West Lothian Council

Building Standards Section

Confirmation That Work Carried Out In Accordance With Expired Building Warrant

Building (Scotland) Act 1959, Section 6

Application for a letter confirming work carried out by a building warrant, issued under section 6 of the Building (Scotland) Act 1959 which has since expired without obtaining a completion certificate, has been completed inline with the approved drawings and specification

Applicants should note that if the work is not in accordance with the approved plans then either:

1. **A separate "letter of comfort" application is required for the unauthorised portion of the works if they were completed before the 30th April 2005. Or,**
2. **A separate "completion certificate - submission where no warrant obtained" is required for the unauthorised portion of the works if they were completed on or after the 1st May 2005**

A separate form, fee and procedure is to be undertaken in both circumstances

Address of building or site where the work is taking place	
House /Plot Number	……
Building Name	……
Street Name	……
Road Number (If no street)	……
Village/Town	……
County	……
Post Code	……

Details of building warrant	
Original Warrant Ref. Number	……
Date of Original Warrant	……
Date Of Any Extension To Warrant	……

FOR OFFICE USE ONLY

Application Number:			
Application Received:		**Application Fee:**	
Case Officer:		**Receipt Number:**	
Completion Submission No Warrant Required	**YES NO**	**Payment Type:**	
Letter Issued:		**Checked By:**	

What work was carried out? Please give a brief description of the work	....
Name and Address of <u>Applicant</u> Applicant Name House Number / Building Name Street / Road Number (If no street) Village/Town County Post Code Telephone Fax e-mail	....
Name and Address of <u>Agent</u> Agent Name House Number / Building Name Street / Road Number (If no street) Village/Town County Post Code Telephone Fax e-mail	....

SCALE OF CHARGES FOR LETTER CONFIRMING WORKS COMPLETED IN LINE WITH EXPIRED BUILDING WARRANT	
DOMESTIC PROPERTIES	
• Building Warrant obtained but no completion certificate obtained upon completion of works	£160
NON DOMESTIC PROPERTIES	
• Building Warrant obtained but no completion certificate obtained upon completion of works	£294

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) apply for a letter of Confirmation That Work Carried Out In Accordance With Expired Building Warrant and declare –

(Please **tick Yes box** ☑ after reading and agreeing with the statement.)

Yes	No	
☐	☐	I/We have completed the form providing information that is true and accurate.
☐	☐	I/We have enclosed the appropriate fee (cheques made payable to "West Lothian Council").
☐	☐	I/We are aware that either (a) a separate letter of comfort for unauthorised works or (b) a completion submission no warrant, may be required if the work is not as shown on the original approved warrant drawings.
☐	☐	I/We are aware that if applicable (a) it may be necessary to ask you to provide a structural design certificate or calculations from a qualified structural engineer to cover structural alterations or (b) Any changes to the electrical system (lights/sockets etc.) will require a certificate under BS7671 issued by an appropriately qualified person.
☐	☐	I/We are aware that enforcement action may be necessary as a result of this application.
☐	☐	I/We are aware that any remedial works must be carried out within an agreed timescale.

Signed ……as **applicant/agent***

Print Name ……

Dated - ……

* (Delete as appropriate)

Please send your application and correct fee to:

Building Standards
West Lothian Council
County Buildings
Linlithgow
EH49 7EZ

If you have any queries about making an application for a letter "confirming work carried out in accordance with expired building warrant" or any of the procedures involved 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