

**Building Standards Service
Application for “Letter of comfort”
Confirmation that development is
exempt from requiring a Building
Warrant**

Please refer to the important notes overleaf before completing this form.

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|-------------------------|----------|---|--------------------------|
| Service Required | A | Desktop confirmation that proposed works do not require a building warrant. | <input type="checkbox"/> |
| | B | Desktop confirmation that proposed works did not require a building warrant. | <input type="checkbox"/> |
| | C | Confirmation that completed works did not require a building Warrant and where appropriate, that the works appear to comply with the building regulations | <input type="checkbox"/> |

Name and address of the person making the application. (Include daytime contact telephone number).

| | |
|-----------------------------------|--|
| Applicant's Name | |
| House Number/Building Name | |
| Street | |
| Town | |

| | |
|--------------------|--|
| Post Code | |
| Telephone Landline | |
| Telephone Mobile | |
| e-mail address | |

Address of the property.

| | |
|----------------------------|--|
| House Number/Building Name | |
| Street | |
| Town | |
| Postcode | |

| | |
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| Please give a comprehensive description of the works | |
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IMPORTANT

A suitable drawing should accompany your application form together with the appropriate fee. Please note, the drawing must be to a reasonable standard, and it is strongly recommended that this is prepared by a construction professional, such as an architectural draughtsman. A drawing failing to meet the standard expected may be rejected, furthermore your application may be delayed.

You may also provide specifications, photographs or other information in support of your application.

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| Service | Guidance Notes – Please read all the information below prior to lodging your application. |
| A | <p>We will, following a desktop assessment confirm that the proposed works are,</p> <ul style="list-style-type: none"> a) Exempt from the building regulations and a building warrant is not required (Regulation 3 schedule 1) <p>or</p> <ul style="list-style-type: none"> b) A building warrant is not required (Regulation 5 - schedule 3). Note that works under this schedule although a building warrant is not required still require to meet all relevant building regulations. |
| B | <p>We will, following a desktop assessment confirm that the completed works are,</p> <ul style="list-style-type: none"> a) Exempt from the building regulations and a building warrant was not required (Regulation 3 schedule 1) <p>or</p> <ul style="list-style-type: none"> b) A building warrant was not required (Regulation 5 - schedule 3). Note that works under this schedule although a building warrant was not required they still required to meet all relevant building regulations. |

| | |
|----------|--|
| C | <p>We will, following a non-destructive inspection confirm that the completed works are,</p> <ul style="list-style-type: none">a) Exempt from the building regulations and a building warrant was not required (Regulation 3 schedule 1)orb) A building warrant was not required (Regulation 5 - schedule 3) and that the works appear to meet all relevant building regulations. |
|----------|--|

Date

Signature of applicant or agent

Notes for Guidance

1. The application form should be submitted by e-mail to BuildingStandards@dumgal.gov.uk
2. This application attracts a fee of £335.00. Payment can be made by card using the Council's online payment facility Pay it (Select - Building standards – Non statutory Fees Note, additional charge applies if paying by Credit Card.
3. Application will not be progressed until the required fee has been received.
4. Initially, unless specifically requested, the service will be limited to an inspection of works to which access is readily available. However, particularly in the case of structural alterations, a request may be made to expose hidden works. In this situation, the fee will cover an additional inspection. Failure to expose such works on request will result in the issue of a qualified report.
5. Inspection of Property will address matters concerning health, safety and the integrity of the Property. The issue of any statement does not provide any guarantee of workmanship or other technical issue out with the scope of the Building Standards (Scotland) Regulations.
6. The issue of a statement does not provide assurances regarding required consents from other authorities i.e. Planning, Scottish Water, Environmental Health or any other statutory approvals which may be necessary.
7. Any statement issued refers only to the Council's statutory powers under the Building Scotland) Act 2003 in relation to the works described in the statement and drawings or other supporting documents. The Council retain the right to take any other statutory action which may be appropriate.