



APPLICATION FOR PROPERTY INSPECTION SERVICE (Residential Property)

FOR OFFICE USE ONLY	
REF:	
DATAP	
FEE DUE	
FEE RECEIVED	
RECEIPT NO.	
CASH/CHEQUE	
TAKEN BY	

Name and Address of *Applicant or Agent

Postcode	Telephone	Fax
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Owner and Address of Property

Postcode

Contact name and telephone number (day) (to arrange entry)

Telephone

The above named, hereby apply for an inspection of the following works which, so far as can be ascertained, have not been authorised by any Buildings Authority. I/we have read the Notes for Guidance overleaf.

Description of works:-

The works were carried out within the following periods (tick as appropriate).

Before June 1964 June 1964 – May 2005 Does the application involve work on a listed building? **Yes** **No**

The above property has been inspected previously by a Valuation Surveyor and/or other appropriate Professional and noted below his/her name, address and telephone number

Name & Address
Telephone Postcode

I/we list below all known owners as listed on the Title Deeds of the above property

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Signature of applicant or agent Date

- Delete as appropriate

Notes for Guidance

- 1 A fee of £312.00 is charged for each application for the Property Inspection Service. The application form should be accompanied by a cheque for the required amount made payable to "Dumfries and Galloway Council". No inspection will be undertaken until the required fee is received.
- 2 The service is limited to a maximum of two inspections. A further fee is required for each additional inspection. This will be charged "At Cost". It is therefore important that any works identified as requiring rectification in order to satisfy the Building Standards Service are correctly implemented.
- 3 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. Failure to expose such works on request will result in the issue of a qualified report.
- 4 On receipt of an application, arrangements will be made to inspect the property following which:
 - (a) a letter confirming that the Building Standards Services will take no enforcement action will be issued, or
 - (b) a letter listing items requiring action by the applicant will be issued.
- 5 Any matters outlined in a letter as in 4(b) above will not include minor technical infringements of the Building Regulations but will address matters that have been interpreted as having a direct bearing on health, safety and welfare, or which affect the integrity of the building.
- 6 Enforcement action may be initiated with regard to matters which compromise health, safety and welfare or which affect the integrity of the building.
- 7 The final part of the application form overleaf requires a list of all known previous owners of the property in order to assist the Department's research into prior Building warrant approvals. Applicants are therefore requested to complete this part in full, as necessary.

Planning & Regulatory Services, Ashwood House Sun Street, Stranraer; DG9 7JJ

Tel: 01776 888417; or

Planning & Regulatory Services, Kirkbank, English Street, Dumfries, DG1 2HS Tel: 01387 260199.