



Renfrewshire
Council

Department of Planning & Transport
Building Standards Section
HQ South Building
Cotton Street
Paisley
PA1 1 LL

FOR OFFICIAL USE ONLY
Reference No:

Application for Building Standards Enquiry

1	Applicant	Name	Address	Postcode	Day time telephone	Fax
2	Agent (If applicable)	Name	Address	Postcode	Day time telephone	Fax
3	Address of Building where work has been completed (Indicate flat position where applicable)					Post Code
4	Specific details of works carried out and the date when the works were completed					
5	Declaration I/We request the Local Authority to inspect the works at the above address, and satisfy themselves that the work has been carried out in a way that ensures the health and safety of the occupiers. I/We agree to expose any necessary elements of the works. I/We accept that if any information given is found to be false, any letter issued will be rendered void.					
	Signature of Applicant/Agent _____					
	Date _____					

Notes

1. An inspection of the works may result in statutory action being taken.
2. The applicant may require to carry out remedial works prior to obtaining Building Standards Enquiry approval.
3. Additional visits may incur separate/additional fees.
4. The extent of the works may require drawings to be submitted and processed at the applicants' expense.
5. Return form with appropriate fee. (£50.00 for copies of warrant and/or certificate or £200.00 if inspection required)
6. A request for a Building Standards Enquiry will be met within 5 days.

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Date application received _____ Responsible Officer _____

Fee submitted £ _____ Receipt No. _____

Description of works (if different from overleaf)

BC/E Type _____ Date allocated _____

Officers' initial contact date _____

Date of Inspection **Details of Inspection**

Objections resulting from inspection

Obj. Ref.	Date	Obj.	Details
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Date Obj. Cleared

No. of days for the above works to be completed _____

All works completed satisfactory _____