



FOR OFFICIAL USE

Ref.No:

Fee

Date Paid

Receipt No:

APPLICATION FOR SEARCHING ARCHIVED DOCUMENTATION
BUILDING STANDARDS/ PLANNING SERVICE

Charge for search: £51.50

Applications received without the appropriate fee will not be processed

Table with 2 columns: APPLICANT and PROPERTY DETAILS TO WHICH SEARCH RELATES. Fields include Name, Address, Post code, E-mail, Tel No, FAX No.

DETAILS OF SEARCH (Please give as many details as possible including year work carried out, application number where possible, and documentation required)

Three horizontal dotted lines for providing search details.

Signature..... Date.....

Payment has been made by- debit/credit card

If your application has been submitted successfully online you will receive an automated response

Ways to pay:

Online- to pay by credit or debit card go to www.eastrenfrewshire.gov.uk/doitonline

Phone - to pay by credit or debit you can contact the Payment Contact Centre on 0141 577 3008, Monday to Friday, 9.00am to 4.15pm

ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION

East Renfrewshire Council, Environment Department, 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, East Renfrewshire, G46 8NG Telephone: 0141 577 3001

Data Protection Act 2018

The information you supply on this form will be used by East Renfrewshire Council to process your application. We may also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. The information may be shared with other Council services and agencies who may be consulted on the application. You can find out more about how we handle this information and your rights in respect of it by going to www.eastrenfrewshire.gov.uk/planningandbuildingstandardsprivacy. If you do not have access to a computer and wish a paper copy please let us know by contacting us at buildingstandards@eastrenfrewshire.gov.uk or by telephone at 0141 577 3001.