



West Lothian  
Council

## Building Standards Section Confirmation Of Exemption From Building Regulations

**Regulation 3 of Building (Scotland) Regulations 2004  
or Building Standards (Scotland) Regulations 1990**

Application for a letter to confirm that works carried out were exempt from complying with the building regulations under The Building (Scotland) Regulations 2004, Regulation 3 OR The Building Standards (Scotland) Regulations 1990 as amended, Regulation 3

### THIS FORM MUST ONLY BE USED FOR WORKS LISTED IN SCHEDULE 1 OF THE BUILDING REGULATIONS

**Address of building or site  
where the work took place**

House Number

.....

Building Name

.....

Street Name

.....

Road Number (If no street)

.....

Village/Town

.....

County

.....

Post Code

.....

**What work was carried out?**

Please give a brief description of  
the work

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

**Please indicate when work  
was COMPLETED on site.**

**Before April 1991**

**April 1991 – December 1997**

**We may ask for confirmation  
of this through copies of  
receipts, guarantees etc..**

**January 1998 – March 2000**

**April 2000 – February 2002**

**March 2002 – April 2005**

**After April 2005**

**FOR OFFICE USE ONLY**

**Application Number:**

**Application Fee:**

**Case Officer:**

**Receipt Number:**

**Application Received:**

**Payment Type:**

**Letter Issued:**

**Checked By:**

<p><b>Name and Address of <u>Applicant</u></b></p> <p>Applicant Name .....</p> <p>House Number / Building Name .....</p> <p>Street / Road Number (If no street) .....</p> <p>Village/Town .....</p> <p>County .....</p> <p>Post Code .....</p> <p>Telephone .....</p> <p>Fax .....</p> <p>e-mail .....</p>	
<p><b>Name and Address of <u>Agent</u></b></p> <p>Agent Name .....</p> <p>House Number / Building Name .....</p> <p>Street / Road Number (If no street) .....</p> <p>Village/Town .....</p> <p>County .....</p> <p>Post Code .....</p> <p>Telephone .....</p> <p>Fax .....</p> <p>e-mail .....</p>	
<p><b>Name and Address of Previous Owners and Dates Property Owned (If Known)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<b>SCALE OF CHARGES FOR LETTER CONFIRMING WORKS WERE EXEMPT</b>																			
<b>DOMESTIC PROPERTIES</b>																			
<ul style="list-style-type: none"> <li>• Any exempted works as noted in Schedule 1 of the Building Standards (Scotland) Regulations 1990 (as amended) or the Building (Scotland) Regulations 2004</li> </ul>	£128																		
<b>NON DOMESTIC PROPERTIES</b>																			
<ul style="list-style-type: none"> <li>• Any exempted works as noted in Schedule 1 of the Building Standards (Scotland) Regulations 1990 (as amended) or the Building (Scotland) Regulations 2004</li> </ul>	£128																		
<b>PLANS REQUIRED WITH SUBMISSION</b>																			
<b>This submission must be accompanied by plans, specifications and other information as necessary</b>																			
<b>DECLARATION (Which must be ticked and signed)</b>																			
<p>I/We* (Delete as appropriate) apply for a letter confirming works were exempt from building regulations and declare –</p> <p>(Please tick <b>Yes box</b> <input checked="" type="checkbox"/> after reading and agreeing with the statement.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"><b>Yes</b></td> <td style="width: 10%;"><b>No</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I/We have completed the form providing information that is true and accurate.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I/We have enclosed the appropriate fee (cheques made payable to “West Lothian Council”).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I/We have enclosed plans showing the extent of works on this application.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I/We are aware that enforcement action may be necessary as a result of this application.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>I/We are aware that any remedial works must be carried out within an agreed timescale.</td> </tr> </table> <p><b>Signed</b> .....as <b>applicant/agent*</b></p> <p><b>Print Name</b> .....</p> <p><b>Dated -</b> .....</p> <p>* (Delete as appropriate)</p>		<b>Yes</b>	<b>No</b>		<input type="checkbox"/>	<input type="checkbox"/>	I/We have completed the form providing information that is true and accurate.	<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 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.
<b>Yes</b>	<b>No</b>																		
<input type="checkbox"/>	<input type="checkbox"/>	I/We have completed the form providing information that is true and accurate.																	
<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 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.																	
<p><b>Please send your application, plans and correct fee to:</b></p> <p style="text-align: center;"><b>Building Standards West Lothian Council County Buildings Linlithgow EH49 7EZ</b></p> <p>If you have any queries about making an application for a “Confirmation of Exemption from Building Regulations” request or any of the procedures involved please contact the Building Standards staff</p> <p>Staff can be contacted on: Voice: 01506 282480      Text Phone Users Only: 01506 651115  <span style="margin-left: 150px;">Fax: 01506 282449</span>      e-mail: <a href="mailto:buildingstandards@westlothian.gov.uk">buildingstandards@westlothian.gov.uk</a></p>																			