

**PLANNING & TRANSPORT DIVISION
 BUILDING STANDARDS SECTION
 PROPERTY TRANSFER PROCEDURES**



**APPLICATION FOR LETTER OF
 COMFORT/CONFIRMATION SERVICE**

REFERENCE NO:

DATE RECEIVED:

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;

Name and Address of Applicant:

.....

Postcode:

Telephone No:

Name and Address of Agent:

.....

Postcode:

Telephone No:

Address of Property:

.....

 Postcode:

**Name of person who carried out work if
 different from applicant:**

.....

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

Please tick
Which Service
you require

Category A	<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>	£100	
Category 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. Major unauthorised alterations brought to our attention 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>	£150	
Category C	<p>Confirmation is required of what work was covered by the Building Warrant approval. Letter only.</p>	£30	

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

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