

## **Protect**

### **Exempt from Building Warrant**

#### **Notes for Guidance**

1. A fee of £175 is charged for this service.
2. The application should be accompanied by a cheque for the appropriate amount made payable to "Dumfries & Galloway Council". No determination will be made until the required fee is received.
3. The application should be in letter form and include a brief but accurate specification of the works.
4. A site plan to a scale of 1:5000 should be provided indicating the affected building and the boundaries to adjoining properties.
5. If additional information is required you will be contacted. Please provide a daytime telephone number if possible.
6. On receipt of the application arrangements will be made to visit the site (if requested to do so).
7. A confirmation letter will be issued either :
  - a) Requesting a Building Warrant application; or
  - b) Confirming that a Building Warrant is not required.

Area Office, Kirkbank, English Street, Dumfries,  
DG1 2HS, Tel 01387 260199

Area Office, Sun Street, Stranraer, DG9 7JJ,  
Tel 01776 888417

**Dumfries & Galloway Council**