



Form 1 - Application for Letter of Comfort

Where no Building Warrant was obtained and the work was carried out before 1st May 2005 but no greater than 10 years ago- see guidance notes.

Name and Address of Applicant:.....
.....
.....

Contact Telephone Number:

Address of Property subject
to Application (If address is
different from above):

Description of work
carried out:

Size of Extension:

(in square metres if applicable)

Type of Property:
i.e. (Dwelling/Flat?):

Year/Month work
carried out:

Name of owner at time
of work carried out (if different
from Applicant):

Signed:

Dated:

Note: The above information must be as accurate as possible to enable the Building Standards Surveyor to consider your Application.

Guidance Notes For Form 1

This application form should be used for work where no building warrant was obtained. The work must however have been carried out before the 1st May 2005 but within 10 years of the date the request is made.

If the work fall within the identified time period and are of a minor nature, the Building Standards Service may consider issuing a statement of intent (letter of comfort) with regards the lack of a building warrant and a completion certificate.

A statement of intent will comment on the offences of not obtaining a building warrant and a completion certificate and may be considered for works of a minor nature, at the discretion of the service, subject to the submission of the appropriate fee and a satisfactory site inspection.

However, if the owner requires further documentation on the unauthorised works, then the unauthorised work will be dealt with under the current building standards system by the:-

- i) Submission of a Late Application for Warrant. This will only be possible if the work has started and is still under construction. This type of application will be required to comply with the building standards applicable at the time the Late Application for Warrant is submitted and in addition the Council may also require hidden elements of structure to be exposed for inspection before the warrant is granted, or by the
- ii) Submission of a Late Completion Certificate. This type of Submission will be required to comply with the building standards applicable at the time the Late Completion Certificate is submitted and in addition the Council may also require hidden elements of structure to be exposed for inspection before the Late Completion Certificate is accepted.



Form 2 - Application for Letter of Comfort

Where no Building Warrant was obtained and the work was carried out over 10 Years ago- see guidance notes.

Name and Address of Applicant:.....

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.....

Contact Telephone Number:

Address of Property subject
to Application (If address is
different from above):

.....
.....

Description of work
carried out:

.....
.....

Size of Extension
(in square metres if applicable).....

Type of Property:
i.e. (Dwelling/Flat?):

Year/Month work
carried out:

Name of owner at time
of work carried out (if different
from Applicant):

.....
.....

Signed:

Dated:

Note: The above information must be as accurate as possible to enable the Building Standards Surveyor to consider your Application.

Guidance Notes For Form 2

This application form should be used for work that was carried out more than 10 years before the date the request is made.

If the work fall within the identified time period and are of a minor nature, the Building Standards Service may consider issuing a statement of intent (letter of comfort) with regards the lack of a building warrant and a completion certificate.

A statement of intent will not confirm compliance with the building regulations, but will comment on the offences of not obtaining a building warrant and/or not being issued with a completion certificate and will remind the owner of their responsibilities in ensuring that their property complies with the building regulations.

In this situation the service does not carry out a site inspection and may be considered for works of a minor nature, at the discretion of the service, subject to the submission of the appropriate fee.

However, if the owner requires further documentation on the unauthorised works, then the unauthorised work will be dealt with under the current building standards system by the:-

- i) Submission of a Late Application for Warrant. This will only be possible if the work has started and is still under construction. This type of application will be required to comply with the building standards applicable at the time the Late Application for Warrant is submitted and in addition the Council may also require hidden elements of structure to be exposed for inspection before the warrant is granted, or by
- ii) Submission of a Late Completion Certificate. This type of Submission will be required to comply with the building standards applicable at the time the Late Completion Certificate is submitted and in addition the Council may also require hidden elements of structure to be exposed for inspection before the Late Completion Certificate is accepted.



Form 3 - Application for Letter of Comfort
Where a Building warrant was obtained but its period of validity has expired.

Name and Address of Applicant:.....
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Contact Telephone Number:

Address of Property subject to Application (if address is different from above):
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.....

Description of work carried out:
.....
.....

Size of Extension:
(in square metres if applicable)

Type of Property:
i.e. (Dwelling/Flat?):

Year/Month work carried out:

Building Warrant Number:

Name of owner at time of work carried out (if different from Applicant)
.....
.....

Signed:

Dated:

Note: The above information must be as accurate as possible to enable the Building Standards Surveyor to consider your Application.

Guidance Notes For Form 3

This application form should be used for work where a building warrant was obtained but the building warrant is no longer valid, as the 3 years life of the warrant has expired and no extension to the building warrant was granted within the life of the warrant.

If the application fall within this category, the Building Standards Service may consider issuing a statement of intent (letter of comfort) at the discretion of the service, subject to the submission of the appropriate fee and a satisfactory site inspection, with regards the lack of a completion certificate.

A statement of intent will comment on the offence of not obtaining a completion certificate.