



West Lothian
Council

Building Standards Section “LETTER OF COMFORT” FOR UNAUTHORISED WORKS COMPLETED BEFORE 1st MAY 2005

Application for a letter to confirm that works completed, without a building warrant, before 1st May 2005 are suitable.

**THIS FORM CAN ONLY BE USED FOR WORKS COMPLETED BY 30TH APRIL 2005
APPLICANTS SHOULD ALSO NOTE THAT IF THE WORK DOES NOT COMPLY
WE MUST TAKE STATUTORY ACTION TO RESOLVE THE MATTER**

The regulations that apply will be the regulations in force at the date works were carried out.

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
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What work was carried out? Please give a brief description of the work and enclose relevant plans showing the works which require to be inspected.
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Please indicate when work was COMPLETED on site. We may ask for confirmation of this through copies of receipts, guarantees etc..	Before June 1964 <input type="checkbox"/>	June 1964 – March 1982 <input type="checkbox"/>
	April 1982 – March 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"/>	IF WORK COMPLETED AFTER APRIL 2005 THIS FORM CANNOT BE USED

FOR OFFICE USE ONLY

Application Number:		Application Fee:	
Case Officer:		Receipt Number:	
Application Received:		Payment Type:	
Letter Issued:		Checked By:	

SCALE OF CHARGES FOR UNAUTHORISED WORKS "LETTER OF COMFORT"

DOMESTIC PROPERTIES

• Any items carried out without warrant	£269
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NON DOMESTIC PROPERTIES

• Unauthorised works with an estimated value of up to £3,000	£284
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• Unauthorised works with an estimated value of over £3,000	£517
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EXPOSURE OF WORKS TO ALLOW DETAILED INSPECTION

All work may need to be exposed for inspection purposes (i.e. excavate foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection. West Lothian Council are not responsible for any costs arising as a result of unauthorised work having to be exposed.

PLANS AND DOCUMENTS REQUIRED WITH SUBMISSION

- This submission **MUST** be accompanied by plans, specifications and other information that would have accompanied an application for warrant. See building warrant guidance notes.
- The plans are required to show the extent of the work requiring inspection.
- It may also be necessary to ask you to provide a structural design certificate or calculations from a qualified structural engineer to cover structural alterations.
- Any changes to the electrical system (lights/sockets etc.) will require a certificate under BS7671 issued by an appropriately qualified person.

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) apply for a letter of comfort for unauthorised works completed before 1st May 2005 and declare –

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

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <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 have enclosed plans showing the extent of works on this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed electrical or structural certification in line with note above (If Applicable). |
| <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*** * (Delete as appropriate)

Print Name

Dated -

Please send your application, plans 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" for unauthorised works or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 775222 Text Phone Users Only: 01506 651115
Fax: 01506 775255 e-mail: dbc@westlothian.gov.uk