



Ref.No:

Fee

Date Paid

Receipt No:

APPLICATION FOR LETTER OF COMFORT

APPLICANT

Name

Address.....

.....

.....

Post code

Tel No

E-mail.....

Owner (if different from applicant)

Name.....

Address.....

Post Code.....

Tel No.....

FAX No.....

E-mail.....

DULY AUTHORISED AGENT (if any)

Name

Address

.....

.....

Post code

Tel No

E-mail.....

Location of building to which the Application relates

Address.....

.....

.....

.....

Post Code (if known).....

DAYTIME CONTACT DETAILS (To arrange access for inspection):

.....

.....

SPECIFIC DETAILS OF WORKS CARRIED OUT (Only works described below will be inspected. Any additional works which required to be covered will result in an additional fee having to be paid):

.....

.....

.....

DATE WHEN WORKS WERE CARRIED OUT (If unsure an estimate is sufficient):

Pre April 1997

April 1997 – 1st May 2005

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 www.eastrenfrewshire.gov.uk/planning-and-building-privacy-notice. 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.

DECLARATION

I/we request the Local Authority to inspect the works at the above.

I agree to expose any necessary elements of the work.

I accept that if any of the information is found to be false, any letter issued will be rendered void.

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

Please complete the information below if you are submitting the form online.

Declaration name:

Declaration date:

Please tick here to complete the declaration

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 by credit or debit card:

Online- www.eastrenfrewshire.gov.uk/buildingstandardpayments

Phone - 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

Applications are accepted entirely at the discretion of the Building Standards Service. Further information is available in guidance notes.

An inspection may result in statutory action being taken.

Remedial works may require to be carried out by the applicant prior to confirmation that statutory action will not be taken.

Additional visits may incur additional fees.

The extent of the works may require drawings to be submitted and processed at the applicant's expense.



BUILDING (SCOTLAND) ACT 1959

LETTER OF COMFORT FEES FOR UNAUTHORISED WORKS CARRIED OUT PRIOR TO 1ST MAY 2005

Ways to pay:

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

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

Applications received without the appropriate fee will not be processed.

Unauthorised works carried out prior to 1st May 2005 will be charged as follows.

Value of works up to £50,000 a flat fee of £477 will be payable. This covers the initial inspection and 1 return visit if necessary. Any additional inspections will be charged at £142.15 per visit.

For unauthorised works valued above £50,000, the fee charged is in line with The Scottish Governments guidance for Late Completion Certificate Applications. Currently, the fee payable is 3x the equivalent Building Warrant fee, based on the value of works. Depending on the complexity of the works, plans and additional supporting documentation, such as a structural engineers design certificate or electrical certificate, may be required to be supplied in support of the application.

Buildings and extensions will be costed at £1015 per square metre, attic conversions will be costed at £919 per square metre. The inspecting surveyor will measure the works at the time he/she visits the property, and the applicant will be advised if there is any adjustment required to the fee due to incorrect measurements. The fee paid covers the initial survey and one subsequent inspection if required. Usually, the initial inspection and follow up inspection are sufficient to allow the letter of comfort to be issued. Any further inspections will be charged at £142.15 per inspection.

To work out the appropriate fee for an extension or an attic conversion, take a floor area measurement of the works to be covered by the letter (in square meters), and multiply the floor area measurement by the appropriate cost for the type of work carried out.

For works where the floor area of the property has not been increased, the minimum fee will apply.

As a result of the inspection, we may require the applicant to provide third party certification for the works, such as a structural design certificate from a qualified structural engineer. In the case where electrical works have been carried out, these may be required to be tested and certified by an approved electrician and a copy of the electrical certificate passed to the building standards surveyor prior to the letter of comfort being issued.

Remedial works may be required in cases where minimum building standards have not been met. The inspecting surveyor will advise if any works are required to obtain the letter of comfort.

Expired Building Warrants

Works carried out with the benefit of a building warrant, applied for prior to 1st May 2005, which has subsequently expired without a certificate of completion being issued can be covered using the letter of comfort system, providing that the works have been carried out entirely in accordance with the stamped approved plans issued with the original building warrant. The fee for this service is £277. This will cover the initial survey and one subsequent inspection if required. Any further inspections will be charged at £142.15 per inspection. If the works are not in accordance with the approved plans then the fee charged will revert to the table of fees above.

Building Works over 25 years ago

Works carried out over 25 years ago can be covered by a letter of comfort. The fee for this service is £142.15 and does not require a survey or inspection.

The letter of comfort scheme will cover works up to the value of £100,000 only.