



Renfrewshire  
Council

FOR OFFICIAL USE ONLY

Reference Number

Development and Housing Services  
Building Standards Section  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1JD

## APPLICATION FOR BUILDING STANDARDS ENQUIRY

<b>Applicant</b>	<b>Name</b>		
	<b>Address</b>		
	<b>Postcode</b>		
	<b>Day time telephone no.</b>		<b>Fax</b>
<b>Agent</b> (If applicable)	<b>Name</b>		
	<b>Address</b>		
	<b>Postcode</b>		
	<b>Telephone no.</b>		<b>Fax</b>
<b>Address of building where work has been completed</b> (Indicate flat position where applicable)			
			<b>Postcode</b>
<b>Specific details of works carried out and the date when the works were completed</b>			
<b>Where copies of documents are required quote reference number(s) and dates (if known)</b>			
<b>Where Building Warrant histories are required please give details</b>			

**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.

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>