



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:	

<p>What work was carried out?</p> <p>Please give a brief description of the work</p>	<p>.....</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>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>Fax</p> <p>e-mail</p>	<p>.....</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>Fax</p> <p>e-mail</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 COMPLETED IN LINE WITH EXPIRED BUILDING WARRANT

DOMESTIC PROPERTIES

- | | |
|---|------|
| • Building Warrant obtained but no completion certificate obtained upon completion of works | £155 |
|---|------|

NON DOMESTIC PROPERTIES

- | | |
|---|------|
| • Building Warrant obtained but no completion certificate obtained upon completion of works | £284 |
|---|------|

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 No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have completed the form providing information that is true and accurate. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed the appropriate fee (cheques made payable to “West Lothian Council”). |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We are aware that enforcement action may be necessary as a result of this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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
County Buildings
Linlithgow
EH49 7EZ**

If you have any queries about making an application for a “letter of comfort” or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 775222
Fax: 01506 775255

Text Phone Users Only: 01506 651115
e-mail: dbc@westlothian.gov.uk