



LETTER OF COMFORT APPLICATION

Please complete in **BLOCK LETTERS**
The appropriate fee must accompany this application

For Official Use	
Ref No	_____
Fee	_____
Date Paid	_____
Receipt No	_____

Use this form to apply for a letter of comfort in respect of work undertaken prior to 1 May 2005

1. Name and Address of Applicant

Postcode _____
Tel _____

2. Name and Address of Agent (if applicable)

Postcode _____
Tel _____

3. Description of Works for Which Letter of Comfort is Sought

Approximate Date Work Undertaken

4. Address of Building (for inspection)

5. Were the works in question subject of a building warrant?

YES/NO*

6. If the works were subject of a building warrant quote reference number(s)

7. Did the present occupier undertake the works?

YES/ NO* (delete as appropriate)

8. If the works were not undertaken by present occupier, has a search been undertaken to ascertain that warrant approval has not been obtained?

YES/ NO* (delete as appropriate)

Notes of Guidance

- 1 It is the policy of this section that unaccompanied visits will not be permitted.
- 2 If you require further advice please contact Building Standards. Telephone 01738 475330.
- 3 Inspections are not undertaken to view replacement widow installation, an advice leaflet on compliance with the Technical Standards is freely available from your local Building Standards Office.
- 4 You are advised that if the inspection you have requested is of unauthorised work, this may result in enforcement action being recommended.
- 5 A Letter of Comfort will not be granted for work undertaken after 1 May 2005, in respect of work which is exempt from the building regulations or for work that was undertaken in excess of 25 years ago.
- 6 An inspection will assess only the works you have specified in part 3 of this form.
- 7 **Cost of the service**
Where a building warrant has been granted the fee will be £150.00. If the warrant relates to more than one property, the fee will be £150.00 for the first property plus an additional £50.00 for every property thereafter.
Where no building warrant has been granted the fee will be £300.00.
The above fees cover an initial inspection plus one follow up if this proves necessary. If the work is still not found to be satisfactory, a further £50.00 will be charged for each subsequent visit.
- 8 If as a result of an inspection defects are reported a maximum period of 3 months will be permitted for remedial works to be completed. If you fail to respond the application will be deemed to have been withdrawn and no refund will be made.

9 Declaration

I confirm that I have read the notes of guidance and that the information contained in this form is correct.

Signature of Applicant/Agent* _____ Date _____

10 Address to which you should send this application

You can lodge your application with the appropriate fee at our head office in Perth as detailed in the next column or at your local office as detailed below. Contact numbers are noted should you have any further questions, or you can e-mail your enquiry to E-mail: Buildingstandards@pkc.gov.uk		Pullar House 35 Kinnoull Street PERTH, PH2 5GD Phone 01738 475300	
46 Leslie Street BLAIRGOWRIE PH10 6AW Phone 01250 877017	32 James Square CRIEFF PH7 3EY Phone 01764 657540	21 High Street KINROSS KY13 7AP Phone 01577 867607	26 Atholl Road PITLOCHRY PH16 5BX Phone 01796 472323

Data Protection Act 1998 – Article 10 Notice

The information provided by you and by other relevant parties will be used to help determine whether the Letter of Comfort should be issued. Your application will be processed by employees of Perth and Kinross Council in consultation with other service providers as appropriate. The completed application form and any other information you provide will be held on the Council's Register and will be available for public inspection. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (Environment), Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.