

**Building Standards Service
Application for “Letter of comfort”
Confirmation that work carried out
in accordance with a Building
Warrant that has expired.**

Building (Scotland) Act 1959, Section 6

Application for a letter confirming work carried out by a building warrant, issued under section 6 of the Building (Scotland) Act 1959 which has since expired without obtaining a completion certificate, has been completed in accordance with the approved drawings and specification.

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	

Warrant approval dates and reference number/s?

Building Warrant reference Number/s	
Date Building Warrant/s approved	

I/we* confirm that the works at the above address have now been completed in accordance with the relevant Building Standards Regulations. The works were carried out as laid down in the above Building Warrant, and conform with the documents endorsed in connection with the said Warrant.

I/we* also enclose a Certificate showing that the electrical installation complies with the terms of the Building Warrant.

*Delete as appropriate

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. If relevant, the appropriate electrical certificate should be completed at the time of application.
6. 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.
7. 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.
8. In the event that a copy of the Building Warrant drawings are not available either from the Council records or from the original designer, it will not be appropriate to issue a Statement of Completion. However, an inspection will be carried out to ascertain the nature of the works and a letter stating the Council's position in the matter issued.

9. Dependent on the nature of works, it may be necessary for the applicant to expose areas of the works for inspection.
10. Deviations from the approved plans will, if appropriate, be included in any letter issued by the Council. Major variations may require to be subject of a further Building Warrant application.

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

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