



Building Standards
Environmental Services
The Moray Council
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**Building (Scotland) Act 2003
Building (Scotland) Regulations 2004**

Building Warrant

In terms of the above Act and Regulations, a Building Warrant is required to construct, alter, extend, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building. This includes detached garages and garden sheds over a specified floor area.

Application for Building Warrant

Building Warrant applications can be submitted online and for further information please visit our website detailed above. Applications can also be submitted on paper using the appropriate form (Form A) and sent to the above address. If work has already started this form can still be used and you should note that the fee will be 200% of the standard fee. If the building work is complete however this form should NOT be used. Instead, Form 6 – Completion Certificate where no Building Warrant obtained, must be submitted.

Plans

If you are submitting your application on paper then generally only one copy of all plans is required. Additional copies may be requested on occasion depending on the nature of the proposals. All drawings should have a different reference number and if the building is being altered or extended they should be coloured highlighting the new work.

The plans should be drawn to a metric scale of not less than 1:100 showing:-

1. Floor Plan(s), Roof Plan, an Elevation of each face and Section(s)
2. Details of construction of foundations, walls, floors, roof and drainage etc
3. Location Plan to a scale of not less than 1:2500
4. Site Plan to a scale of not less than 1:1250 (1:500 preferred)

along with all other specifications, as relevant.