

For Official Use
Date Received.....
Received By.....
Fee.....
Receipt No.....
Ref No.....

REQUEST FOR BUILDING STANDARDS SURVEY

(Letter of Comfort for work completed between 15th June 1964 and 30th April 2005)

This service is designed to deal with unauthorised building work that was carried out between 15th June 1964 and 30th April 2005. Building work is deemed to be unauthorised either if no building warrant was obtained or if a warrant was obtained but no completion certificate was issued. We aim to survey the work and if found to be satisfactory issue confirmation that enforcement action will not be pursued.

This confirmation is described as a **Letter of Comfort**.

***(A) Work completed with a Building Warrant but has no Completion Certificate (fee £300)**

***(B) Minor work conducted without a Building Warrant (fee £525)**

*Delete as appropriate

Applicant

Name.....
Address.....
.....
Post Code.....
Tel. No.....
Email.....

Duly Authorised Agent (if any)

Name.....
Address.....
.....
Post Code.....
Tel. No.....
Email.....

Address of Property (where work has been completed)

Number.....
Flat Position.....
Street/Road/etc.....
Postcode.....

Building Warrant Reference No's.....

Provide specific details of completed work requiring survey.....

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

Date when the works were completed

(If the date is unknown please estimate)

Value of Completed Works

(Current Value)

Date.....

£.....

Declaration

I/We* confirm agreement to the Letter of Comfort process/notes, and seek a Building Standards Survey to confirm that enforcement action will not be pursued.

Signed -.....

Dated -.....

Preference is to submit via email to: bs.admin@dundeecity.gov.uk including a payment reference.

For paper submissions, contact the service for further details.

Notes

1. Submit the form with the appropriate fee paid. Payment can be made by phone 01382 433066 or you can pay by banking transfer to:
Account: Dundee City Council, City Development
Sort Code: 83-50-00
Account Number: 00658059
2. At the discretion of the Local Authority a survey of the works may result in enforcement action being taken if issues which are highlighted are not regularised. A notice may be served on the property and placed on the Building Standards Register to inform the public.
3. All applications for a letter of comfort are considered at the discretion of this Authority, as there are cases that may not be appropriate for the Letter of Comfort process.
4. The Local Authority may seek proof that the works were carried out between 15th June 1964 and 30th April 2005.
5. For works completed on or after 1st May 2005, or considered as inappropriate for a Letter of Comfort, a Completion Certificate Where no Building Warrant Obtained (Form 6) will be required.
6. Remedial works may be required to be completed by the applicant prior to confirmation that statutory action will not be taken