



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 EXEMPT CLASS OF WORKS

APPLICANT

AGENT (if applicable)

Name:

Name:

Address:

Address:

.....

.....

Postcode:

Postcode:

Telephone:

Telephone:

Email*:

Email*:

* 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.

Owner of Property (Name and Address, if different from applicant):

.....
.....
.....

Address of Property (to which application relates):

.....
.....
.....

Brief Description of proposed works to be carried out:

.....
.....
.....
.....

Please state Schedule and Type(s) (if known) for which the proposed building or work(s) is considered to be classified as i.e. Schedule 1, Type 13 – a detached single-storey building ancillary to and within the curtilage of a dwelling:

.....
.....

I/We* apply for a confirmation of exempt class of works and declare –

1. that the work will be carried out in accordance with the building regulations which enables the work(s) as detailed to be exempt from the requirement of a Building Warrant, and
2. I am/we* are the owner(s) of the building **OR** the owner of the building is aware of this proposal.

Signed Date/...../.....

[applicant/ agent*]

* **Delete as appropriate**

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

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



Notes for Guidance

1. The fee for each application for confirmation of exempt class of works is detailed on our [Non-Statutory Fee Guidance](#). 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. This application must be accompanied by detailed sketches outlining the proposed works that are considered to be exempt from the requirement of a Building Warrant application.
3. No inspection will be carried out as part of this process of confirming that the works are exempt class. The assessment will only be made using the information supplied as part of the application.

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.