



West Lothian  
Council

## Building Standards Section “LETTER OF COMFORT” FOR UNAUTHORISED WORKS COMPLETED BEFORE 1<sup>st</sup> MAY 2005

Application for a letter to confirm that works completed, without a building warrant, before 1<sup>st</sup> May 2005 are suitable.

**THIS FORM CAN ONLY BE USED FOR WORKS COMPLETED BY 30<sup>TH</sup> APRIL 2005  
APPLICANTS SHOULD ALSO NOTE THAT IF THE WORK DOES NOT COMPLY  
WE MUST TAKE STATUTORY ACTION TO RESOLVE THE MATTER**

**The regulations that apply will be the regulations in force at the date works were carried out.**

<b>Address of building or site where the work took place</b> House Number Building Name Street Name Road Number (If no street) Village/Town County Post Code	..... ..... ..... ..... ..... ..... .....
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<b>What work was carried out?</b>  Please give a brief description of the work and enclose relevant plans showing the works which require to be inspected.	..... ..... ..... .....
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<b>Please indicate when work was COMPLETED on site.</b>  We may ask for confirmation of this through copies of receipts, guarantees etc..	<b>Before June 1964</b> <input type="checkbox"/>	<b>June 1964 – March 1982</b> <input type="checkbox"/>
	<b>April 1982 – March 1991</b> <input type="checkbox"/>	<b>April 1991 – December 1997</b> <input type="checkbox"/>
	<b>January 1998 – March 2000</b> <input type="checkbox"/>	<b>April 2000 – February 2002</b> <input type="checkbox"/>
	<b>March 2002 – April 2005</b> <input type="checkbox"/>	<b>IF WORK COMPLETED AFTER APRIL 2005 THIS FORM CANNOT BE USED</b>

**FOR OFFICE USE ONLY**

<b>Application Number:</b>		<b>Application Fee:</b>	
<b>Case Officer:</b>		<b>Receipt Number:</b>	
<b>Application Received:</b>		<b>Payment Type:</b>	
<b>Letter Issued:</b>		<b>Checked By:</b>	



**SCALE OF CHARGES FOR UNAUTHORISED WORKS "LETTER OF COMFORT"**

**DOMESTIC PROPERTIES**

• Any items carried out without warrant	£278
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**NON DOMESTIC PROPERTIES**

• Unauthorised works with an estimated value of up to £3,000	£294
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• Unauthorised works with an estimated value of over £3,000	£535
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**EXPOSURE OF WORKS TO ALLOW DETAILED INSPECTION**

All work may need to be exposed for inspection purposes (i.e. excavate foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection. West Lothian Council are not responsible for any costs arising as a result of unauthorised work having to be exposed.

**PLANS AND DOCUMENTS REQUIRED WITH SUBMISSION**

- This submission **MUST** be accompanied by plans, specifications and other information that would have accompanied an application for warrant. See building warrant guidance notes.
- The plans are required to show the extent of the work requiring inspection.
- It may also be necessary to ask you to provide a structural design certificate or calculations from a qualified structural engineer to cover structural alterations.
- Any changes to the electrical system (lights/sockets etc.) will require a certificate under BS7671 issued by an appropriately qualified person.

**DECLARATION (Which must be ticked and signed)**

I/We\* (Delete as appropriate) apply for a letter of comfort for unauthorised works completed before 1<sup>st</sup> May 2005 and declare –

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

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>Yes</b>               | <b>No</b>                |  |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed the appropriate fee (cheques made payable to "West Lothian Council").           |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed plans showing the extent of works on this application.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed electrical or structural certification in line with note above (If Applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We are aware that enforcement action may be necessary as a result of this application.           |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We are aware that any remedial works must be carried out within an agreed timescale.             |

**Signed** .....as **applicant/agent\*** \* (Delete as appropriate)

**Print Name** .....

**Dated -** .....

**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 making an application for a "letter of comfort" for unauthorised works 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](mailto:buildingstandards@westlothian.gov.uk)