



For Official Use Only:
Reference No.
Date of Receipt
Fee Paid Date of Receipt

**APPLICATION FOR PROPERTY RECORD / COPY DOCUMENTATION SEARCH**  
*Please note that this service is only available for records less than 25 years old or 50 years for major applications*

APPLICANT	AGENT (if applicable)
Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Postcode: .....	Postcode: .....
Telephone: .....	Telephone: .....
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.

**Interest in Property:** (i.e. Owner, prospective Owner, etc.) .....

NOTE:- Copy building warrant approvals/completion certificates, approved plans and other documents can only be released to an “interested party” defined as “the current (or prospective) owner, occupier or tenant”. **Prospective owner identified as being in the legal process of purchasing the property to be confirmed in writing by the current owner of the property or their legal representative.**

**Option 1 – Property Record Search where BW application number is not known**

Full Postal Address of Property (including any previous known property names and periods of use)  
.....  
.....

List of Previous Owners and Dates of Ownership if Known  
.....  
.....

Description of Works and approximate Dates Carried Out  
.....  
.....

Copy Document(s) Requested:      Building Warrant Certificate      ☐ one copy included in search fee  
Completion Certificate      ☐ one copy included in search fee  
Approved Plans      ☐  
Other documents, specify .....  
(See [Non-Statutory Fee Guidance](#))

**Option 2 – Property Record Search where BW application number is known**

Building Warrant Reference Number: .....

Letter of Comfort/Confirmation of Completion Reference Number: .....

Date of Issue: .....

Name of Applicant at time: .....

Copy of Documents Requested:      Building Warrant Certificate      ☐ one copy included in search fee  
Completion Certificate      ☐ one copy included in search fee  
Approved Plans      ☐  
Other documents, specify.....  
(See [Non-Statutory Fee Guidance](#))

I/ we\* declare that all of the above information is as factually accurate as I/ we\* can ascertain and acknowledge that the provision of inaccurate information may prevent the relevant documentation to the request being made available.

SIGNED.....

DATED...../...../.....

\* Delete as appropriate

Your completed application form should be sent to the area office closest to the location of your project (see details below)

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

Bute & Cowal	Argyll House, Alexandra Parade, Dunoon. PA23 8AJ <a href="mailto:buildingstandards.bandc@argyll-bute.gov.uk">buildingstandards.bandc@argyll-bute.gov.uk</a>
Oban, Lorn & the Isles	Municipal Buildings, Albany Street, Oban PA34 4AW <a href="mailto:buildingstandards.olandi@argyll-bute.gov.uk">buildingstandards.olandi@argyll-bute.gov.uk</a>
Mid Argyll, Kintyre & Islay	1A Manse Brae, Lochgilphead, Argyll, PA31 8RD <a href="mailto:buildingstandards.maki@argyll-bute.gov.uk">buildingstandards.maki@argyll-bute.gov.uk</a>
Helensburgh & Lomond	The Helensburgh and Lomond Civic Centre 38 East Clyde Street, Helensburgh, G84 7PG <a href="mailto:buildingstandards.handl@argyll-bute.gov.uk">buildingstandards.handl@argyll-bute.gov.uk</a>



- 1. Please note this service is only available for records less than 25 years old or 50 years for major applications in line with statutory retention periods.**
- 2. The relevant fee and copy document fee structure as detailed in our [Non-Statutory Fee Guidance](#) depending on the service required, should accompany this application form. 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**
- 3. All application searches will be carried out within 20 working days of receipt of completed application form and relevant fee.**
- 4. Please note that each individual Building Warrant approval will require a separate application submission and fee.**
- 5. Please note that there will be no refunds where the Council were unable to locate records relating to the property record/copy document search.**

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.