



How to Apply for a Building Warrant

Guidance for Domestic Alterations and Extensions

Introduction

This document is intended as a guide for anyone considering an extension or carrying out alterations to a Dwellinghouse. 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 and Listed Building Consent may also be required. Please phone 01856873535 extension 2504 for more information.

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 One Stop Shop or by telephoning 01856873535 extension 2729. They can also be downloaded from the Orkney Islands Council website at www.orkney.gov.uk

Initially your application must be supported by 1 paper copy of all relevant plans, with additional copies required for approval once any technical observations have been discharged. 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.

(Table of fees – enclosed with application form).

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.

Applicants now also have the opportunity to submit their application electronically via the eBuilding Standards portal. You can access the portal by following the link [to the eDevelopment.scot website](#).

Should I seek professional assistance?

If you are unfamiliar with the Building Standards system, Building Regulations and the preparation of scaled drawings it is advisable to seek suitable professional advice. Details of Architects and those providing Architectural Services may be found in the local directory or a list is available from the Building Standards Office.

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.

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 and Listed Building Consent have been obtained before work progresses. The Building Standards Office must be advised of the work starting by returning the 'Notice Regarding Commencement of Work' form which will be supplied with your Building Warrant. This must be returned within 7 days of work commencing on Site.

The works in progress may be inspected periodically by the Building Standards Inspector 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 inspected or where necessary tested. This test needs to be witnessed by the Building Standards Inspector.

Completion of work

On completion of your building project you must submit a Completion Certificate to the Building Standards Office 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.

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. A fee will be required for this.

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 to Warrant 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

If you wish to discuss any of the matters raised, or require any further information, you may contact the Building Standards Office at:

Customer Service, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

Telephone: 01856 873535 Ext 2729

Advice and guidance is provided free of charge by a Building Standards Officer at Customer Services between 09:00 to 17:00 Monday to Friday.

Commitment

The Building Standards Function of the Orkney Islands Council is committed to Best Value in the services which it provides.