



Renfrewshire
Council

FOR OFFICIAL USE ONLY
Reference No:

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

Application for Building Standards Enquiry

Applicant	Name		
	Address		
	Postcode		Fax
	Day time telephone No.		

Agent (If applicable)	Name		
	Address		
	Postcode		Fax
	Telephone No.		

Address of building where work has been completed (Indicate flat position where applicable)	
	Post Code

Specific details of works carried out and the date when the works were completed
Where copies of documents are required quote reference number(s) and dates (if known)

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 are free 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 work 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 the appropriate fee. (£50 for copies of warrant and/or certificate or £200 if inspection Required.)
6. A request for a Building Standards Enquiry will be met within 5 days.