



PLEASE SEND YOUR COMPLETED
APPLICATION FORM TO THE [AREA](#)
[OFFICE](#) CLOSEST TO THE
LOCATION OF YOUR PROJECT.

For Official Use Only:

Reference No.

Date of Receipt

Fee Paid

Date of Receipt

APPLICATION FOR CONFIRMATION OF COMPLETION

Applicant (IN BLOCK LETTERS)

Agent (if applicable)

Name

Name

Address

Address

.....

.....

.....

.....

Post Code **Tel No.**.....

Post Code **Tel No.**.....

E-mail*

E-mail*

* It is our policy to conduct correspondence by electronic means where possible. If you do provide your Email address we will assume you agree to being contacted electronically.

Address of Property to which the application relates:

.....

.....

.....

Contact Name & Telephone No. (Day) to arrange entry:

Building Warrant Reference Number (and amendments):.....

Dates of Building Warrant (and amendments):

Name on Warrant(s):.....

Declaration

I/We* Confirm that the operations at the above address have now been completed in accordance with the relevant Building Standards Regulations. The operations were carried out as laid down in the above Building Warrant and confirm with the documents endorsed in connection with the Warrant.

I/We* also enclose a Certificate showing that the electrical installation complies with the terms of the Warrant.

*delete as appropriate

I have read the notes overleaf and hereby apply for "Confirmation of Completion"

SIGNED DATED/...../.....

Your completed application form should be sent to the [area office](#) closest to the location of your project.

For further information and advice please contact your local Building Standards Surveyor at the relevant area office or phone our Customer Service Centre on 01546 605518

Area Offices

Bute and Cowal	Ellis Lodge, 5 Argyll Road, Dunoon, PA23 8ES buildingstandards.bandc@argyll-bute.gov.uk
Oban, Lorn & Isles	Municipal Buildings, Albany Street, Oban PA34 4AW buildingstandards.olandi@argyll-bute.gov.uk
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8DR buildingstandards.maki@argyll-bute.gov.uk
Helensburgh & Lomond	The Helensburgh and Lomond Civic Centre, 38 East Clyde Street, Helensburgh, G84 7PG buildingstandards.handl@argyll-bute.gov.uk

Notes for Guidance

1. The Service is limited to a single inspection and the application should be accompanied by the appropriate fee which is detailed on our [Non-Statutory Fee Guidance](#). This document also details the further fees due for each additional inspection (see Note 2 below). It is therefore important that any works identified following the first inspection are correctly implemented.

Argyll and Bute Council accept the following payment methods:- Debit/Credit Card, Cash or Cheque (payable to Argyll and Bute Council). Debit/Credit Card payments can be made either via our website or by telephoning our customer services number 01546 605518.

2. Initially, unless specifically requested, the service will be limited to an inspection of works to which access is readily available. However, particularly in the case of structural alterations, a request may be made to expose concealed elements of the structure. Failure to expose such works on request will result in the issue of a qualified report, or, if necessary, formal enforcement action.
3. On receipt of the application arrangements will be made to inspect the property, following which:
 - a Confirmation of Completion will be issued, or
 - a list of items requiring action will be issued.

In the event that a copy of the original warrant drawings are not available either from the Council's records or from the original architect, it will not be appropriate to issue a statement of completion. However an inspection will be carried out to ascertain the nature of the works and a letter stating the Council's position in the matter will be issued.

4. Dependent on the nature of the works, it may be necessary for the applicant to expose areas of the works for inspection, i.e. concealed structural elements, drains etc;
5. Deviations from the approved plans observed during inspections will, if appropriate, be included in any confirmation of completion. Major variations may require being the subject of a further application for Building Warrant.

6. Please note that if there is no response within 3 months from date of submission or the Confirmation of Completion has not been accepted 3 months after the observation letter has been issued, the application will be refused and a new Confirmation of Completion application will require to be submitted with appropriate fee.

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation. You can find out more about your rights in relation to data protection on the Council's Website.