



West Lothian Council

Building Standards

The Building (Procedures) (Scotland) Regulations 2004, Regulation 10(1)

FORM R - REQUEST FOR COMMENTS FROM CONSULTEE ON AN APPLICATION FOR A BUILDING WARRANT

Consultee

Name:

Address:

.....

.....

.....

Post Code: Tel N^o:

FAX N^o: e-mail:

Under the terms of Regulation 10 of The Building (Procedure) (Scotland) Regulations 2004, West Lothian Council, as verifiers for the application for building warrant described below, have determined that you have an interest in the proposed works. You are therefore invited to comment on the application, a copy of which is enclosed for this purpose.

Please forward any comments within 10 days of receipt of this letter (see note 1) to -

Applicant/Duly authorised Agent* (see notes 2 and 3)

Name:

Address:

.....

.....

.....

Post Code: Tel N^o:

FAX N^o: e-mail:

Important Note. If no response is received to this request by the above date it will be assumed that you have no comments to make in respect of the application.

Details of the application for building warrant

Reference number of application
for building warrant/amendment of warrant* – _____

Date of application for building
warrant/amendment of warrant* – _____

Address of building (or proposed building) [include post code if known :-

Applicant

Name:

Address:
.....
.....
.....

Post Code: Tel N^o:

FAX N^o: e-mail:

Duly authorised Agent (if any)

Name:

Address:
.....
.....
.....

Post Code: Tel N^o:

FAX N^o: e-mail:

Signed - [for applicant/duly authorised agent*]

Dated -

Notes.

* - Delete as appropriate

1. The response date should be determined by the verifier in discussion with the consultee, however, it is not expected that the consultation exercise should delay the issuing of the building warrant.
2. Insert name and address of the applicant(s) (or their duly authorised agent) if they are directed by the verifier under regulation 10(1)(b) to obtain the views of relevant consultees.
3. When the applicant is directed to consult, any comments from the consultee must be reported to the verifier.