

Plans Required

Building Plans

Where Structural design is involved you may elect to either provide a Certificate completed by an Approved Certifier of Design or demonstrate to Aberdeenshire Council by other acceptable means, such as calculations, that the design as submitted complies with the requirements of the Building Standards system.

The plans should be to a scale of not less than 1/100 and should provide the following information:

- sufficient plans, sections and elevations to give a complete representation of the proposals;
- constructional details of all relevant parts of the building;
- structural detailing as appropriate;
- internal and external plumbing and drainage as appropriate;
- ventilation and electrical arrangements;
- details of energy efficiency/heat loss; and
- any other details as may be deemed necessary by the Verifier to establish compliance.

Location Plan

To a scale of 1/1250 or 1/2500 clearly showing:

- the location of the proposed development in relation to the nearest road junction; and
- in rural situations, should include a six-figure ordnance survey grid reference.

Block/Site Plan

To a scale of at least 1/500 showing:

- existing and proposed buildings;
- the extent and boundaries of the site; and
- the north point and scale of the plan.

Further guidance and advice can be obtained from our Building Standards Surveyors. Their locations and contact details are listed on the back of this leaflet. In addition, forms and further useful information can be obtained from our website.

www.aberdeenshire.gov.uk/planning/buildingstandards/index

Building Standards Offices

Aboyne: Bellwood Road, Aboyne, AB34 5HQ
☎ 013398 87373

Alford: School Road, Alford, AB33 8TY
☎ 019755 64806

Banchory: The Square, High St, 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: Arbutnot 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



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Aberdeenshire Council Building Standards

How to make a Building Warrant Application

GUIDANCE NOTES FOR
AGENTS AND APPLICANTS



Aberdeenshire
COUNCIL



What are Building Standards?

Building Standards' responsibilities evolve from the Building (Scotland) Act 2003, which covers all types of buildings, to secure the health, safety, welfare and convenience of persons in or about buildings and those who may be affected by buildings or matters connected with buildings. In addition to this Building Standards exist to further the conservation of fuel and power, and to further encourage sustainable development.

As a result of the 2003 Act, Local Authorities have been appointed as sole Verifiers of the Building Standards function for their own geographical area of responsibility.

Verifiers carry the responsibility of ensuring, after reasonable enquiry that the Functional Standards set out in the Building Standards (Scotland) Regulations 2004 are met. This can be achieved by complying with the associated Technical Handbooks. There are two Handbooks, one for Domestic and the other covering Non Domestic property.

Verifiers can choose to ensure compliance by a variety of means, these may include:

- pre Warrant site visit;
- pre application advice;
- desktop appraisal of submission;
- confirmation of compliance of elements via Approved Certifiers of Design and Construction;
- consultations with appropriate third parties; and
- periodic inspection of the works on site.

What is Building Warrant approval?

Building Warrant approval is the Approval granted by a Verifier in order that a building may be constructed, extended, altered, demolished or converted. It is important to understand that it is the responsibility of the building owner to apply for and obtain Building Warrant Approval. This Approval should be applied for and granted prior to commencing any works requiring Approval.

This approval can be granted only on receipt of a Building Warrant Application showing full compliance with the Building Standards (Scotland) Regulations 2004 and associated Technical handbooks.

It should be noted that Building Warrant Approval and Planning Permission are two separate types of Approval. Planning permission may also be required, therefore guidance should also be sought from the local planning office, prior to work commencing.

Making a Building Warrant Application

Having first established that Building Warrant Approval is required for the proposals an application will have to be submitted for Approval.

An application for Building Warrant is made on Building Warrant Application form A. This form should be accompanied by at least 3 sets of plans (1 set of which should be coloured or highlighted to easily distinguish existing from proposed works) and the application should contain sufficient information about the proposed design and construction. This enables the Verifier to fully ascertain whether compliance with the Building Standards (Scotland) Regulations 2004, and associated Technical Handbooks has been

achieved prior to issuing Building Warrant Approval. Other media and forms of submission are acceptable; for further information in this regard please contact your local Building Standards Surveyor, who will be happy to advise.

A professional need not prepare these plans; the plans should however be of a sufficient standard to convey to all parties concerned the detail required by the Technical Handbooks and the Building Standards (Scotland) Regulations 2004. It may be necessary to submit complex technical details and in this instance the services of a professional/competent person is strongly recommended.

A fee is required to accompany all applications, other than those applications relating to alterations or extensions to a dwelling so that it is made suitable as a dwelling for a disabled person. This fee is calculated on a sliding scale basis relative to the estimated cost of the proposed works. Estimated cost of works should reflect the cost of labour and materials, no concessions can be made for self build applicants. The fee is a registration fee only and is therefore not subject to refund once the application is registered. Discounts are available at the application stage if you elect to submit a Certificate from an Approved Certifier of Design and/or Construction.

An application form and a table of fees may be obtained from our local Building Standards office or from our website www.aberdeenshire.gov.uk/planning/buildingstandards/fees.asp

On completion of your plans and application form you can submit your Building Warrant Application at any of our Building Standards Offices. Your proposals will then be registered and passed to the appropriate Surveyor for vetting.