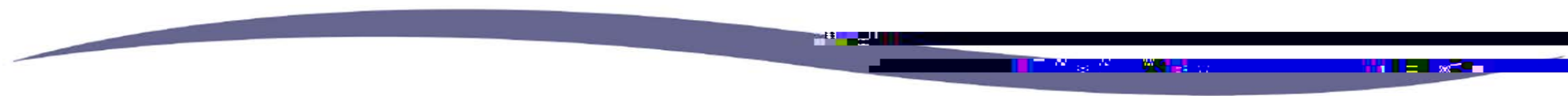


# Argyll and Bute Council

Comhairle Earra-Ghàidheal agus Bhòid

## Building Standards

### Guidance on Roof Lights / Roof Windows



### **Introduction**

Argyll and Bute Council is the verifying body for Building Warrant applications submitted within the geographical area of Argyll and Bute. The role of the Verifier is to protect the public interest by providing an independent check and, when satisfied, the approval of an application for Building Warrant, and also issue a Notification of Acceptance of the Completion Certificate submitted by the Applicant, Agent or Owner if they are satisfied that the work complies with the relevant Building Warrant and Building Regulations.

For the installation of roof lights and roof windows within Argyll and Bute, permission may be required from the Local Authority's Building Standards section.

It is hoped that the information provided in this guidance will assist you to obtain approvals as quickly and as easily as possible.

### **Making an application for a Building Warrant**

Building Warrant is the permission which is required before starting "building" work. The [application form](#) for a Building Warrant can be found on the Local Authority's website at [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk) or can be obtained from one of our [area offices](#).

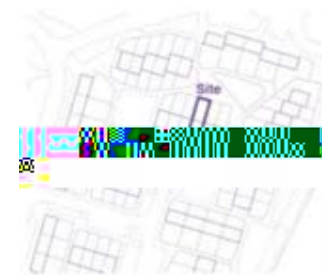
Some types of building work could be eligible for our [Express Building Warrant Assessment Service \(for minor applications\)](#), please see our guidance note for further information.

**NB** There is no neighbour notification procedure for Building Warrant applications.



A location Plan should be to an Ordnance Survey Scale of 1:1250 or 1:2500 and this should clearly show:

- The location of the proposed development in relation to the nearest road junction
- Existing and proposed buildings
- The extent of the boundaries of the site
- The north point and the scale of the plan



### **Purchasing Location Plans from Argyll and Bute Council**

Argyll and Bute Council's copyright agreement with Ordnance Survey does not allow maps to be supplied for Planning applications or Building Warrant applications. Location plans can only be supplied by an Ordnance Survey agent. To assist applicants in Argyll and Bute the Local Authority has an agreement with an online OS agent, Promap, and location plans can be supplied via this service by contacting the Corporate Address Gazetteer team. Please telephone 01546 604174, email [cag@argyll-bute.gov.uk](mailto:cag@argyll-bute.gov.uk) or write to Corporate Address Gazetteer, Development & Infrastructure Services, Manse Brae, Lochgilphead, PA31 8RD.

A4 plans at a scale of 1:1250 in towns and 1:2500 in rural area can be supplied at a cost. This cost will cover the Ordnance Survey copyright fee and a small administration charge.

### **Notification of Works Starting on Site**

At least 7 days prior to commencement the Building Standards Surveyor assigned to your project should be notified.

### **Inspection of Works**

Each application is assessed on its own specific merits at the application processing stage. The regime for inspections will be agreed and confirmed in the Construction Compliance and Notification Plan (CCNP) issued with the Building Warrant approval. As these works are of a very minor nature it is likely that the only site inspection carried out will be when the Completion Certificate has been submitted to the Local Authority for acceptance.

### **Completion of the Works**

When the project is finished the “Relevant Person” (the Applicant, usually the Owner or Tenant) or where a Duly Authorised Agent is