

BUILDING WARRANT FEES

1.0 EXECUTIVE SUMMARY

- 1.1 After an extensive period of consultation the Scottish Government have increased building warrant fees from July 2017. Nationally it is envisaged that this will generate £3.5 million annually in additional fee revenue.
- 1.2 Locally this increase in fee income is estimated to be worth an additional £22k (net of GAE reduction) to A&B Council Building Standards annually at current application levels which is welcome.
- 1.3 The Scottish Government has also determined that the funding of the Building Standards Division (BSD) will be through a reduction of each council's GAE i.e. adjusting the Local Government settlement. It is envisaged that the costs of running the BSD, £1.5 million, will be shared across the 32 local authorities in the same way as the building control GAE and this is based on the number of building control warrants updated at each Spending Review period.
- 1.4 Additionally, the Scottish Government has committed to further work to assist the small number of councils that will not reach the position of full cost recovery of their Building Standards verifier service with the proposed fee increase. This is unlikely to include Argyll & Bute.
- 1.5 It is recommended that the Committee welcomes the fee increases for building warrants.
- 1.6 It is recommended that the Committee acknowledges the Government's proposal to fund the Building Standards Division of the Scottish Government (BSD) by top slicing the GAE.

BUILDING WARRANT FEES

2.0 INTRODUCTION

- 2.1 The purpose of this report is to update members on changes to Building Warrant fee income which have been increased from 1 July 2017.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee welcomes the fee increases for building warrants.
- 3.2 It is recommended that the Committee acknowledges the government's proposal to fund the Building Standards Division of the Scottish Government (BSD) by top slicing the GAE.

4.0 DETAIL

- 4.1 The Council receives fees to determine Building Warrant Applications. These fees are set by Scottish Government and vary depending on the size and type of development proposed.
The Scottish Government published a consultation paper on "Building Standards Fees" in November 2016. A shorter consultation period of 8 weeks was set instead of the normal 12 weeks in order to meet an introductory date of 1 April 2017. Responses to the consultation were required by 9 January 2017.
- 4.2 The Consultation Paper acknowledged that there has been no increase in Building Warrant fees since the introduction of the present system in 2005. Moreover there have been significant changes impacting on the process of building warrant verification since the fee structure was last altered. The paper sought views on increasing Building Warrant and other associated fees to make the Building Standards verifier system achieve full cost recovery and place it on a sustainable footing for the future. (See appendix for superseded fees and new fees).
- 4.3 During financial year 16/17 87% of Argyll & Bute Building Standards officer time was spent on verifier work, equating to a budget cost of £688,375 from a total budget cost of £791,236. During 16/17 Building

Standards took in fee income of £803,987 which resulted in a balanced budget however it must be noted that £100k of that income was through commercialisation. Without the commercialisation Building Standards would only have taken in £703,987, which would have funded the verifier service but not the total cost of the service.

4.4 With the Council's current commercial contracts (with City of Edinburgh Council and Babcock's for MoD work at Faslane) and the increase in statutory building warrant fees the Building Standard's Service should be fully funded through income. Although challenging, Building Standards will endeavour to maintain commercial income to deliver a self-financing budget outcome.

4.5 The Scottish Government proposed that a proportion of the income secured from increased building warrant fees should cover the costs of the Building Standards Division (BSD) of Scottish Government. The BSD supports the building standards system and is responsible for drafting legislation, technical and procedural guidance and helps local authorities make decision in particular cases.

4.6 The proposed changes to the Building Standard fees, as set out in the consultation paper, were in general welcomed. However the proposal to fund the BSD from this increase in fees met widespread objection. Although the fee increases were supported by COSLA Leaders, a majority of them did not support the BSD funding aspect of the fees proposal.

4.7 As a result of this objection the fee increase was only implemented on 1 July 2017.
It should be noted that the Government had intimated that the proposed fee increase would not be implemented without COSLA agreement.

4.8 Finance colleagues have looked at the specific GAE for Building Control Warrants and have calculated that the Council's share of the funding is 2.5%. This would mean a full year £38k slice (2.5% of £1.5m). It should be noted that we may not get full confirmation of this figure until the Local Government Finance Order at the beginning of calendar year 2018.

5.0 CONCLUSION

5.1 The increase in building warrant fees is anticipated to increase the income earned by the Building Standards team however some of this income will be offset by a reduction in GAE to fund the BSD.

6.0 IMPLICATIONS

6.1	Policy	None
6.2	Financial Building	<p>There will be an increase in Building warrant fee Income as a result of the changes to fees for</p> <p>Warrant Applications however there will also be a minor reduction in the council's GAE as the Government is committed to funding the BSD from the fee increase.</p>
6.3	Legal	None
6.4	HR	None
6.5	Equalities	None
6.6	Risk	None
6.7	Customer Service	None

Executive Director of Development and Infrastructure, Pippa Milne
Policy Lead Councillor David Kinniburgh
August 2017

For further information contact: Martin Matheson, Building Standards Manager
t: 01436 658872 e: martin.matheson@argyll-bute.gov.uk

Appendices – Superseded and new Fee Structure

STATUTORY CHARGES - BUILDING STANDARDS

Superceded Building Warrant Fee Structure

F1.	A Building Warrant fee must be paid when the application is submitted. No application will be processed until such time as the correct fees have been paid by the applicant, in accordance with the Building Warrant Fee Structure. Please note that this fee is for lodging the application, not for granting of warrant, and is not refundable. The fee, before discounts, for lodging a Building Warrant application, other than late Building Warrant applications (see note F7) is shown in the table below.			
	Value of Works £	Warrant Fee £	Value of Works £	Warrant Fee £
	0-5,000	100	140,001-160,000	1180
	5,001-5,500	115	160,001-180,000	1280
	5,501-6,000	130	180,001-200,000	1380
	6,001-6,500	145	200,001-220,000	1480
	6,501-7,000	160	220,001-240,000	1580
	7,001-7,500	175	240,001-260,000	1680
	7,501-8,000	190	260,001-280,000	1780
	8,001-8,500	205	280,001-300,000	1880
	8,501-9,000	220	300,001-320,000	1980
	9,001-9,500	235	320,001-340,000	2080
	9,501-10,000	250	340,001-360,000	2180
	10,001-11,000	265	360,001-380,000	2280
	11,001-12,000	280	380,001-400,000	2380
	12,001-13,000	295	400,001-420,000	2480
	13,001-14,000	310	420,001-440,000	2580
	14,001-15,000	325	440,001-460,000	2680
	15,001-16,000	340	460,001-480,000	2780
	16,001-17,000	355	480,001-500,000	2880
	17,001-18,000	370	500,001-550,000	3055
	18,001-19,000	385	550,001-600,000	3230
	19,001-20,000	400	600,001-650,000	3405
	20,001-30,000	460	650,001-700,000	3580
	30,001-40,000	520	700,001-750,000	3755
	40,001-50,000	580	750,001-800,000	3930
	50,001-60,000	640	800,001-850,000	4105
	60,001-70,000	700	850,001-900,000	4280
	70,001-80,000	760	900,001-950,000	4455
	80,001-90,000	820	950,001-1,000,000	4630
	90,001-100,000	880	And for every 100,000 or part thereof over 1 million	Add 250.00
	100,001-120,000	980		
	120,001-140,000	1080		

F2.	Application for Building Warrant for conversion only, see Application Note (d), that is without any building work –	Fee is £100
-----	---	-------------

F3.	Application for demolition only, that is where there are no immediate plans for rebuilding –	Fee is £100
F4.	Application for amendment of Building Warrant –	
	a) where the new total estimated value is less than the original, or is an increase of no more than £5,000 –	Fee is £50
	b) where the new total estimated value increases by more than £5,000 –	Fee is the amount for a Building Warrant of the same value. That is, if the increase is £20,000, the fee will be £400.
F5.	Application for an amendment to Building Warrant for demolition or conversion see Application Note (d) only –	Fee is £50
F6.	Application to extend the period of validity of a Building Warrant	Fee is £50
F7.	Where a late application for Building Warrant is made, or a Completion Certificate is submitted and there was no Building Warrant obtained when there should have been, the fee is increased by 25%. The additional fee covers the increased difficulty the Council will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The Council will require to inspect the work and disruptive surveys may be needed to establish what has been constructed. The resulting fees are detailed in F1. overleaf and as follows –	
7.1	Application for late Building Warrant, i.e. where work is already started –	
	a) application for a Building Warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition) –	Fee is 125% of the fee in table of fees in F1.
	b) application for Building Warrant for demolition only –	Fee is £125
7.2	Submission of a Completion Certificate where no Building Warrant was obtained for –	
	a) the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for Building Warrant for demolition) –	Fee is the same as for a late application of the same value of works, that is 125% of the fee in table of fees in F1.
	b) application for demolition only, or for conversion only –	Fee is £125

F8.	<p>Discounts</p> <p>A Building Warrant fee is discounted, when a Building Warrant application is registered, where Certificates from Approved Certifiers of Design are presented. Where one or more such Certificates are presented with a Building Warrant application, by – 10% for each Certificate that covers the whole of any section of the functional standards, and 1% for each Certificate covering a single item in any such section, up to a maximum of 5% for any one section; all subject to a maximum discount of 60% of the warrant fee.</p> <p>Note that the discounts apply where a late application for Building Warrant is made. The discount is applied to the whole fee. Discounts also apply to the stages in a staged warrant where the discount is on the fee for the amendment of a Building Warrant (which in staged warrants should take account of the increased value of the work).</p>	
F9.	<p>Refunds</p> <p>A refund of the original Building Warrant fee (before any discounting) is made where one or more Certificates from an Approved Certifier of Construction are presented, as below – where one or more such Certificates are submitted with a Completion Certificate, by - 1% for each Certificate covering a defined trade or installation, up to a maximum of 20%, but subject to a minimum refund of £20.</p> <p>Note that a refund is only made where the Council has been informed in writing of the intention to use the approved Certifier of Construction in relation to any Certificate. This precludes refunds where a late submission of Completion Certificate is made. However, a Certificate from an Approved Certifier of Design may accompany a submission of a Completion Certificate without Building Warrant, and a discount of the fee is allowed for as described in F8.</p>	
F10.	<p>Fee Exemption for Disabled Persons</p> <p>The Fee Regulations state that no fee shall be payable where the purpose of the work to which the application relates is to alter or extend a dwelling so that it is made suitable as a dwelling for a disabled person</p> <p>The fee is set at zero for works to alter or extend the existing dwelling occupied by a disabled person provided the works are solely for the benefit of the disabled person.</p> <p>The relief therefore is not for disabled people in general, it relates specifically to works to provide facilities for disabled people as defined in the building standards. "Disabled person" means a person with a physical, hearing or sight impairment, which affects that person's mobility or use of buildings.</p> <p>To allow Argyll and Bute Council to assess your entitlement to this fee exemption you should provide a letter from your Doctor or Occupational Therapist confirming your disability unless the work is related to an Improvement Grant application for a Disabled Person.</p>	
Application for Property Inspection (Letter of Comfort)		£320.00
Re-inspection fee for Property Inspection (Letter of Comfort)		£160.00
Confirmation of Completion		£256.00



NON-STATUTORY CHARGES - BUILDING STANDARDS

Re-inspection fee for Confirmation of Completion	£146.00
Confirmation of Exempt Class of Works	£65.00
Building Standards Section 50 Licence Certificate	£128.00
Property Enquiries (if application number is known)	£38.00
Property Enquiries (if application number is not known)	£92.00



PHOTOCOPYING AND PRINTING CHARGES

Plan copying - available at local Area Planning & Building Standards Office

PRINTING	
A4 (black & white)	0.15p
A4 (colour)	0.30p
A3 (black & white)	0.30p
A3 (colour)	0.65p
A2 (1-10)	£8.70
A2 (+11)	£6.20
A1 (1-10)	£12.40
A1 (+11)	£9.90
A0 (1-10)	£18.60
A0 (+11)	£16.15

For further information and advice please contact 01546 605518

Bute & Cowal
Oban, Lorn & the Isles
Mid Argyll, Kintyre & Islay
Helensburgh & Lomond

Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU
Municipal Buildings, Albany Street, Oban PA34 4AW
1A Manse Brae, Argyll, PA31 8RD
The Helensburgh and Lomond Civic Centre
38 East Clyde Street, Helensburgh, G84 7PG

Appendix 2



STATUTORY CHARGES - BUILDING STANDARDS

New Fee Structure with effect from 1st July 2017

F1.	<p>A building warrant fee must be paid when the application is submitted. No application will be processed until such time as the correct fee has been paid.</p> <p>The fee is subject to discounts when a certificate(s) is provided by approved certifiers of design is/are submitted with the warrant application, and/or a verifier is informed, at the warrant application stage, of the intention to use certifiers of design before the building warrant is granted, and/or a verifier has been informed, at the warrant application stage, of the intention to use certifiers of construction as part of the completion certificate that is to be submitted.</p> <p>The notification to a verifier that an approved certifier of design or construction is to be used must be given at the application stage. Where it is intended to use a certifier of design, details of the certifier and approved body, including their registration numbers, should be confirmed on the building warrant application form.</p> <p>However there is no requirement to provide details of the approved certifier of construction to be used at this stage.</p> <p>The appropriate discount should be deducted from the fee before submitting the application for building warrant.</p> <p>Discounts also apply to an application for amendment to warrant but only where the increase in the estimated value of works exceeds £5,000.</p> <p>NOTE: The user is no longer required to submit the certificate of design at the time of submission; they may submit the certificate at a later date (to the local authority before the building warrant is granted).</p> <p>The fee, before discounts, for lodging a building warrant application is shown in the table below (see Table 1).</p> <p>The fee, before discounts for late building warrant applications and completion certificate where no building warrant obtained submissions are subject to higher level of fees (see note F7). Similar discounts are available for "late" building warrant applications. A late completion certificate submission must be accompanied with certificate(s) of design and/or certificate(s) of construction to receive the relative discount on the warrant fee. Such discounts to the fee are based on the increased fee payable for a "late" submission).</p> <p>Please note that these fees are for lodging the applications, not for granting of warrant or accepting of completion certificate, and are not refundable.</p>
-----	---

Table 1 Table of Fees – Value of works between £0 - £100,000

Value of Work up to £100,000	Building Warrant Fee (no discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (fixed rates based on value of work of up to £100,000)			
		Certificates of Design (discount provided/certificate)		Certificates of Construction (discount provided/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)

£	£	£	£	£	£
0 -5,000	150	30	30	15	15
5,001 – 5,500	169	40	40	15	15
5,501 – 6,000	188	40	40	15	15
6,001 – 6,500	207	40	40	15	15

6,501 – 7,000	226	40	40	15	15
7,001 – 7,500	245	40	40	15	15
7,501 – 8,000	264	40	40	15	15
8,001 – 8,500	283	40	40	15	15
8,501 – 9,000	302	40	40	15	15
9,001 – 9,500	321	40	40	15	15
9,501 – 10,000	340	40	40	15	15
10,001 - 11,000	359	50	50	20	20
11,001 - 12,000	378	50	50	20	20
12,001 – 13,000	397	50	50	20	20
13,001 – 14,000	416	50	50	20	20
14,001 – 15,000	435	50	50	20	20
15,001 - 16,000	454	60	60	25	25
16,001 – 17,000	473	60	60	25	25
17,001 – 18,000	492	60	60	25	25
18,001 – 19,000	511	60	60	25	25
19,001 – 20,000	530	60	60	25	25
20,001 – 30,000	593	80	80	30	30
30,001 – 40,000	656	80	80	30	30
40,001 – 50,000	719	80	80	30	30
50,001 – 60,000	782	100	100	35	35
60,001 – 70,000	845	100	100	35	35

70,001 – 80,000	908	100	100	35	35
80,001 – 90,000	971	100	100	35	35
90,001 – 100,000	1034	100	100	35	35
Table 2 Table of Fees – Value of works £100,001 and above					
Value of Work £100,000 and above	Building Warrant Fee (no discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,000 and above)			
		Certificates of Design (10% discount /certificate)		Certificates of Construction (3% discount /certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
100,001 – 120,000	1,137	-113.70	-113.70	-34.11	-34.11

120,001 – 140,000	1,240	-124.00	-124.00	-37.20	-37.20
140,001 – 160,000	1,343	-134.30	-134.30	-40.29	-40.29
160,001 – 180,000	1,446	-144.60	-144.60	-43.38	-43.38
180,001 – 200,000	1,549	-154.90	-154.90	-46.47	-46.47
200,001 – 220,000	1,652	-165.20	-165.20	-49.59	-49.59
220,001 – 240,000	1,755	-175.50	-175.50	-52.65	-52.65
240,001 – 260,000	1,858	-185.80	-185.80	-55.74	-55.74
260,001 – 280,000	1,961	-196.10	-196.10	-58.83	-58.83
280,001 – 300,000	2,064	-206.40	-206.40	-61.92	-61.92
300,001 – 320,000	2,167	-216.70	-216.70	-65.01	-65.01
320,001 – 340,000	2,270	-227.00	-227.00	-68.10	-68.10
340,001 – 360,000	2,373	-237.30	-237.30	-71.19	-71.19
360,001 – 380,000	2,476	-247.60	-247.60	-74.28	-74.28
380,001 – 400,000	2,579	-257.90	-257.90	-77.37	-77.37
400,001 – 420,000	2,682	-268.20	-268.20	-80.46	-80.46
420,001 – 440,000	2,785	-278.50	-278.50	-83.55	-83.55
440,001 – 460,000	2,888	-288.80	-288.80	-86.64	-86.64

460,001 – 480,000	2,991	-299.10	-299.10	-89.73	-89.73
480,001 – 500,000	3,094	-309.40	-309.40	-92.82	-92.82
500,001 – 550,000	3,272	-327.20	-327.20	-98.16	-98.16
550,001 – 600,000	3,450	-345.00	-345.00	-103.50	-103.50
600,001 – 650,000	3,628	-362.80	-362.80	-108.84	-108.84
650,001 – 700,000	3,806	-380.60	-380.60	-114.18	-114.18
700,001 – 750,000	3,984	-398.40	-398.40	-119.52	-119.52
750,001 – 800,000	4,162	-416.20	-416.20	-124.86	-124.86
800,001 – 850,000	4,340	-434.00	-434.00	-130.20	-130.20
850,001 – 900,000	4,518	-451.80	-451.80	-135.54	-135.54
900,001 – 950,000	4,696	-469.60	-469.60	-140.88	-140.88
950,001-1,000000	4,874	-487.40	-487.40	-146.22	-146.22
And for every £100,000 or part thereof, over £1 million	Add £253	10% of fee	10% of fee	3% of fee	3% of fee
F2.	Application for building warrant for conversion only, that is without any building work			Fee is £150	
F3.	Application for demolition only, that is where there are no immediate plans for rebuilding			Fee is £150	
F4.	Application for amendment of warrant				
	a) where the new total estimated value is less than the original, or is an increase of no more than £5,000			Fee is £100	
	b) where the new total estimated value increases by more than £5,000			Fee is the amount for a Building Warrant of the same value as the increase. (That is, if the increase is £20,000, the fee will be £530).	
F5.	Application for an amendment to warrant for demolition or conversion only			Fee is £100	
F6.	Application to extend the period of validity of a warrant			Fee is £100	
F7.	Where a late application for building warrant is made, or a completion certificate is submitted and there was no warrant obtained when there should have been, the fee is increased to cover the increased difficulty the verifier will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The resulting fees are detailed below:				

	7.1	Application for Late Building Warrant, i.e. where work is already started	
		a) application for a building warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition)	Fee is 200% of the fee detailed in Table of Fees above
		b) application for Building Warrant for demolition only -	Fee is £200
	7.2	Submission of a completion certificate where no building warrant was obtained for –	
		a) the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for Building Warrant for demolition)	Fee is 300% of the fee detailed in Table of Fees above
		b) application for demolition only, or for conversion only	Fee is £300
8.	<p>Discounts</p> <p>A warrant fee is discounted where certificates from approved certifiers of design are presented with a warrant application, or before the building warrant is granted as below:</p> <ul style="list-style-type: none"> 10% (or the fixed levels of discounts for values of work up to £100,000, indicated in the tables above) for each certificate that covers the whole of any section of the functional standards, and/or 1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section all subject to a maximum discount of 60% of the warrant fee. <p>When a local agreement is in place between the verifier and the applicant for phased payment of the warrant fee, the discount should be due on all the payments, provided a certificate was submitted with, or the intended use confirmed on, the warrant application form.</p> <p>Note that the above discounts apply where a late application for warrant is made or a late completion certificate submitted, with the discount applied to the whole fee.</p> <p>Discounts also apply to an application for amendment to warrant but only where the increase in the estimated value of works exceeds £5,000. This may be for a different design scheme or, in the case of staged warrants, may involve a new certificate. The discount is on the amendment fee (which will take into account any increased value or work) and not the original fee.</p>		

F9.	<p>Discounts</p> <p>A warrant fee is also discounted where it is stated at warrant application stage that one or more certificates from an approved certifier of construction will be presented with a completion certificate, as below:</p> <ul style="list-style-type: none"> • 3% (or the fixed levels of discount for values of work up to £100,000) for each certificate covering an approved scheme, or • 20% for a single certificate covering the construction of the entire building all subject to a maximum discount of 20%. <p>Except when accompanying a late completion certificate, a discount is only applicable where a verifier has been informed of the intention to use the approved certifier of construction at warrant application stage, including late warrant applications.</p>
F10.	<p>Fee Exemption for Disabled Persons</p> <p>The fee is set at zero for works to alter or extend a dwelling to improve its suitability for use by a disabled occupant. The relief, therefore, is not for disabled people in general, it relates specifically to works to provide facilities for disabled people as defined in the building standards. This definition is a person with a physical, hearing or sight impairment which affects their mobility or their use of buildings.</p> <p>The Equality Act 2010 replaced a range of anti-discrimination legislation, including the Disability Discrimination Act (DDA) and it carries forward the protection previously provided for disabled people by the DDA. Accordingly, the zero fee rating remains restricted to dwellings.</p> <p>To allow Argyll and Bute Council to assess your entitlement to this fee exemption you should provide a letter from your Doctor or Occupational Therapist confirming your disability unless the work is related to an Improvement Grant application for a Disabled Person.</p>

NON STATUTORY CHARGES

Application for Property Inspection (Letter of Comfort)	£320.00 (plus an additional surcharge based on the cost of works at current day prices, as noted on the Table of Fees, is charged for each application for a property inspection)	
Re-inspection fee for Property Inspection (Letter of Comfort)		£160.00
Confirmation of Completion		£256.00
Re-inspection fee for Confirmation of Completion		£146.00
Confirmation of Exempt Class of Works		£65.00
Building Standards Section 50 Licence Certificate		£128.00
Property Enquiries (if application number is known)		£38.00
Property Enquiries (if application number is not known)		£92.00



PHOTOCOPYING AND PRINTING CHARGES

Plan copying - available at local Area Planning & Building Standards Office

PRINTING	
A4 (black & white)	0.15p
A4 (colour)	0.30p
A3 (black & white)	0.30p
A3 (colour)	0.65p
A2 (1-10)	£8.70
A2 (+11)	£6.20
A1 (1-10)	£12.40
A1 (+11)	£9.90
A0 (1-10)	£18.60
A0 (+11)	£16.15

For further information and advice please contact 01546 605518

Bute & Cowal
Oban, Lorn & the Isles
Mid Argyll, Kintyre & Islay
Helensburgh & Lomond

Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU
Municipal Buildings, Albany Street, Oban PA34 4AW
1A Manse Brae, Argyll, PA31 8RD
The Helensburgh and Lomond Civic Centre 38
East Clyde Street, Helensburgh, G84 7PG