Form GN1

Development & Regeneration Services
Building Control and Public Safety
231 George Street
Glasgow G1 1RX
Phone 0141 287 5703
Fax 0141 287 5588
Email building.control@drs.glasgow.gov.uk
Web www.glasgow.gov.uk

The Building (Procedure)(Scotland) Regulations 2004

NOTES FOR GUIDANCE (including Fees)

A. Information to be Submitted

1). A completed application form, duly signed by the applicant or agent (Form A). The name and address of the applicant, any agent for the applicant, and the owner of the property (if not the applicant) must be provided for all applications.

2). The appropriate fee (see sections I and J). Please note that an application will not be processed until the appropriate fee has been paid. Please make cheques payable to Glasgow City Council.

3). Plans:

- 2 sets of paper plans. (one set may be lodged until final submission is agreed).
- Every plan must have a unique reference number.
- Alterations and amendments should be coloured* on at least one set of plans.
- Any separate specification or other written or figured statement must be signed "As relative to the plan….."
- If there are more than 5 plans in an application it is preferable if they are submitted rolled rather than folded, as this can reduce the time taken to process the application. This also applies to additional or amended plans submitted during the assessment process.

4). Demolition only Plans:

- A block plan (to a scale of not less than 1:500) showing the size and position of the building proposed to be demolished, its relationship to adjoining buildings, and the boundaries with land in different occupation.
- Indicate the height of the building in relation to the adjoining ground.
- Particulars, appropriate to show that the operations involved will be conducted in accordance with regulations 10, 13 to 15 of the building regulations.
- A statement showing by what method the applicant proposes to demolish the building (i.e. machine, hand, explosives) and information on the construction of the building to be demolished.
- Period of time within which the demolition work must be completed (from date to date)

5). Block Plan to show the size and position of the building, the size and position of any adjoining building as it affects the proposal, and the boundaries with land in different occupation.

6). Location Plan is required if site is not identifiable from the block plan, and to be 1:1250 where possible.

7). The following minimum scales should be applied so far as is necessary to enable the verifier to determine compliance:

- Plans of every floor : - 1:100
- Sections of every storey: - 1:100
- Elevations : - 1:100
- Details:- 1:20

8). Where alterations are proposed to existing premises, plans showing existing and proposed layouts should be provided. Alteration work should be clearly identified and coloured*.

9). Where submitting an amendment to warrant, only the work affected by the amendment should be clearly identified and coloured* on one set of the plans.

***Colour Code: Red – Brickwork, Yellow - Timber, Blue – Steel, Green - Concrete (including block work)**

Document updated 7 February 2011

B. Staged Applications

With reference to Note 2 on the application form (Form A), an application may be submitted in stages. The stages must be identified by the applicant or agent and agreed with the verifier.

A warrant will be issued for the initial stage, and every future stage must be applied for using Application for Amendment of Building Warrant (Form B). Each subsequent stage will be given a separate Approval. The fee for the entire project should be submitted at the time of the initial warrant application, unless otherwise agreed with the verifier.

C. Consultations by applicant

1). The applicant should consult, where necessary, with the following agencies prior to applying for a Building Warrant:

2). Scottish Water - a Building Warrant issued by Glasgow City Council refers to the private drainage within the development and not to the public sewerage system. In certain circumstances the drainage system within a property boundary is public and is, therefore, the responsibility of Scottish Water. Permission is required from Scottish Water in order to connect to, alter or affect in any way the public sewerage network.

3). Licensing board – where the warrant application is for a type of building that will require a licence (liquor, entertainment or House in Multiple Occupation).

4). Highways department – where the warrant application includes an access to a public road, including road openings, pavements, crossings, or temporary occupation of roads during construction.

5). Scottish Environment Protection Agency (SEPA) – where the application includes the introduction or alteration of a wastewater discharge where there is a risk of pollution to the environment.

6). Planning authority – where the application is for work of a type which may require planning permission.

7). Police – where security requirements may adversely impact on compliance with the building regulations.

8). Historic Scotland – where an application is for a building that is designated an historic building.

9). Access Panels – for any application where there is public access to a building.

10). Care Commission – where a warrant application is for a building registered by the Scottish Commission for the Regulation of Care.

D. Structural details

Where the application involves alteration to or erection of structure, the following information should be supplied where appropriate:

1). Where foundations are proposed, their levels, position, dimensions, bearing stratum and assumed allowable bearing pressure should be detailed. A ground investigation report, which includes a mineral report, in accordance with BS 5930:1999 should be supplied.

2). Structural drawings detailing the position and dimensions of structural members and loadbearing walls. Typical reinforcing details for RC members should be provided.

3). Structural calculations (Certification of Design - see Section E and Form GN2). Where computer calculations are submitted, details should contain:

- Design philosophy
- Member and joint layout
- Bending moment diagrams
- Details of verification (e.g. manual checks) should accompany the calculations.

It is essential to have calculations properly indexed and referenced.

4). Where alterations to existing buildings are proposed, a report detailing the condition and nature of the structure may be necessary.

5). Details of tying or bracing of the structure where these are important to the overall stability of the structure or to the stability of an individual element.

E. Certification of Design (Building Structures)

Applicants utilising this option can find details at www.SER-Ltd.com and http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards

F. Certification of Construction (Electrical Installations to BS 7671)

Applicants utilising this option can find details at www.select.org.uk and http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards

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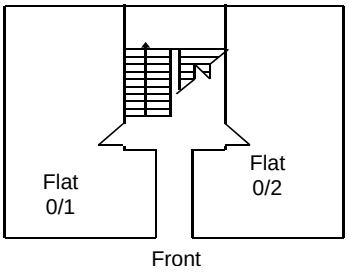
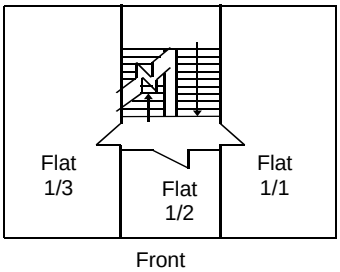
G. Flat positions

Ground Floor
On entering any close, the flat positions should be read LEFT to RIGHT(Clockwise)



First floor
On the first floor (and above) the flat positions should be read LEFT to RIGHT(Clockwise)



H. Fees

Applications must be accompanied by a Fee:

Application Type	Fee Due
Building Warrants ♦ For a Building Warrant to construct, alter, or extend a building, or to provide services, fittings or equipment in or in connection with a building; (whether or not combined with an application for conversion or an application for demolition) ♦ Where an application for a building warrant is lodged after work has started	Fee which corresponds with the estimated value of works in the Table of Fees (Section J). 125% of above fee
Conversion If the application is for conversion only and involves no building work;	£100
Demolition If the application is for demolition only	£100 (£125 If work has started)
Amendments to Building Warrants ♦ Where there is no additional estimated value, the estimated value decreases, or the increase in the estimated value does not exceed £5,000 ♦ Where the estimated value of the additional work exceeds £5,000 ♦ For demolition only, or conversion only	£50 Fee corresponding with value of additional work in Table of Fees £50
Staged Applications : ♦ Fee for entire project submitted at time of initial application o Initial stage o Each subsequent stage ♦ Fee split between each stage	 Fee reflects total value of all work £50 Fee reflects value of work for each stage submitted
Extension Application to extend the period of validity of warrant	£50

Exceptions
No fee shall be payable where the purpose of the work is to alter or extend a dwelling so that it is made suitable as a dwelling for a disabled person.

I. Table of Fees

Value of Work
Fees are based on the value of work which is the expenditure, before VAT is incurred, which the applicant would incur were the works carried out for the applicant by a third party in the course of an ordinary commercial transaction. NB: The verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.

Discounts
The fee payable in respect of an application for a building warrant or for amendment of a building warrant shall be discounted where one or more certificates from approved certifiers of design or constructon are to be used. The fee which would otherwise be payable shall be discounted by:

- 10% for each certificate of design covering the whole of any section (as set out in Schedule 5 to The Building (Scotland) Regulations 2004). For Amendments, the discount only applies where the estimated value of the additional work exceeds £5000. **Certificates must be attached to application form.**
- 1% for each certificate of design covering a single item in any such section, up to a maximum of 5% for any one section. **Certificates must be attached to the application form.**
- 1% for a certificate of construction (**Note: If, after giving notice of intent to use a certifier of construction, a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.**

Value of Work	Fee Scale	Value of Work	Fee Scale
Up to £5,000	£100	£140,001 - £160,000	£1,180
£5,001 - £5,500	£115	£160,001 - £180,000	£1,280
£5,501 - £6,000	£130	£180,001 - £200,000	£1,380
£6,001 - £6,500	£145	£200,001 - £220,000	£1,480
£6,501 - £7,000	£160	£220,001 - £240,000	£1,580
£7,001 - £7,500	£175	£240,001 - £260,000	£1,680
£7,501 - £8,000	£190	£260,001 - £280,000	£1,780
£8,001 - £8,500	£205	£280,001 - £300,000	£1,880
£8,501 - £9,000	£220	£300,001 - £320,000	£1,980
£9,001 - £9,500	£235	£320,001 - £340,000	£2,080
£9,501 - £10,000	£250	£340,001 - £360,000	£2,180
£10,001 - £11,000	£265	£360,001 - £380,000	£2,280
£11,001 - £12,000	£280	£380.001 - £400,000	£2,380
£12,001 - £13,000	£295	£400,001 - £420,000	£2,480
£13,001 - £14,000	£310	£420,001 - £440,000	£2,580
£14,001 - £15,000	£325	£440,001 - £460,000	£2,680
£15,001 - £16,000	£340	£460,001 - £480,000	£2,780
£16,001 - £17,000	£355	£480,001 - £500,000	£2,880
£17,001 - £18,000	£370	£500,001 - £550,000	£3,055
£18,001 - £19,000	£385	£550,001 - £600,000	£3,230
£19,001 - £20,000	£400	£600,001 - £650,000	£3,405
£20,001 - £30,000	£460	£650,001 - £700,000	£3,580
£30,001 - £40,000	£520	£700,001 - £750,000	£3,755
£40,001 - £50,000	£580	£750,001 - £800,000	£3,930
£50,001 - £60,000	£640	£800,001 - £850,000	£4,105
£60,001 - £70,000	£700	£850,001 - £900,000	£4,280
£70,001 - £80,000	£760	£900,001 - £950,000	£4,455
£80,001 - £90,000	£820	£950,001 - £1,000,000	£4,630
£90,001 - £100,000	£880	And for every £100,000 or part thereof over £1 million	Add £250
£100,001 - £120,000	£980		
£120,001 - £140,000	£1,080		

Submission of a completion certificate where no warrant granted for-	
The construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for demolition)	125% of the fee calculated in accordance with Table J above
The demolition of a building only	£125
The conversion of a building only	£125

Table of Fees became operable on 01 May 2005. Building Warrant Fees are exempt from VAT.