



West Lothian
Council

Building Standards Section
Letter of Comfort
Work Carried out after May 2005
Building (Scotland) Act 2003

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

Service Required	A	Desktop Confirmation that proposed works do not require a building warrant	<input type="checkbox"/>
	B	Desktop Confirmation that completed works did not require a building warrant	<input type="checkbox"/>
	C	Confirmation that completed work did not require a building warrant and where appropriate that the works appear to comply with the building regulations.	<input type="checkbox"/>
Address of building		
<u>Applicant</u>	Name Address Telephone e-mail		
Authorised <u>Agent</u> (Acting on behalf of the applicant)	Name Address Telephone e-mail		
Description of works		
FOR OFFICE USE ONLY			
Application Number:		Application Fee:	
Application Received:		Receipt Number:	
Documentation Issued:		Payment Type:	

IMPORTANT

Two copies of drawings are required along with **your application form** and **fee**. These should be to an **architectural standard**.

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

Service	Guidance Notes – Please read all information on the following pages prior to submission
A	<p>We will , following a desktop assessment confirm that the proposed works are,</p> <ol style="list-style-type: none">1. Exempt from the building regulations and a building warrant is not required (Regulation 3 schedule 1) <p>or</p> <ol style="list-style-type: none">2. 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. <p>The fee for this service is £50 for domestic and £100 for non-domestic works.</p>
B	<p>We will, following a desktop assessment confirm that the completed works are,</p> <ol style="list-style-type: none">1. Exempt from the building regulations and a building warrant was not required (Regulation 3 schedule 1) <p>or</p> <ol style="list-style-type: none">2. 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. <p>The fee for this service is £50 for domestic and £100 for non-domestic works.</p>
C	<p>We will, following a non-destructive inspection confirm that the completed works are,</p> <ol style="list-style-type: none">1. Exempt from the building regulations and a building warrant was not required (Regulation 3 schedule 1) <p>or</p> <ol style="list-style-type: none">2. A building warrant was not required (Regulation 5 - schedule 3) and that the works appear to meet all relevant building regulations. <p>The fee for this service is £150 and £250 for non-domestic applications. This includes 2 no. inspections, additional inspections will be charged at a rate of £60 per inspection.</p>

Guidance Notes

- 1. Inspection of Property will be limited to areas of work to which access is readily available. Structural works and other areas of work if necessary may require to be exposed to determine adequacy. Confirmation on the nature of the structural may require to be certified by a Structural Engineer at applicant's expense.
- 2. 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.
- 3. 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.
- 4. 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.

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) declare –

- I/We have completed the form providing information that is true and accurate.
- I/We have enclosed the appropriate fee or paid online
- I/We have enclosed two sets of the drawings and supporting information.
- I/We are aware that a building warrant or completion submission no warrant may be required if the works are not covered under schedule 1 or 3.
- I/We are aware that enforcement action may be necessary as a result of this application.

Yes I/We have read and agree with the above statements.

Yes box must be ticked after reading and agreeing with the statements **OR** the application will be returned.)

Signed as **applicant/agent***

Print Name(s)

Dated - * (Delete as appropriate)

Please send your application, plans and correct fee to:
Building Standards West Lothian Council Civic Centre Howden South Road Livingston EH54 6FF
 If you have any queries about obtaining copy documentation please contact the council.
 Staff can be contacted on: Voice: 01506 280000 Text Phone Users Only: 01506 651115
 e-mail: buildingstandards@westlothian.gov.uk
 Further information can be found on our website www.westlothian.gov.uk/building-standard