

Mr Adrian Clark  
Caberfeidh  
7 Camden St  
Evanton  
Dingwall  
IV16 9XU

Please ask for: Frank Doherty  
Direct Dial: 01408 635276  
Our Ref: 18/01835/NDOM6  
Your Ref:  
Date: 8 November 2018

Dear Sir/Madam

**BUILDING (SCOTLAND) ACT 2003  
CONSTRUCTION OF A ROUND, OPEN-SIDED LOG-BUILT SHELTER WITH 8 POSTS ON  
CONCRETE FOUNDATIONS AND A LOG AND GRASS ROOF - USING TRADITIONAL  
TECHNIQUES. AT LAND 150M NW OF FOUR OAKS, SWORDALE ROAD, EVANTON,**

I refer to your application for building warrant and enclose warrant No. **18/01835/NDOM6** along with one set of the plans docquetted with the reference number. You should note that it is a condition of the warrant that the works have to be in accordance with the building regulations.

Please be aware that it is not the function of the building standards surveyors (BSS) to act as clerk of works. The responsibility rests with the relevant person (see notes) to ensure works are carried out, not only in accordance with the regulations and the approved plans but to the standards which they seek in relation to quality of workmanship, materials and finishes, and consideration should be given to the need for independent professional advice during construction phases.

BSS will carry out targeted inspections in accordance with the **Construction Compliance and Notification Plan (CCNP)** (enclosed) and your help is important to us for its completion. Please arrange to notify this service as early as possible of any inspection that the CCNP identifies to be carried out.

Once you are in a position to commence works a **Notice Regarding Start of Work** (Form J) should be completed and submitted, and if the services of a Certifier of Construction have been indicated in your application and a fee discount given then a **Notice of Intention to use an Approved Certifier of Construction** (Form L) must also be completed and submitted.

Any forms that you require to notify us are available online via the ebuildingstandards.scot Portal by visiting <http://www.ebuildingstandards.scot> – If you are unable to access and submit forms to us online using the Portal, you can also access printable forms via our website by visiting <https://www.highland.gov.uk/ebuildingstandards> or you can contact the Service Centre via the telephone number below to request a form to be sent out to you by post. Any paper forms should be submitted by post to our eProcessing Centre, Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX.

A **Completion Certificate Submission** (Form 5) must be completed, signed, dated and submitted when work is complete and ready for inspection. An electrical test compliance certificate may also be required and must confirm the installation has either been tested or installed by a qualified electrician and complies with BS 7671 as amended. In addition, for new buildings a copy of an Energy Performance Certificate (EPC) and sustainability label should be provided, the originals being fixed within the building. Other certificates may be required for a new building, as indicated on your CCNP and Completion Checklist. Also may I draw your attention that it is your responsibility to request a postal address from the Council prior to the completion of a new building, this can be requested online on our website [https://www.highland.gov.uk/info/180/planning\\_-\\_applications\\_warrants\\_and\\_certificates/172/street\\_names\\_and\\_house\\_numbers](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/172/street_names_and_house_numbers), or a paper copy of the form can be obtained at any of our Service Points.

Yours faithfully

**Frank Doherty**  
**Building Standards Team Leader**

**BUILDING (SCOTLAND) ACT 2003  
BUILDING WARRANT**

This warrant is granted by the Highland Council in connection with the application by:-

**Mr Adrian Clark Caberfeidh 7 Camden St Evanton Dingwall United Kingdom IV16 9XU**

Dated **12 September 2018** for the **Construction of a round, open-sided log-built shelter with 8 posts on concrete foundations and a log and grass roof - using traditional techniques.** at **Land 150M NW Of Four Oaks Swordale Road Evanton**

The reference number of this warrant is **18/01835/NDOM6**

The following conditions will apply:-

1. 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.

**A copy of the agreed plans is returned.**

..... **Glenn Campbell** ..... (Signed) for the Highland Council

**Dated: 8 November 2018**

**WARNING**

1. **A BUILDING WARRANT DOES NOT EXEMPT YOU FROM OBTAINING OTHER TYPES OF PERMISSION THAT MAY BE NECESSARY E.G. PLANNING PERMISSION OR LISTED BUILDING CONSENT. CONSULT THE LOCAL AUTHORITY IF IN DOUBT.**
2. **THE ISSUE OF THIS BUILDING WARRANT GIVES NO GUARANTEE OF THE STANDARDS OF WORKMANSHIP CARRIED OUT ON SITE. APPLICANTS ARE THEREFORE STRONGLY ADVISED TO ENGAGE THEIR OWN PROFESSIONAL ADVISERS AT ALL STAGES OF CONSTRUCTION.**
3. **IT IS AN OFFENCE TO USE OR OCCUPY THE BUILDING(S) BEFORE EITHER OBTAINING AN ACCEPTANCE OF THE COMPLETION CERTIFICATE OR PERMISSION FOR TEMPORARY OCCUPATION HAS BEEN OBTAINED (UNLESS THE WORK IS FOR ALTERATION ONLY).**
4. **THIS WARRANT IS AN IMPORTANT DOCUMENT THAT MAY BE REQUIRED DURING PROPERTY TRANSACTIONS, AND SHOULD BE KEPT IN A SAFE PLACE.**

## Notes

1. This warrant is valid for **3 years**. A completion certificate must be submitted when the work is complete, however 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 warrant 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.
2. Once you are in a position to start works reference should be made to the **Construction Compliance and Notification Plan (CCNP)** which is provided with this document.
3. Note that you must send a copy of the CCNP to the owner of the building if different to the applicant. And you should also make sure the contractor is aware of the CCNP and the notification arrangements, etc. that are necessary for its successful completion.
4. Once all the works are completed a **Completion Certificate Submission** (Form 5) must be completed, signed, dated and submitted to this service by the person who is either the applicant or agent named in this warrant or the actual building owner who is the relevant person. Authorisation of any other party who may be making the submission must be clearly indicated on Form J.
5. 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.
6. 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
7. 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.
8. 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.