
SCOTTISH STATUTORY INSTRUMENTS

2004 No. 428

The Building (Procedure) (Scotland) Regulations 2004

PART II

APPLICATION TO A VERIFIER FOR BUILDING WARRANT

Making of application for building warrant

4.—(1) Subject to paragraph (2) below, an application for a building warrant shall be made by submitting to the verifier—

- (a) an application in such form as shall be determined by the verifier containing the information specified in Schedule 1 to these Regulations signed by the applicant or a duly authorised agent;
- (b) the principal, and where submission is by other than electronic communication, a copy of each of the plans specified in the case of—
 - (i) a building warrant to erect a building, in Section A of Schedule 2;
 - (ii) a building warrant to extend a building, in Section B of Schedule 2;
 - (iii) a building warrant to alter or convert a building or to provide services, fittings and equipment in or in connection with a building, in Section C of Schedule 2;
 - (iv) a building warrant to demolish a building, in Section D of Schedule 2;
 - (v) an amendment to a building warrant under section 9(4) or (5) of the Act, in Section E of Schedule 2,

which plans shall be to such scale (if any) as the verifier may require;

- (c) details of any direction which has been given by the Scottish Ministers in relation to the particular building which is the subject of the application; and
 - (d) the prescribed fee, payment of which shall be made by such method or methods as the verifier may determine.
- (2) Nothing in this regulation shall require the submission of the plans specified in Schedule 2—
- (a) in the case of an application for a building warrant for the construction or demolition of a building, in so far as the said plans relate to such stage in the construction or demolition, as the verifier has determined in terms of section 9(4) of the Act is not to be proceeded with until the conditions under that subsection have been met; or
 - (b) in any other case of an application for a building warrant if the verifier is satisfied that the nature of the proposed works is sufficiently apparent from the application together with such plans as may accompany it.
- (3) The applicant shall if required by the verifier at any stage submit to the verifier—
- (a) such further information or additional plans; or
 - (b) such further copies (not exceeding two) of the application or of the plans submitted with the application;

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as the verifier may direct.

(4) The provisions of paragraph 11 of Section G of Schedule 2 shall have effect for the purposes of this regulation.

(5) The verifier may reject an application for a building warrant if the verifier considers that the subjects to which the application relates are multiple and that it would be appropriate to submit a separate application in respect of each of those subjects.