



PLEASE SEND YOUR  
 COMPLETED APPLICATION  
 FORM TO THE AREA  
 OFFICE CLOSEST TO  
 THE LOCATION OF  
 YOUR PROPERTY

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

**APPLICATION FOR PROPERTY INSPECTION SERVICE (LETTER OF COMFORT)**

**APPLICANT**

Name: .....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

E-mail\*: .....

**AGENT (if applicable)**

Name:

.....

Address: .....

.....

.....

Postcode: .....

Telephone: .....

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.

**Owner of Property (if different from applicant):**

.....  
 .....

**Address of Property (where works have been carried out):**.....

.....  
 .....

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

.....  
 .....

The above named, hereby apply for an inspection of the following works which, so far as can be ascertained, have not been authorised by any Buildings Authority.

.....  
 .....

The works were carried out within the following periods (tick as appropriate)

June 1964 - April 1982

April 1982 – April 1991

April 1991 – 1<sup>st</sup> May 2005

The above property has been inspected previously by a Valuation Surveyor and/or other appropriate professional and noted below is his/her name, address and telephone number. ***/We\*enclose a copy of such inspection report.***

Name:.....

Address: .....

Telephone No.:.....

I/We\* list below all known previous owners as listed on the Title Deeds of the above property

.....

.....

.....

SIGNED .....

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

***\* 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 <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>

**CUSTOMER  
SERVICE  
EXCELLENCE**



**Notes for Guidance**

1. This service is limited to a single inspection and the application should be accompanied by the appropriate fee which is detailed in our [Non-Statutory Fee Guidance](#). This document also details the further fees due for each additional inspection. 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. No inspection will be carried out until the fee is received, when arrangements will be made to inspect the property, following which:
  - a. A letter of comfort will be issued, or
  - b. A list of items requiring action will be issued.
3. 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.
4. It should be noted that dependent on the scale and complexity of the works, plans of architectural quality may be required in conjunction with structural engineering input.
5. In the case where electrical works have been undertaken, a certificate of electrical compliance/periodic inspection report may also be required.
6. Any matters outlined in a letter as in 2 (b) above may not include minor technical infringements of the Building Regulations but will address matters that have been interpreted as having a direct bearing on health, safety and the integrity of the property.
7. The final part of the application form requires a list of all known previous owners of the property in order to assist in the Council's research into prior Building Warrant approvals. Applicants are therefore requested to fill in this part in full as necessary.
8. **Property Inspections will not be carried out in instances where:**
  - a. An outstanding application for a Building Warrant in respect of the property remains on the Council's register, or
  - b. Formal proceedings under Section 27 of the Building (Scotland) Act 2003 have been instigated in respect of the property, or
  - c. The building operations have been carried out since 1<sup>st</sup> May 2005.
    - i..... In such cases where work has started but is incomplete a late application for Building Warrant under Section 9 of the Building (Scotland) Act 2003 with full plans and a fee of 200% of the fee scale for the current cost of works must be submitted; or
    - ii..... If complete a Completion Certificate where no Building Warrant obtained –submission under Section 17(4) of the Building (Scotland) Act 2003 with full plans and a fee of 300% of the fee scale for the current costs must be submitted.
  - d. The building operations were carried out prior to 15<sup>th</sup> June 1964. In such cases no action may be raised in terms of the Building (Scotland) Act.
9. Please note that if there is no response within 3 months from date of submission or the Letter of Comfort has not been issued 3 months after the observation letter has been issued, the application will be refused and a new 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.