

From mountain to sea

# Post Building Warrant Approval Guide

This is a guide for building owners (or tenants) on the Building Warrant process after the application has been approved.

The building owner is legally responsible for making sure that all building work meets the Building Regulations. It is the responsibility of the building owner to ensure that the construction work is completed in accordance with the approved Building Warrant plans and compliant with the Building Regulations. It is the owner's responsibility to put a system of checks in place to ensure compliance is achieved during construction.

The **Construction Compliance and Notification Plan (CCNP)** is issued with the Building Warrant documentation. It outlines what inspections the verifier, (Aberdeenshire Council, Building Standards service), plans to undertake at scheduled stages of the work. The verifier may also accept other alternative methods to check compliance, such as photographs. When appropriate, remote verification inspections may also be considered to check compliance. The applicant/agent must notify the verifier when work starts and again at the different stages set out in the CCNP.

If you are unsure about your responsibilities, or the Building Standards procedures and technical requirements, you can appoint someone to act as an agent on your behalf. This should be a suitable person, although it is strongly recommended that you appoint a suitably qualified and experienced building professional, for example an Architect, Building Surveyor or Structural Engineer, to advise you on the design of your proposed work and look after your interests on site as work progresses.

Your Building Warrant is valid for **3 years**. All work should be started, completed, and the submission of completion (Form 5) accepted within this period. There may be provision for an Extension of Validity of the Building Warrant in accordance with our protocols.

The Completion Certificate must be submitted **prior** to the expiry date of the Building Warrant approval.

Adequate time should be given for the verifier to register and process the submission of Completion Certificate and carry out any inspection during construction.

## Additional information can be found:

- On our website including how to contact us:  
<https://www.aberdeenshire.gov.uk/planning/building-standards/>
- Within the Building Standards Customer Journey Guidance:  
<https://www.gov.scot/publications/building-standards-customer-journey/>
- On the eBuilding Standards Portal (including access to downloadable forms):  
<https://www.ebuildingstandards.scot/eBuildingStandardsClient/>
- For our current extension of validity of a building warrant protocol:  
<https://www.aberdeenshire.gov.uk/planning/building-standards/building-work#extend>

# Quick Step Guide, Post Building Warrant Approval

## Step 1 – Start Notice

- You must notify Building Standards within seven days of the commencement of work on site. You can do this online using the eBuilding Standards portal, on paper by completing Form J - Notice Regarding Start of Work and sending it to our correspondence address or by contacting us by telephone or email

## Step 2 – CCNP, stages, photos throughout the process

- The CCNP is provided by Building Standards and issued within the Building Warrant approval documentation.
- The CCNP sets out the key construction stages that the Building Standards has identified for inspection, or other methods that will check for compliance with the approved plans and Building Regulations.
- The CCNP states when you should notify the Building Standards and the purpose of those notifications.
- If you fail to notify the Building Standards we may require work to be opened up or tests to be carried out to show that compliance with the Building Regulations has been achieved.
- Contact the named Inspector noted on the CCNP for when inspections are due.

## Step 3 – Site visits, reasonable enquiry

- You must notify Building Standards when work starts and again at different stages (advised in the CCNP).
- Inspections carried out by the verifier form part of our duty of 'reasonable inquiry' but do not provide a system to control work on site; that is a matter for the contracts and arrangements put in place between the client and contractor.
- Appropriate alternative evidence may be provided in some circumstances. You should contact the named Inspector on the CCNP to discuss.
- You are responsible for making sure the work is done properly. Use reputable contractors and trades persons, such as those registered with a respected trade or professional body.

## Step 4 – Amendments

- Any changes to the approved design or construction should be discussed with Building Standards before implementation.
- If an amendment is required, an application for an Amendment to Building Warrant (Form B) should be submitted.

## Step 5 – CCNP/Certifications

- Certification may also be required at completion stage, keep copies of all certificates from the contractor(s), as detailed on the CCNP.
- An Approved Certifier of Construction should be used if this was stated in the Building Warrant application.

## Step 6 - Submission of Completion

- The relevant person (usually the building owner) signs and submits a Completion Certificate Submission to the verifier to confirm that the work has been constructed in accordance with the Building Warrant and Building Regulations.
- The submission of Completion Certificate must be submitted prior to the expiry date of the Building Warrant approval. Adequate time should be given for the verifier to register and process the submission and carry out a final inspection.