

## Building Warrant Fast Assessment Service

### Q. What is Fast Assessment?

A. This service is designed to progress simpler low risk applications quickly and to allow an early commencement of work on site.

The following guidance will hopefully assist the customer through the building warrant fast assessment process. If, however, you require any further information or assistance please feel free to contact us:

### Contact details:

#### By Post:

Building Standards  
Built Environment Team  
Enterprise and Housing Resources  
Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3LN

#### Opening hours:

Monday – Thursday;

8.45am – 4.45pm

Friday;

8.45am – 4.15pm

**Phone:** 01236 812440

**Email:** [ESbuildingstandards@northlan.gov.uk](mailto:ESbuildingstandards@northlan.gov.uk)

### Q. Is my project suitable for Fast Assessment?

A. The following types of work may be considered for Fast Assessment.

(Please note: non-traditional forms of construction are not suitable for this service).

- Erection of garden walls or fence to a dwelling house.
- Erection of a simple timber decking over 1.2m in height from ground level or where the decking provides access.
- Provision of patio/French doors to an existing opening.
- Installation of rooflights, where no structural alteration is required.
- Minor internal alterations to the layout of a dwelling where that work requires a building warrant. (Including structural work accompanied by a certificate of design).
- Minor alterations to non-domestic properties where a warrant is required.
- Minor adaptations for a person with special needs.

**Generally this would be low risk work with an estimated cost of less than £5000.**



### **Q. How do I use this service?**

**A.** You have various options when using this service. It is important, whether you submit your application electronically through the [eDevelopment portal](#) or by post, that you identify your application by including 'Fast Assessment' in the description of works.

You can contact us to request a meeting before you submit your application. If you request a meeting your case officer will contact you to arrange a mutually convenient time to meet. When you visit the building standards office please bring the following:

- A completed application form, ensuring 'Fast Assessment' is included in the description (We will be happy to assist in the completion of the form).
- Two copies of all appropriate plans. In general, you need to submit two sets each of:  
**A Building Plan** (scale at least 1:100) The plans should be sufficiently detailed to allow a building standards officer to carry out a full assessment. It may be advisable to have your plans prepared by a person who has knowledge of the current building regulations and good construction practice.  
**A Location Plan** (scale at least 1:1250 or 1: 2500) This should show the location of the proposed development in relation to the nearest road junction, and in rural locations, include a six-figure ordnance survey grid reference; and  
**A Block / Site Plan** (scale at least 1:500) This should show existing and proposed buildings, the extent and boundaries of the site and a north point.
- The appropriate fee. The scheme relates to work with an estimated cost of less than £5000. The [eBuilding Standards fee calculator](#) will help you calculate your fee.

We will assess your plans for compliance with the building regulations and highlight, if any, areas where your plans do not comply. Should your plans require to be altered, you may wish to do so during the meeting. Alternatively, you can take the plans away to be updated at your convenience. You can resubmit them by post or in person for approval at a later date.

If we believe the work is sufficiently complex, we will endeavour to provide you with a response within 2 working days.

When your plans comply and all required documentation has been submitted, your warrant will be granted. The building warrant documentation will follow thereafter or can be collected in person when it is available.

### **Q. When can I start work?**

**A.** You may start the work when the warrant is granted. It is important that you carry out the work in accordance with the approved plans and that you tell us when work will start, as per your Construction Compliance and Notification Plan. You can do this via the eDevelopment portal or by emailing us. We may inspect the project as required during the building work.

### **Q. What do I do when work is complete?**

**A.** When work has been completed in accordance with the approved plans, please return the completion certificate submission. It is important to note that an electrical certificate may be required. Once we receive the completion certificate, we will arrange a site inspection and assess the work in accordance with the approved plans and building regulations.

- If we note the work does not comply, we will provide you with a list of the items requiring attention. Once you have attended to these items we will re-inspect the project in order to ensure the remedial works have been carried out correctly.
- Once the work is in accordance with the approved plans, we will accept the completion certificate submission and issue with the completion acceptance letter.
- Your building warrant and completion acceptance are important documents, please keep them safe.

**North Lanarkshire Council recognises that our communities are diverse, and we value each person, regardless of race, gender, disability, sexual orientation, religion and age.**

**If you require information on our service in another language or format, please contact us to discuss your needs.**