

Development and Housing Services
Building Standards Section
Renfrewshire House
Cotton Street
Paisley
PA1 1JD
bc@renfrewshire.gov.uk

APPLICATION FOR BUILDING STANDARDS ENQUIRY

Applicant	Name		
	Address		
	Postcode	Day time telephone no.	Fax
Agent (If applicable)	Name		
	Address		
	Postcode	Telephone no.	Fax
Address of building where work has been completed (Indicate flat position where applicable)			
			Postcode
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)			
Where Building Warrant histories are required please give details			
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 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 the form with the appropriate fee. (£50 for copies of Building Warrant and/or Completion Certificate or £200 if an inspection is required.
6. Where Building Warrant histories are required an initial fee of £50 requires to be submitted (depending on the length of time taken for a search an additional fee may be required).
7. Where copies of stamped plans are required a fee of £50 for the initial enquiry, followed by £15 per plan requires to be submitted.
8. A request for a Building Standards Enquiry will be met within 5 working days.
9. Payment can be made at <https://myaccount.renfrewshire.gov.uk/>
or by telephone - on 0300 3000 300 between the hours of 8.45am to 4.45pm Monday to Thursday and 8.45am to 3.55pm on Fridays

We need your details to provide you with this service. They will be used for the purposes of the Council's public functions. We may check your details with other information held and may share these with other Council Services to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds. Further information on how the Council handles your personal information can be found on <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>