



West Lothian
Council

Building Standards Section

Confirmation That Work Carried Out In Accordance With Expired Building Warrant 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 inline with the approved drawings and specification

Applicants should note that if the work is not in accordance with the approved plans then either:

1. A separate "letter of comfort" application is required for the unauthorised portion of the works if they were completed before the 30th April 2005. Or,
2. A separate "completion certificate - submission where no warrant obtained" is required for the unauthorised portion of the works if they were completed on or after the 1st May 2005

A separate form, fee and procedure is to be undertaken in both circumstances

Address of building or site where the work is taking place House /Plot Number Building Name Street Name Road Number (If no street) Village/Town County Post Code	
Details of building warrant Original Warrant Ref. Number Date of Original Warrant Date Of Any Extension To Warrant	

FOR OFFICE USE ONLY

Application Number:			
Application Received:		Application Fee:	
Case Officer:		Receipt Number:	
Completion Submission No Warrant Required	YES NO	Payment Type:	
Letter Issued:		Checked By:	

What work was carried out?

Please give a brief description of the work

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Name and Address of Applicant

Applicant Name

House Number / Building Name

Street / Road Number (If no street)

Village/Town

County

Post Code

Telephone

e-mail

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Name and Address of Agent

Agent Name

House Number / Building Name

Street / Road Number (If no street)

Village/Town

County

Post Code

Telephone

e-mail

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SCALE OF CHARGES FOR LETTER CONFIRMING WORKS COMPLETED IN LINE WITH EXPIRED BUILDING WARRANT

DOMESTIC PROPERTIES

• Building Warrant obtained but no completion certificate obtained upon completion of works	£160
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NON DOMESTIC PROPERTIES

• Building Warrant obtained but no completion certificate obtained upon completion of works	£294
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DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) apply for a letter of Confirmation That Work Carried Out In Accordance With Expired Building Warrant 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 are aware that either (a) a separate letter of comfort for unauthorised works or (b) a completion submission no warrant, may be required if the work is not as shown on the original approved warrant drawings.
- I/We are aware that if applicable (a) it may be necessary to ask you to provide a structural design certificate or calculations from a qualified structural engineer to cover structural alterations or (b) Any changes to the electrical system (lights/sockets etc.) will require a certificate under BS7671 issued by an appropriately qualified person.
- 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 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 letter “confirming work carried out in accordance with expired building warrant” 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