT

1. General arrangement drawings comprising:

- a plan of the foundations, each floor and any roof
- sections through the building
- an elevation of each face of the building.

all to be at a scale not less than 1:100 (1:50 preferred), with drawings to a larger scale as necessary to show the particulars needed to determine the application, and to show the relevant particulars set out below -

For all buildings (but see note 1 below):

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum.
- the position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and such other parts of the building as the verifier requests.
- indication of compartment and separating walls and floors, and details of fire stopping.
- position, materials and dimensions, including gauge or weight, of any damp-proof course or other moisture barrier.
- the escape routes available as means of escape from fire including dimensions.
- the position of any ground hydrants, fire mains, and fire appliance access.
- indication of compartment and separating walls and floors and details of fire stopping.
- any supplementary information, as requested by a verifier, so as to allow an application to be properly considered, such as ground condition or fire engineering reports.

Structural Information

- details of construction including any frame and size and position of reinforcing material.
- details of calculation of loading and strength.

Sanitary facilities and drainage

- position of any sanitary facility or other built in equipment.
- position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
- position, materials, dimensions and form of any traps, manholes and access openings.

Energy Conservation

- A SAP 10 calculation or other evidence to demonstrate that the work will meet the requirements of the mandatory standards relating to energy (section 6 of the Technical Handbook).

In addition, for buildings having sleeping accommodation:

- the position and number of socket outlets, carbon monoxide and smoke alarms in dwellings.
- the position of automatic fire detection and carbon monoxide alarms in residential buildings.
- the position of automatic life safety fire suppression systems in residential care buildings.

Notes

1. Some of the above may be presented in a written specification as the verifier may agree, or may not be required where an approved certifier of design is covering aspects such as the details of calculation of loading and strength. However, for complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.
2. Each drawing must have a unique reference number, to identify the drawing.

2 A block plan to a scale not less than 1:1250 (1:500 preferred) to show:

- the size and position of the building, and any adjoining building as it affects the proposal.
- a north point.
- the position, width and level (in relation to some known datum) of any road, court or footway adjoining the building or from which there is access to the building.
- the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards.

3. Where the site is not identifiable from the block plan referred to above, a location plan to show:

- the position of the site, to a scale not less than 1:2500 (1:1250 preferred), and a north point.

B) LIST FOR APPLICATION FOR WARRANT TO EXTEND

Plans and specifications, as detailed in A above, of the extension and of the building so far as it is affected by the extension.

C) LIST FOR APPLICATION FOR WARRANT TO ALTER, TO CONVERT, OR TO PROVIDE SERVICES, FITTINGS OR EQUIPMENT

Plans and specifications, as detailed in A above, but only so far as is necessary to show that the building after the proposed alteration, conversion or fixture will comply with the building regulations. An assessment of the existing structure may be required if the proposed work is reliant on it for compliance e.g. if loads are significantly changed. In the case of certified self-contained projects to install particular services, the details to be provided may be specified in the scheme.

D) LIST FOR APPLICATION FOR WARRANT TO DEMOLISH

- a block plan, to a scale not less than 1:500 showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation
- a statement of the method by which the building is to be demolished
- a statement providing information on the construction of the building to be demolished (this may be a section of the building to be demolished, but photographs of the existing, or original as-built drawings, may provide enough information - to be agreed with the verifier)
- particulars appropriate to show that the work involved will meet the requirements of building regulations 10 and 13 to 15
- if the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

E) LIST FOR APPLICATION TO AMEND ANY WARRANT UNDER SECTION 9(4) OR 9(5) OF THE 2003 ACT.

Plans and specifications, as detailed in A above, but only so far as is necessary to show the further information required or the proposed amendment.

In the case of an amendment to previously certified design, the information supplied should be sufficient to allow the verifier to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities and to assist any site inspection the verifier may wish to make.

SUPPLEMENTARY INFORMATION

Building Warrants are concerned with technical matters and for this reason we strongly recommend that you use the services of an architect or surveyor when preparing your application.

AFTER YOU HAVE APPLIED

Your application will be checked as soon as we receive it to ensure that all the necessary information has been submitted. If the application is complete we will contact you to confirm that it has been registered. If your application is incomplete or unacceptable for any reason we will write to let you know what you must do to correct and re-submit.

After your application has been registered it will be passed to our Building Standards Officers for detailed technical appraisal. If they are satisfied that your proposal fully satisfies the requirements of the Building Regulations you will then receive the Building Warrant as an electronic document by email. If we are not satisfied that your proposals fully satisfy the requirements of the Building Regulations we will send you a letter explaining what you must do to enable your Warrant to be approved. After your plans have been assessed and found to be compliant your Building Warrant will be approved.

A nationally agreed target of 20 days has been set to provide a technical plan check and the associated report to the customer. This applies to most of the work segments dealt with as building warrant applications. Large and complex developments need to be individually assessed and a project target agreed with the applicant.

If a verifier does not meet the first report target, a further short time period will allow the verifier more time to issue the report. This period is known as the 'buffer period' and a national buffer target period is set at 15 working days. If, after this period the verifier has still not finalised the check, the application has a right to an alternative recourse to prioritise the warrant.

You will receive further guidance notes with your Building Warrant that tells you what to do once the work has begun.

IF YOU INTEND CHANGING ANY ASPECT OF YOUR PROPOSAL BEFORE OR AFTER WARRANT HAS BEEN ISSUED PLEASE CONTACT US FOR ADVICE ON WHAT YOU NEED TO DO OTHERWISE YOU MAY CONTRAVENE LEGAL REQUIREMENTS.

TO CONTACT US

If you want advice or action on any matter referred to in these guidance notes please write or telephone us - the addresses and telephone numbers are given below.

For work in Lewis or Harris

Comhairle nan Eilean Siar
Building Standards Section
Chief Executive's Department
Sandwick Road
STORNOWAY
Isle of Lewis

Telephone: 01851 822 692

For work in Uist or Barra

Comhairle nan Eilean Siar
Building Standards Section
Chief Executive's Department
Council Offices
BALIVANICH
Benbecula

Telephone: 01870 604 990

PLEASE NOTE THAT APPLYING FOR OR GETTING BUILDING WARRANT DOES NOT CARRY WITH IT ANY CONSENT OR APPROVAL WHICH MAY BE NECESSARY FOR THE PROPOSED WORKS UNDER ANY OTHER ENACTMENT. IN PARTICULAR IT DOES NOT RELIEVE YOU FROM ANY REQUIREMENT TO OBTAIN PLANNING PERMISSION AND YOU ARE STRONGLY ADVISED TO CONTACT THE COMHAIRLE'S PLANNING AND DEVELOPMENT DEPARTMENT