



West Lothian
Council

Building Standards Section Confirmation Of Exemption From Building Regulations before May 2005

Regulation 3 of Building (Scotland) Regulations 2004 or Building Standards (Scotland) Regulations 1990

Application for a letter to confirm that works carried out were exempt from complying with the building regulations under The Building (Scotland) Regulations 2004, Regulation 3 OR The Building Standards (Scotland) Regulations 1990 as amended, Regulation 3

THIS FORM MUST ONLY BE USED FOR WORKS LISTED IN SCHEDULE 1 OF THE BUILDING REGULATIONS

Address of building or site where the work took place House Number Building Name Street Name Road Number (If no street) Village/Town County Post Code		
What work was carried out? Please give a brief description of the work		
Please indicate when work was COMPLETED on site. We may ask for confirmation of this through copies of receipts, guarantees etc..	Before April 1991 <input type="checkbox"/>	April 1991 – December 1997 <input type="checkbox"/>	
	January 1998 – March 2000 <input type="checkbox"/>	April 2000 – February 2002 <input type="checkbox"/>	
	March 2002 – April 2005 <input type="checkbox"/>	Works after May 2005 see separate form.	
FOR OFFICE USE ONLY			
Application Number:		Application Fee:	
Case Officer:		Receipt Number:	
Application Received:		Payment Type:	
Letter Issued:		Checked By:	

<p>Name and Address of <u>Applicant</u></p> <p>Applicant Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village/Town</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>e-mail</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Name and Address of <u>Agent</u></p> <p>Agent Name</p> <p>House Number / Building Name</p> <p>Street / Road Number (If no street)</p> <p>Village/Town</p> <p>County</p> <p>Post Code</p> <p>Telephone</p> <p>e-mail</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Name and Address of Previous Owners and Dates Property Owned (If Known)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

SCALE OF CHARGES FOR LETTER CONFIRMING WORKS WERE EXEMPT

DOMESTIC PROPERTIES

• Any exempted works as noted in Schedule 1 of the Building Standards (Scotland) Regulations 1990 (as amended) or the Building (Scotland) Regulations 2004	£150
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NON DOMESTIC PROPERTIES

• Any exempted works as noted in Schedule 1 of the Building Standards (Scotland) Regulations 1990 (as amended) or the Building (Scotland) Regulations 2004	£250
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PLANS REQUIRED WITH SUBMISSION

This submission must be accompanied by plans, specifications and other information as necessary

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) apply for a letter confirming works were exempt from building regulations and declare –

(Please tick **Yes box** after reading and agreeing with the statement.)

Yes

- 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 plans showing the extent of works on this application.
- I/We are aware that enforcement action may be necessary as a result of this application.
- I/We are aware that any remedial works must be carried out within an agreed timescale.

Signedas **applicant/agent***

Print Name

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 making an application for a “Confirmation of Exemption from Building Regulations” request or any of the procedures involved please contact the council.

Staff can be contacted on: Voice: 01506 280000 Text Phone Users Only: 01506 651115
e-mail: buildingstandards@westlothian.gov.uk