



# Building Standards Section

## Copy Document / Plans Search Application Form (After 1975)

Building (Procedure) (Scotland) Regulations 2004 as amended Regulation 58 (2)

Application for copy documents or plans under Regulation 58(2) Building (Procedure) (Scotland) Regulations 2004 as amended.  
Regrettably we do not have documentation prior to 1975

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

**\*\*Non-Domestic Properties – Please provide all known addresses and previous occupiers/  
owner of the property this will assist in our search for the records.**

<b>Address of building or site</b> (Including that used at time of construction if known)	..... ..... .....		
<b>Applicant</b> requesting copy documentation	Name ..... Address ..... ..... Telephone ..... e-mail .....		
<b>Duly Authorised Agent (if any)</b>	Name ..... Address ..... ..... Telephone ..... e-mail .....		
<b>Helpful Information</b> (e.g. Building warrant reference number, applicants name, etc.) The fee is restricted if Ref No known.	..... ..... .....		
<b>Please indicate the information required</b> (Please tick all relevant boxes)	<b>Copy Building Warrant Documentation</b>  <input type="checkbox"/>	<b>Copy Completion Certificate</b>  <input type="checkbox"/>	<b>Copy Approved Plans</b>  Please note copies of approved plans provided are for information purposes only and may not reflect the actual as built construction.  <input type="checkbox"/>
<b>FOR OFFICE USE ONLY</b>			
<b>Application Number:</b>		<b>Application Fee:</b>	
<b>Application Received:</b>		<b>Receipt Number:</b>	
<b>Documentation Issued:</b>		<b>Payment Type:</b>	

## NOTE:

It may take up to 20 days to reply to an application for copy documentation.

A FAST TRACK service (within 5 days working days of receipt of request for copy documents) is available for applications from 1986 onwards.

You are also advised to contact our office to discuss precisely which plans if any you require.

Copy Documents **cannot be provided where:**

1. The relevant building is a residential building, UNLESS the application is by an interested party and for the purposes of this note "interested party" means any owner, occupier, tenant or prospective tenant of the relevant building or adjoining building. For the further avoidance of doubt, adjoining buildings must be structurally attached to the relevant building.
2. For non-residential buildings the applicant has stated that disclosure or copying would raise security concerns UNLESS the owner of the building to which the documents relate has consented, in writing, to that disclosure or copying.

<b>Residential Properties</b> (Please tick relevant box)	<b>I am Owner or Owners Appointed Agent</b>  <input type="checkbox"/>	<b>I am Occupier or Occupiers Appointed Agent</b>  <input type="checkbox"/>	<b>I am Tenant or Tenants Appointed Agent</b>  <input type="checkbox"/>
	<b>Prospective Owner</b>  <input type="checkbox"/>	<b>Prospective Occupier</b>  <input type="checkbox"/>	<b>Prospective Tenant</b>  <input type="checkbox"/>
<b>Other Properties - Confirmation of Owners Consent</b>	<b>Letter of consent from owner MUST be attached.</b>		<b>Yes - <input type="checkbox"/></b>

SCALE OF CHARGES FOR COPY DOCUMENTS AND / OR APPROVED PLANS	Pre 1986	Standard 1986 onwards	Fast Track 1986 onwards
Building Warrant Reference Number Supplied By Applicant.	£75 * <input type="checkbox"/>	£31* <input type="checkbox"/>	£75 * <input type="checkbox"/>
Building Warrant Reference Number <b>NOT</b> Supplied By Applicant resulting in Building Standards search.	£100 * <input type="checkbox"/>	£52* <input type="checkbox"/>	£100 * <input type="checkbox"/>

\* A further fee may be required dependant on the quantity of documentation required.  
You will be notified of any further fees applicable in due course.

### DECLARATION (Which must be ticked and signed)

Please note that if copies of approved plans are provided these are for information purposes only and may not reflect the actual as built construction.

I/We\* (Delete as appropriate) declare –

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

**Yes** I/We have completed the form providing information that is true and accurate.

**Yes** I/We have enclosed the appropriate fee (cheques made payable to "West Lothian Council").

**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](mailto:buildingstandards@westlothian.gov.uk)