

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

**REQUEST FOR BUILDING STANDARDS SURVEY
 (Letter of Comfort for work completed prior to 1 May 2005)**

This service is designed to deal with unauthorised building work that was carried out at any time prior to 1 May 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) Building work with warrant (survey fee £221)**

***(B) Building work without warrant (survey fee £347 minimum)**

*Delete as appropriate

Applicant

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

Duly authorised Agent (if any)

Name.....
 Address.....
 Post Code.....
 Tel. No..... Fax 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* apply for temporary occupation or use of the building as detailed above

Signed -.....

Dated -.....

Address to which you should send this application:

**Dundee City Council, Building Standards, Planning Division, City Development Department,
 Dundee House, 50 North Lindsay Street, Dundee, DD1 1LS**

or email this application to: bs@dundeecity.gov.uk

Notes

1. Return the form with the appropriate fee
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. Applications are accepted at the discretion of Building Standards.
4. Additional visits incur additional fees.
5. Remedial works shall be required to be completed by the applicant prior to confirmation that statutory action will not be taken