

**Building Standards Service
Application for “Letter of comfort”
in relation to unauthorised works.**

Application relevant where works completed prior to 1st May 2005

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	

Name and address of the property owner.

Name of Property Owner	
House Number/Building Name	

Street	
Town	
Postcode	
Telephone	
e-mail	

Address of the property where the works have taken place.

House Number/Building Name	
Street	
Town	
Postcode	

What work was carried out?

Please give a brief description of the work	
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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

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 £312.00. 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. No inspection will be undertaken until the required fee has been received.
4. 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.
5. 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.
6. On receipt of an application, arrangements will be made to inspect the property following which:
 - a letter confirming that the Building Standards Services will take no enforcement action will be issued, or
 - a letter listing items requiring action by the applicant will be issued.
7. Any matters outlined in a letter as in 6(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.
8. Enforcement action may be initiated regarding matters which compromise health, safety and welfare, or which affect the integrity of the building.

Economy & Development, Kirkbank, English Street, Dumfries, DG1 2HS

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