

## How long will it take?

Aberdeenshire Council as verifier will appraise your application within 20 working days of submission. This may include a site inspection in order to ascertain the extent of the unauthorised works.

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](http://www.aberdeenshire.gov.uk/planning/buildingstandards/index)



© Crown copyright.  
All rights reserved. Aberdeenshire Council  
Licence No. 0100020767 2009.

## 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:** Arbuthnot House, Broad Street  
Peterhead, AB42 1DA ☎ 01779 477363

**Stonehaven:** Viewmount, Arduathie Road  
Stonehaven, AB39 2DQ ☎ 01569 768300

**Turriff:** Municipal Buildings, High Street  
Turriff, AB53 4EN ☎ 01888 563417

# Aberdeenshire Council Building Standards

## Unauthorised Works

(Late Building Warrant & Late  
Completion Certificate)

GUIDANCE NOTES FOR  
AGENTS AND APPLICANTS

For Unauthorised Works carried out since 1st May 2005



Produced by Aberdeenshire Council GDT 11448 July 2009

## **If work is, or has been carried out to my property and I do not have a Building Warrant Approval, what should I do?**

You should find out if the work involved required Building Warrant approval. This can be done by submitting the “Do I need Building Warrant” form and /or by contacting your local Building Standards office. If the works do not require Building Warrant approval then you may continue. You are, however, advised to get this confirmed in writing from the Verifier (Aberdeenshire Council) as you may be asked for this when you come to sell your property.

Where work for which a warrant is required has started without Building Warrant approval, all works must cease and an application for a Late Building Warrant be submitted. This is a way of regularising the situation, however, it does not remove the fact that there has been a contravention of building legislation.

Where works that require Building Warrant approval have been carried out and completed without the required approval a Completion Certificate for these works is still required. In order to do this a Late Completion Certificate must be submitted.

## **What is a Late Building Warrant?**

A Late Building Warrant is exactly the same as a Building Warrant except it is applied for where unauthorised works have started on site but are not yet complete. The works must comply with the standards in force at the time of the application, not when the work started.

## **What is a Late Completion Certificate?**

Since 1st May 2005, a facility has existed to property owners to obtain a Late Completion Certificate. A Late Completion Certificate is where unauthorised works have been carried out. A Completion Certificate for the works requires to be submitted. In doing so this allows property owners to demonstrate that the property complies with the Building Regulations at the time of the application.

It should be stressed that it is an offence to undertake warrantable works without first obtaining the necessary approval. The submission of a Late Completion Certificate or Late Building Warrant should not be normal practice.

## **How do I apply?**

You can apply for a Late Building Warrant using Form A, or submit a Late Completion Certificate using Form 6, at any of our 11 offices. You will have to submit drawings showing all the works and they must include detailed construction

information to enable the Building Standards Surveyor to appraise the application fully. Certificates of Design and Construction may accompany the application.

## **How much does it cost?**

The fee is based on the cost of works. The fee for a Late Building Warrant application or a Late Completion Certificate submission is 25% higher than the normal Building Warrant fee. This extra fee is to allow for the additional work in inspecting works already done. Some elements of construction may require to be exposed in order to satisfy the Verifier that the works do in fact comply with the Building Regulations.

## **What Standards do the works have to achieve?**

As previously stated where a Late Building Warrant and a Late Completion Certificate are being submitted the works must comply with the standards in force on the date of the application or submission. There is no limit as to how long after the completion of work a Late Completion Certificate may be submitted. Any works, however, carried out several years before are unlikely to satisfy this, and may be refused or additional work may be required in order to bring it up to the required standard.