

# Application for temporary occupation or use

Form E

## Building (Scotland) Act 2003

Application under Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building.



When you have filled in your application form, please send it to your local Building Standards Office:

- Aboyne:** Bellwood Road, Aboyne, AB34 5HQ..... ☎ 01339 887373
- Alford:** School Road, Alford, AB33 8TY ..... ☎ 01975 564806
- Banchory:** The Square, High Street, Banchory, AB31 5RW..... ☎ 01330 822878
- Banff:** Town House, Low Street, Banff, AB45 1AY ..... ☎ 01261 813200
- Ellon:** 45 Bridge Street, Ellon, AB41 9AA ..... ☎ 01358 726437
- Fraserburgh:** 51 Mid Street, Fraserburgh, AB43 9EP ..... ☎ 01346 514866
- Huntly:** 25 Gordon Street, Huntly, AB54 8EQ..... ☎ 01466 794121
- Inverurie:** Gordon House, Blackhall Road, Inverurie, AB51 3WA ..... ☎ 01467 620981
- Peterhead:** Arbuthnot House, Broad Street, Peterhead, AB42 1DA .... ☎ 01779 477363
- Stonehaven:** Viewmount, Arduthie Road, Stonehaven, AB39 2DQ..... ☎ 01569 768300
- Turriff:** Municipal Buildings, High Street, Turriff, AB53 4EN..... ☎ 01888 563417

# APPLICATION FOR TEMPORARY OCCUPATION OR USE

Building (Scotland) Act 2003

Application under Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building.

## Applicant

Name.....

Address.....

Post code.....

Tel No ..... Fax No .....

E-mail (where available) .....

## Duly authorised agent (if any)

Name.....

Address.....

Post code.....

Tel no ..... Fax no.....

E-mail (where available) .....

## Location of building or site to which the application relates (including post code if known)

.....  
.....  
.....

## Details of building warrant

Date of building warrant (and any amendments) .....

Reference number of building warrant.....

## Extent of occupation

Is whole of building to be occupied or used?

YES  NO

If NO, please state part of building to be occupied or used:

.....

## Previous applications

Has a previous application for temporary occupation or use been granted?

YES  NO

If YES, please give details:

.....  
.....

Date authorisation given:.....

Date authorisation expires: .....

## Length of temporary occupation

Period of temporary occupation requested – enter dates

From:.....

To: .....

## Reasons for application

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved.

.....  
.....  
.....  
.....

## Declaration

I/We\* apply for temporary occupation or use of the building as detailed above:

Signed .....applicant / duly authorised agent\*

Dated .....

\*Delete as appropriate

## WARNING

This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing.

If you have difficulty reading this paper, please telephone 01569 768300.