



# PROPERTY TRANSFER PROCEDURES



## Application for letter of comfort / confirmation service

Reference No. \_\_\_\_\_

Date received: \_\_\_\_\_

Office Use Only

This application form is for use in applying for the range of services provided by the Building Standards Section, particularly, in respect of the sale of property. For the full range of services and fees see Categories A – C overleaf.

### Notes to Applicants

The Council reserves the right to seek additional information confirming when any work was carried out.

This service is non-statutory and whilst we will endeavour to carry out inspections in a timeous manner, no guarantee can be given that we will.

### This service is intended to apply:

- to work which has been given Building Warrant Approval but no Certificate of Completion has been sought. Application for Building Warrant must have been applied for before 1 May 2005;
- for minor unauthorised alterations carried out before 1 May 2005 without Building Warrant Approval;

## 1 Name and address of applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel No: \_\_\_\_\_

## 2 Name and address of agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel No: \_\_\_\_\_

## 3 Address of Property

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

## 4 Name of person who carried out work if different from applicant

\_\_\_\_\_

Please complete this form using BLOCK CAPITALS

Brief Description of Work	Precise Date when Work Carried Out	Building Warrant Reference Number, if any

<b>Category A</b>	<p>Building Warrant applied for before 1 May 2005, issued, work carried out but no Certificate of Completion has been issued.</p> <p>Site inspection carried out and if work found to comply with regulations in force at time of approval and approved drawings, a "comfort letter" will be issued. Cost indicated is for first or only warrant – additional warrants will be charged at £20 each.</p>	<b>£100</b>	Please tick which service you require
<b>Category A</b>	<p>For work carried out before 1 May 2005 and no Building Warrant was sought. This results in the work being unauthorised. This service covers minor works only. On 1 May 2005 the Government altered the relevant legislation whereby minor work can be carried out to buildings without requiring building warrant consent on condition that the work complies with the Building Regulations. Please refer to Part O, Regulation 5, Schedule 3 of the Building Regulations for full details of work that does not require consent. Work that does require consent and carried out after 1 May 2005 should be the subject of a Late Certificate of Completion. For details of this service please contact the Building Standards Section at the address below.</p>	<b>£150</b>	
<b>Category A</b>	<p>Confirmation is required of what work was covered by the Building Warrant approval. Letter only.</p>	<b>£30</b>	

If you require any additional information or assistance with regards any of the services offered above, please telephone:

Angus Council  
 Infrastructure Services  
 Planning & Transport Division  
 Building Standards Section  
 County Buildings  
 Market Street  
 FORFAR  
 DD8 3LG

Tel: 01307-461460

Data Protection Act 1998 – The information on this form will be held in the Planning Register to which public access is required. The data may also be made available to members of the public via the Council website and the Weekly List of planning applications and decisions