

## Guidance notes for applying to Extend the Period of a Building Warrant

### Introduction

This form tells the Local Authority that you are applying to extend the period of a Building Warrant.

### When to use this form

A Building Warrant is valid for three years, beginning on the day it is granted. You must complete the work within that period or apply for an extension before the end of the three years.

You need to apply for an extension before the Building Warrant runs out. However, Local Authorities can accept late applications if they decide to.

Note: Making an amendment to the Building Warrant is a different process and does not alter the period for which the original Building Warrant is valid.

### How long can the Building Warrant be extended by?

If the Local Authority give their approval, the extension will normally be for up to nine months. It is up to the Local Authority whether to allow further extensions.

### Fees

The fee for applications to Extend the Period of a Building Warrant is £100. This is set by the Building (Fees) (Scotland) Regulations 2004.

### Who should fill in the form?

You (the applicant) or anyone you have authorised to do so on your behalf should fill in the form.

### Electronic communication

All correspondence will be by email. If you do not want to use email, please tell the Local Authority.

You must send all correspondence and documents relating to extending the period of a Building Warrant through the eBuildingStandards portal.

