

Our Ref: BW/2023/0427

Your Ref:

Ask for: Carolyn Hall

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Email: carolyn.hall@aberdeenshire.gov.uk

Environment & Infrastructure  
Services  
Housing & Building Standards  
Viewmount  
Arduathie Road  
Stonehaven  
AB39 2DQ

Morris Tait Architectural Design  
Brackenwell  
Pitcaple  
Inverurie  
AB51 5HY

10 July 2023

Dear Sir/Madam

**Building (Scotland) Act 2003**

**Building (Scotland) Regulations 2004**

**Proposal: Erection of 2 storey 7 apartment detached dwellinghouse with integral garage**

**Address: Burn Of Pheppie, Muchalls, Newtonhill, Stonehaven, AB39 3PN**

Please find enclosed your Building Warrant in connection with works to be carried out at the above address.

The next steps in the process are as follows:

**1. Start Notice**

Please notify us within 7 days of the start of building works. To do so, you can submit a Start Notice through the national Building Standards [portal](#). Alternatively, please contact the Inspecting Officer. Their contact details are given on the Construction Compliance Notification Plan (CCNP) which is included in this letter.

**2. Construction Compliance Notification Plan (CCNP)**

The CCNP forms part of this letter. It outlines the key stages when we should be contacted to verify the construction. Please keep in mind that it is your responsibility to contact the Inspecting Officer. Failure to notify us may lead to additional information being sought at the completion stage.

The Inspecting Officer is not responsible for checking the quality of workmanship. The supervision remains your duty and should be allocated to a suitably qualified agent if applicable.

There may be times when we cannot visit the site therefore it is crucial that you keep a digital record of the various work stages. Digital records need to be clear and in context. This evidence shall help to confirm that the construction has been completed correctly and should allow us to accept a temporary or completion certificate later.

Further information about starting building work and the inspection process can be found on our [website](#).

### **3. Completion Certification**

On completion of the construction work, submit your Completion Certificate through the national Building Standards [portal](#).

Please add any documentation in support of your completion, such as Electrical Certificates, Drainage Certification etc.

In the process of the verification of your submission, the Inspecting Officer will arrange a final inspection with yourself. During this visit they will confirm that the works on site match the approved drawings. They will also outline steps to be taken in case the works deviate from the approved drawings or should you have missed a CCNP stage.

Your Completion Certificate will be accepted on successful verification of documentation and works on site. It is an important legal document and should be retained for future reference.

### **4. Further Information**

If you would like further information on the above, feel free to have a look at our step by step guide available via the Aberdeenshire Council [website](#). Alternatively, do not hesitate to contact the Surveyor detailed at the top of this letter who will be happy to help you with any queries.

This Warrant is valid for work started and completed within 3 years of the date on which it was granted, unless an extension is granted by the local authority. Any extension can be granted only during the period of validity of the Warrant.

Yours faithfully



Alexander Macleod  
Interim Head of Housing & Building Standards

## **BUILDING WARRANT**

### **Building (Scotland) Act 2003 Warrant under Section 9 for Work Subject to Building Regulations**

This warrant is granted by Aberdeenshire Council in connection with the application by Mr Mick Harper dated 6 March 2023 for:

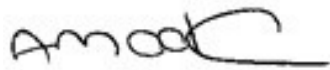
**Erection of 2 storey 7 apartment detached dwellinghouse with integral garage  
at Burn Of Pheppie, Muchalls, Newtonhill, Stonehaven, AB39 3PN**

The reference number of this warrant is: **BW/2023/0427**

The following conditions apply:

- that the work will be carried out as described in the building warrant and in accordance with building regulations and that nothing in any drawing, specification or other information submitted with the application indicates that the building when constructed will fail to comply with building regulations.
- that the work involved will be carried out as described in the building warrant and in accordance with building regulations and that nothing in any drawing, specification or other information submitted with the application indicates that the services, fittings or equipment will fail to comply with building regulations.

A copy of the agreed plans can be obtained from WeTransfer.



Alexander Macleod  
Interim Head of Housing & Building Standards

10 July 2023

## Notes

1. To be considered as a limited-life building expiry must not be more than 5 years from the relevant date, which is the date of notification of acceptance of the completion certificate for the work, or the date of any permission for the temporary occupation or use of the building before acceptance of the completion certificate.
2. For construction, the stages specified in the procedure regulations are –
  - (a) construction of foundations, or
  - (b) such other stages as the verifier considers appropriate having regard to any guidance issued by the Scottish Ministers.
3. For demolition, the stages specified in the procedure regulations are –
  - (a) isolation and removal of services, fixtures and fittings,
  - (b) isolation and protection of adjacent structures, or
  - (c) such other stages, appropriate to the method of demolition, as the verifier considers appropriate having regard to any guidance issued by the Scottish Ministers.
4. It should be noted that where the owner is not the applicant, then the verifier will notify the owner of the grant of the building warrant as is required in terms of Section 9(7)(b) of the Building (Scotland) Act 2003.

### **Important Notices**

- (a) This building warrant is valid for 3 years. A completion certificate must be submitted when the work is complete. If a completion certificate is not going to be submitted within the 3 year period, an extension of the duration of the warrant must be applied for before the original expiry date. For demolitions, an extension must be applied for if the period for demolition specified on the warrant will not end within the 3 year period.
- (b) The verifier must be notified:
- A. of the date on which work is commenced within 7 days of such date;
  - B. at each stage detailed in the Construction Compliance Notification Plan (CCNP);
  - C. of the date of completion.
- Notification should be online via the national Building Standards portal.

### **WARNING**

**A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building consent. Consult the local authority if in doubt.**

**It is an offence to use or occupy the building(s) before obtaining acceptance of a completion certificate, unless the work is alteration only.**

<b>CONSTRUCTION COMPLIANCE NOTIFICATION PLAN</b>				
<b>PROJECT DETAILS</b>				
<b>Building Address</b> Burn Of Pheppie Muchalls Newtonhill Stonehaven AB39 3PN		<b>Warrant Reference Number</b> BW/2023/0427		
<b>Contact Details for Inspecting Officer</b>		Name: Keith Edwards Tel: 01467 537138 Email: keith.edwards@aberdeenshire.gov.uk		
<b>Key Construction Stage</b>	<b>Status</b>	<b>Notes for Applicant</b>	<b>Appropriate Alternative Evidence</b>	<b>Fulfilled</b>
Commencement	Mandatory	Send notification of commencement to verifier within seven days of starting on site.		Yes/No
Foundations	Notify	Excavation prior to pouring of concrete.		Yes/No
Substructure (Solum)	Notify	Walls built to DPC level and solum formed.		Yes/No
Drainage (Open Drains)	Notify	Waste / Surface water drainage laid in open trench prior to backfilling.		Yes/No
Superstructure (Timber)	Notify	Timber frame erected		Yes/No
Superstructure (Steel)	Notify	Steel frame, fixing of cladding and roof panels		Yes/No
Completion	Mandatory	Submit Completion Certificate and any relevant paperwork. No occupation of building before Completion Certificate is Accepted.		Yes/No
Non Standard Item	Notify	Evidence of the Pilkington Suncool One 30/21 g value 0.21 Uvlaue 1 Wm2K prior to Installation		Yes/No
Non Standard Item	Notify	Identify location of Fire hydrant within		Yes/No

		100mm of site	
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<b>DOCUMENTATION REQUIRED PRIOR TO ACCEPTANCE OF COMPLETION</b>
Form 5 - Completion Certificate Submission
Form Q - Notice of Finalisation of Structural Details
Air Tightness Test Report to BS EN 13529
Electrical Installation Certificate to BS 7671
Fire Detection and Fire Alarm System Certificate to BS 5839
Fire Door Certificates and Full Schedule/Ironmongery Reports (1hr +)
Drainage test(s) to be witnessed by Building Standards
Energy Performance Certificate to be on display and Copy Provided to Building Standards
Sustainability Label to be on Display and Copy Provided to Building Standards
Quick Start Guide provided to Building Owner and copy Provided to Building Standards

**Notes to Applicant/Developer:**

1. The owner or developer should notify the Verifier at the target key construction stages above, to allow the Verifier to check compliance with Building Regulations. The number and nature of the site inspections may vary according to the type of works being undertaken.
2. Notification should allow sufficient time for the Verifier to respond.
3. Once the applicant or developer is satisfied the project is complete and complies with Building Regulations, they must submit the Completion application to the Verifier. The submission should also include the documentation required by the Verifier as above.

**FORMQ**

**BW/2023/0427**

**NOTICE OF FINALISATION OF DESIGN DETAILS  
Building (Procedure) (Scotland) Regulations 2004**

Notification of Finalisation of Design of Elements Specified in Schedules to Certificates Issued in Accordance with Regulations 32 and 34 for Works at  
**Burn Of Pheppie, Muchalls, Newtonhill, Stonehaven, AB39 3PN**

**Part A to be Completed by Approved Certifier**

I hereby give notice that the detailed design of the elements specified in the schedule to the certificate of design number ..... relating to building warrant reference number BW/2023/0427 has been finalised and is in accordance with the relevant performance specification.

Name of Certifier	
Registration Number	
Signed (certifier)	
Dated	

**Part B to be Completed by Approved Body**

I confirm that the person signing Part A is an approved certifier of design and is a principal in or is employed by this body.

Name of Approved Body	
Registration Number	
Signed (certification co-ordinator)	
Dated	