



Renfrewshire
Council

Chief Executive's Service
Building Standards Section
Renfrewshire House
Cotton Street
Paisley
PA1 1WB

FOR OFFICIAL USE ONLY

Reference Number

APPLICATION FOR BUILDING STANDARDS ENQUIRY

Applicant

Name

Address

Postcode

Day time telephone no.

Email

Agent (If applicable)

Name

Address

Postcode

Telephone no.

Email

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. Cheques should be made payable to Renfrewshire Council.