



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 30<sup>th</sup> 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 1<sup>st</sup> 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**

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

<p><b>What work was carried out?</b></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><b>Name and Address of <u>Applicant</u></b></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><b>Name and Address of <u>Agent</u></b></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> <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	£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.)

- |                          |   |
|--------------------------|---|
| <b>Yes</b>               | <b>No</b>   |
| <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.   |

**Signed** .....as **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 “confirming work carried out in accordance with expired building warrant” or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 282480	Text Phone Users Only: 01506 651115
Fax: 01506 282449	e-mail: <a href="mailto:buildingstandards@westlothian.gov.uk">buildingstandards@westlothian.gov.uk</a>