



# LETTER OF COMFORT APPLICATION

Please complete in BLOCK LETTERS

## For Official Use Only

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**

The appropriate fee must accompany this application.

When complete return to the address shown on the rear of this form – see section 11

### 1. Applicant

Name

Address

Post code

E-mail

Tel

### 2. Duly Authorised Agent (if any)

Name

Address

Post code

E-mail

Tel

### 3. Description of works for which Letter of Comfort is sought

Approximate date work was undertaken

### 4. Address of building (for inspection)

Post code

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

**YES / NO**

\*(delete as appropriate)

### 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)

## 9 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 475300.
- 3 Inspections are not undertaken to view replacement window installation, an advice leaflet on compliance with the Technical Standards is freely available from Building Standards.
- 4 You are advised that if the inspection you have requested is in respect of work for which no approval has been granted, 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 Where a building warrant has been granted the lesser fee is payable. If the warrant relates to more than one property, there is a subsequent charge for each property at a reduced rate. For a list of current fees please refer to our website or contact us.
- 8 Where no building warrant has been granted the greater fee is payable. For a list of current fees please refer to our website or contact us.
- 9 The above fees cover an initial inspection plus one follow up if this proves necessary – a fee will be payable for any subsequent inspection.
- 10 If the inspection identifies defects, you will be informed what requires to be completed to obtain the Letter of Comfort. All work must then be carried out within a maximum of 3 months. After 3 months the application will be deemed to have been withdrawn and no refund will be made. If the Letter of Comfort is then still required, it would have to be the subject of a new application and fee.

## 10 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\*

Dated

\*Delete as appropriate

## 11 Address to which you should send this application and fee

**Building Standards  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD**

Please do not hesitate in contacting us if you have any questions on submitting your application.

Telephone: 01738 475300  
E-mail: [Buildingstandards@pkc.gov.uk](mailto:Buildingstandards@pkc.gov.uk)

## How we use your personal information

The information provided by you and by other relevant parties will be used to help determine the application for a Letter of Comfort. 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 Building Standards Register and will be available for public inspection as set out in the Building (Scotland) (Procedure) Regulations 2004.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933*

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.