



## REQUEST FOR BUILDING WARRANT DOCUMENTS

Name ..... Your Reference .....

Address .....

.....

Contact Telephone Number .....

Contact E-mail Address .....

I am\*/I am acting on behalf of\* Owner  Occupier  Tenant

Other (please specify) **(see note 4)** .....

.....

Address of Property/Site **(see note 3)** .....

.....

Reference Number(s) of Building Warrant **(see note 2)** .....

.....

Description of Works .....

.....

Approximate Date of Works .....

Plot Number ..... Name of Developer/Builder .....

.....

Documents Requested .....

.....

Please note copies of approved plans are for information purposes only and may not reflect the actual as built construction.

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I have read and understood the guidance notes on the back of this form regarding the process and fees.

Signed ..... Date .....

Completed forms should be sent to [planningadmin@aberdeenshire.gov.uk](mailto:planningadmin@aberdeenshire.gov.uk) or posted to Building Standards, Aberdeenshire Council, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

## GUIDANCE NOTES

### 1. Processing of Application

Within 5 working days, we will identify the file and the availability of the documents requested and whether a fee is applicable.

If a fee is applicable, on receipt of payment we will process your request. This is normally within 5 working days but you should note that depending on the workload within the department at the time, the location of the file and number of documents to be copied etc. in some circumstances the time period taken for producing the documents may be up to 15 working days.

### 2. Fees

Copies of approved Building Warrant documentation can be provided at a charge.

A fee will be charged for researching the address, retrieving the file and collating the required information. All documentation will be provided electronically. The fee is currently:

- First 15 minutes – No charge
- Thereafter £60 per hour or part of

Please note if a Building Warrant reference number is not provided the minimum fee is £60.

If a fee is applicable, you should phone 01467-534333 to pay by card.

### 3. Information Required

Please provide as much information as possible about the site e.g. previous property names, original plot number, development name, date of build etc.

### 4. Entitlement of Copies of Building Warrant Documents

There are restrictions within legislation that prevent copies of plans and documents being disclosed to anyone other than an interested party. An interested party means any owner, occupier, tenant or prospective owner, occupier or tenant. For buildings where copying could raise security concerns written consent from the owner will also be required.

### 5. Available Information

This service only applies to Building Warrant applications within the last 25 years.

Information regarding Building Warrant Approvals and Completion Certificates from 2005 onwards are available on our public register at:

<https://www.aberdeenshire.gov.uk/planning/public-access/#building>