West Lothian Council

Building Standards Section

Copy Document / Plans Search Application Form (After 1975)

Building (Procedure) (Scotland) Regulations 2004 as amended Regulation 58 (2)

Application for copy documents or plans under Regulation 58(2) Building (Procedure) (Scotland) Regulations 2004 as amended.
Regrettably we do not have documentation prior to 1975

Please refer to the important notes overleaf before completing this form.

Address of building or site (including that used at time of construction if known)	…… …… …… ……
Applicant requesting copy documentation Name Address	…… …… …… …… Telephone …… Fax …… e-mail ……
Duly Authorised Agent (if any) Address	…… …… …… …… Telephone …… Fax …… e-mail ……
Helpful Information (e.g. Building warrant reference number, applicants name, work carried out etc..) The fee is restricted if Ref No known.	…… …… ……

Please indicate the information required (Please tick relevant box)	**Copy of Building Warrant Documentation** ☐	**Copy of Completion Certificate** ☐	**Copy of Approved Specification Plans** ☐

Print Name(s) …… **Dated** - ……

Signed ……as **applicant/duly authorised agent***

FOR OFFICE USE ONLY

Application Number:		**Application Fee:**	
Application Received:		**Receipt Number:**	
Documentation Issued:		**Payment Type:**	

NOTE:

It may take up to 20 days to reply to an application for copy documentation. You are also advised to contact our office to discuss precisely which plans if any you require.

Copy Documents **cannot be provided where**:

(1) the relevant building is a residential building, UNLESS the application is by an interested party and for the purposes of this note "interested party" means any owner, occupier, tenant or prospective tenant of the relevant building or adjoining building. For the further avoidance of doubt, adjoining buildings must be structurally attached to the relevant building.

(2) For Non residential buildings the applicant has stated that disclosure or copying would raise security concerns **UNLESS the owner of the building to which the documents relate has consented, in**

Residential Properties (Please tick relevant box)	**I am Owner or Owners Appointed Agent** ☐	**I am Occupier or Occupiers Appointed Agent** ☐	**I am Tenant or Tenants Appointed Agent** ☐
	Prospective Owner ☐	**Prospective Occupier** ☐	**Prospective Tenant** ☐
Other Properties - Confirmation of Owners Consent	**Letter of consent from owner MUST be attached.**		**Yes -** ☐

SCALE OF CHARGES FOR COPY DOCUMENTS & APPROVED PLANS	
• Building Warrant Reference Number Supplied By Applicant	£31 *
• Building Warrant Reference Number NOT Supplied By Applicant resulting in Building Standards search	£52 *

* A further fee may be required dependant on the quantity of documentation required. You will be notified of any further fee required in due course.

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) declare –

(Yes box must be ticked ☑ after reading and agreeing with the statements **OR** the application will be returned.)

☐ **Yes** I/We have completed the form providing information that is true and accurate.

☐ **Yes** I/We have enclosed the appropriate fee (cheques made payable to "West Lothian Council").

Signed ……as **applicant/agent***

Print Name(s) ……

Dated - ……

* (Delete as appropriate)

Please send your application, plans and correct fee to:

Building Standards
West Lothian Council
County Buildings
Linlithgow
EH49 7EZ

If you have any queries about obtaining copy documentation please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 282480 Text Phone Users Only: 01506 651115
Fax: 01506 282449 e-mail: buildingstandards@westlothian.gov.uk