

## Application for Consideration of the Issue of a Letter of Comfort

This form applies where work has been undertaken to a property prior to 1st May 2005. If works have been carried out after this time, please refer to your local Building Standards Surveyor.

**Applicant details**

**Agent/Solicitor details**

Name .....

Address .....

.....

Post Code .....

Tel No .....

Fax .....

Email .....

Name .....

Address .....

.....

Post Code .....

Tel No .....

Fax .....

Email .....

**Address of property** (relative to application for letter of comfort) .....

.....

**Description of unauthorised works** (provide as detailed a description as possible e.g removal of partition between dining room and kitchen) .....

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**Date of works carried out** .....

**Have any works been undertaken on the property in the past which have been subject to building warrant approval without the benefit of a completion certificate?**

Yes  No

If Yes, please give details and include reference numbers if known

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**Date of application** .....

**Date of settlement / entry** ..... **Signature** .....

Enclosures required:      Location plan (1:2500 rural & 1:1250 urban)

   Property particulars or ASPC property ref. no. ....

   Fee £ .....

Aberdeenshire Council reserves the right to require any such operations as may be deemed necessary to ensure as far as is reasonably practicable to do so, compliance with the technical standards in force at the date of application. Applicants should note that, third party expert opinions as may be deemed necessary might be called upon. All costs relating to this paragraph must be borne by the applicant.

<b>Fee details</b>	No previous building warrant approval	£362.25
office use	Previous building warrant approval	£206.00
£ .....	Additional visits	£ .....