

Fast Assessment Building Warrant Service (Submission to approval within 5 days)

This guidance note is intended as a general guide only to the Fast Assessment Building Warrant Service. If you have any doubts or require more help you are advised to contact staff in the Building Standards Section of the Council's Infrastructure Services who will be only too willing to assist you.

INTRODUCTION

The Fast Assessment Building Warrant Service will allow certain specified works to be instantly assessed for compliance with the Building Standards (Scotland) Regulations 2004 and associated Technical Handbooks. This will allow consent to be given quickly thereby allowing work to commence on site.

ELIGIBILITY

The following categories of work are eligible to participate in the Fast Assessment Building Warrant Service.

The estimated cost of the work should be less than £10,000 and relate to Domestic work such as;

- erection of garden walls or fence to a dwellinghouse;
- provision of patio/French doors to a dwellinghouse;
- installation of rooflights to an attic store;
- Minor alterations to the layout of a dwellinghouse where that work requires building warrant approval.

It is entirely at the discretion of the Building Standards Surveyor as to whether the work is eligible for consideration under this Service.

HOW TO PARTICIPATE

To participate in the scheme you must carry out the following:

- Arrange an appointment with the relevant Building Standards Office and bring the following to your appointment;
 - A completed and signed Application for Building Warrant (Form A);
 - Three copies of an appropriate drawing. The drawing should be sufficiently detailed to allow the Building Standards Surveyor to carry out a detailed assessment.
 - The appropriate fee.

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Building Standards Fees as of 1st May 2005 (fee before discounts, for lodging a Building Warrant application)

Value of Works (£)	Warrant Fee (£)	Value of Works (£)	Warrant Fee (£)
0 – 5,000	100	5,001 – 5,500	115
5,501 – 6,000	130	6,001 – 6,500	145
6,501 – 7,000	160	7,001 – 7,500	175
7,501 – 8000	190	8,001 – 8500	205
8,501 – 9,000	220	9,001 – 9,500	235
9,501 – 10,000	250		

- The Building Standards Surveyor will assess your proposals for compliance with the Technical Standards;
- The Building Standards Surveyor will highlight, if any, areas where your proposals do not comply;
- It may be possible to alter the drawings to comply at your appointment allowing the Building Standards Surveyor to approve your proposals;
- Alternatively, you can take your drawings away for alteration at your convenience. You can resubmit them for approval at a later date at a further appointment;
- Once the Building Standards Surveyor is satisfied that your proposals comply and all documentation, plans etc. are to an acceptable standard, they will submit them to our Administration staff for processing.

APPROVAL

Once your application has been passed to our Administration staff, certain statutory and legal functions have to be carried out. Your proposals require to be registered and the approval documents generated and signed. This may take up to 5 days, your approved documents will be sent out by mail in due course or collection can be arranged.

The guidance notes accompanying this approval should be read to ensure that you follow the proper procedures during construction.

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Local Building Standards Offices:

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