

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

For Official use only  
Ref No: .....

**1. Applicant**

Name: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel No: .....  
e-mail: .....

**2. Duly appointed Agent (if any)**

Name: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel No: .....  
e-mail: .....

Please tick this box if you **do not** wish any correspondence to be sent by email

**3. Owner (if different from original warrant application)**

Name: .....  
Address: .....  
.....  
Post Code: ..... Tel No: .....  
e-mail: .....

**4. Location of building or site to which the application relates**

Address: .....  
..... Post Code (if known): .....

**5. Details of building warrant**

Date of building warrant - .....  
Reference number of building warrant - .....

**6. For amendments to construction**

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

**7. For later stage(s)**

For which stages did the original warrant require further detail?

.....  
.....

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

.....  
.....

**8. 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)

If YES, please state which description of conversion applies **YES/NO\***

.....  
.....

**9. 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.)

**10. Certificates of design**

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

**YES/NO\***  
(If YES, see annex 2)

**11. 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)

## 12. Privacy Notice

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

## 13. 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 appointed agent\*)

**Dated:** ..... \*Delete as appropriate

## 14. Address to which you should send this application

Building Standards  
Environmental Services  
The Moray Council  
PO Box 6760  
Elgin,  
Moray  
IV30 9BX

Tel: 0300 123 4561

Email: [buildingstandards@moray.gov.uk](mailto:buildingstandards@moray.gov.uk)

### Note

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).

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 involve 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**

Please list reference numbers of any certificates from approved certifiers of design which relate to this application, and attach the original signed certificates to this application –

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**Important Note.** A Certificate must be original documents, signed by a certifier fully approved to issue certificates for the matters concerned on the date the certificate was signed.