

Building Standards

Request for Exempt Works Report

Building Standards
 Suite 1b - Falkirk Stadium
 4 Stadium Way
 Falkirk FK2 9EE

buildingstandards@falkirk.gov.uk



www.falkirk.gov.uk/building-standards

Falkirk Council – Application for Exempt Works Report

This form should be used to request either:

- a **desk-based assessment** to confirm whether **proposed works require a building warrant**, or
- a **site inspection of completed works** to confirm whether a **building warrant was required**.

Contact Details

1. Applicant

2. Owner

Name:	Name:
Address:	Address:
.....
.....
Town/City:	Town/City:
Postcode:	Postcode:
Phone:	Phone:
Email:	Email:

3. Agent (If Applicable)

4. Details of property subject to report request

Name:	Type:	
Address:	Top Storey Height	<4.5m
.....		>4.5m but <7.5m
.....		>7.5m but <18m
		>18 metres
Town/City:	Address:
Postcode:
Phone:
Email:	Town/City:
	Postcode:

5. Services Available

Exempt Works Services

The Building Standards team offers two paid services to help determine whether building warrant approval is required. These services are intended to provide guidance only and do not replace the statutory building warrant process where this is required.

Exempt Works Service A – Desktop assessment (proposed works)

This service is intended for proposed works that have not yet been carried out.

Following a desktop assessment of the information submitted, we will confirm whether the proposed works:

- are exempt from the Building (Scotland) Regulations and do not require a building warrant, or
- do not require a building warrant under the Building (Scotland) Regulations, noting that all such works must still comply fully with the relevant Building Regulations, or
- require building warrant approval, in which case we will provide guidance on how to submit an application.

This assessment is based solely on the information provided and does not include a site visit or inspection.

Fees

For up-to-date fees please refer to our website.

Exempt Works Service B – Inspection of completed works

This service is intended for works that have already been completed.

Following a non-destructive site inspection, we will confirm whether the completed works:

- were exempt from the building (Scotland) Regulations and did not require a building warrant, or
- can be considered as works that did not require a building warrant under the Building (Scotland) Regulations, noting that responsibility for compliance with all relevant Building Regulations remains with the owner, or
- should have had building warrant approval, in which case we will provide advice on the available options to regularise the position.

This service includes a visual, non-destructive inspection only and does not constitute certification or approval of the works.

Fees

For up-to-date fees please refer to our website.

6. Service Requested - Please select one service only. Service A is for proposed works. Service B is for completed works.

- | | | |
|-----------|--------------------------|----------------------|
| Service A | <input type="checkbox"/> | See Website for fees |
| Service B | <input type="checkbox"/> | See Website for fees |

7. Description of Works

Please provide a clear and comprehensive description of the works. Sufficient detail is required to allow an accurate assessment to be carried out.

.....

.....

.....

.....

8. Date works are proposed or were completed (if an accurate date is unknown, please estimate)

9. Declaration (This declaration is confirmed by submitting this form)

I / We declare that:

- The information provided in this application and any supporting documents is, to the best of my / our knowledge, complete, true and accurate.
- I / We have submitted all relevant plans and information clearly showing the extent and nature of the works to which this application relates.
- I / We understand that the service requested is not a building warrant, completion certificate, or approval, and does not confirm compliance with the Building (Scotland) Regulations.
- I / We acknowledge that responsibility for ensuring compliance with the Building (Scotland) Regulations rests with the owner or relevant person.
- I / We understand that a building warrant or other statutory approval may be required if the works are not exempt under Schedule 1 or do not fall within Schedule 3 of the Building (Scotland) Regulations.
- I / We understand that any inspection carried out will be limited in scope and non-destructive, where applicable.
- I / We acknowledge that the issue of any statement does not confirm whether other consents or approvals are required, including planning permission or approvals from other statutory bodies.
- I / We accept that the Council retains its statutory powers under the Building (Scotland) Act 2003 and that enforcement action may be required where appropriate.
- I / We understand that any statement issued may be withdrawn or revised if the information provided is found to be incomplete or inaccurate.

Signed **Applicant** Date

..... **Agent**

10. Guidance notes

Scope of inspection

Any inspection will be limited to areas of the property that are readily accessible at the time of the visit. Where structural elements or concealed works need to be assessed, it may be necessary for these to be exposed. In such cases, confirmation of the adequacy of structural works may require certification by a suitably qualified Structural Engineer, at the applicant's expense.

Limitations of inspection and statement

Inspections will consider matters relating to health, safety and the general integrity of the building. Any statement issued does not provide assurance regarding the quality of workmanship or any technical matters that fall outwith the scope of the Building (Scotland) Regulations.

Other statutory consents

Any statement issued does not confirm whether other permissions or approvals are required or have been obtained. This includes, but is not limited to, consents from Planning, Scottish Water, Environmental Health, or any other statutory body.

Statutory powers

Any statement issued relates only to the Council's statutory powers under the Building (Scotland) Act 2003 in respect of the works described and the supporting information provided. The Council reserves the right to take any other statutory action that may be appropriate.

11. Submission Details

- Completed application forms should be submitted by email, together with layout plans clearly identifying the exempt works, to buildingstandards@falkirk.gov.uk.
- We aim to issue a written response within 20 working days of receiving a valid application.
- Payment can be made online via the Council's website at www.falkirk.gov.uk/paymisc