

**APPLICATION FOR
LETTER OF COMFORT
Form F**

The Highland Council has been appointed sole verifier for administering the Building Standards system throughout the Highland area

<u>FOR OFFICIAL USE ONLY</u>	
	Application No.
	Cost of Works
	Fee
	Date Paid
	Date of Receipt
	Receipt No.

1	APPLICANT	<p>Name <input style="width: 95%;" type="text"/></p> <p>Address <input style="width: 95%;" type="text"/></p> <p>Postcode <input style="width: 25%;" type="text"/> Email <input style="width: 40%;" type="text"/></p> <p>Phone <input style="width: 25%;" type="text"/> Fax <input style="width: 40%;" type="text"/></p>
2	OWNER	<p>Name <input style="width: 95%;" type="text"/></p> <p>Address <input style="width: 95%;" type="text"/></p> <p>Postcode <input style="width: 25%;" type="text"/> Email <input style="width: 40%;" type="text"/></p> <p>Phone <input style="width: 25%;" type="text"/> Fax <input style="width: 40%;" type="text"/></p>
3	AGENT (if any)	<p>Name <input style="width: 95%;" type="text"/></p> <p>Address <input style="width: 95%;" type="text"/></p> <p>Postcode <input style="width: 25%;" type="text"/> Email <input style="width: 40%;" type="text"/></p> <p>Phone <input style="width: 25%;" type="text"/> Fax <input style="width: 40%;" type="text"/></p>
4	DATE WORKS CARRIED OUT (approx.)	<input style="width: 95%; height: 20px;" type="text"/>
5	LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES	<p>Address <input style="width: 95%; height: 40px;" type="text"/></p> <p>Postcode or grid reference (if known) <input style="width: 60%; height: 20px;" type="text"/></p>

6	DESCRIPTION OF WORKS CARRIED OUT (provide a sketch plan) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
7	WERE THE WORKS SUBJECT OF A BUILDING WARRANT <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state the building warrant reference no: <input style="width: 150px;" type="text"/>
8	STATE THE COST OF OPERATIONS: £ (only applicable if no building warrant sought)
9	Please indicate how you would like to receive correspondence:- Letter <input type="checkbox"/> Yes <input type="checkbox"/> No Email <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that where both/or no options are selected that email will be set as the default option.
NOTES FOR GUIDANCE	
10	<ol style="list-style-type: none"> 1) You are advised that if the inspection you have requested covers unauthorised work, this may result in enforcement action being taken. 2) A Letter of Comfort will not be granted for work undertaken after 1 May 2005 or for work that was undertaken in excess of <u>25 years ago</u>. 3) An inspection will assess only the works you have specified in Part 6 of this form. 4) There is a fee for this this service which is payable on the application being made. Please check under Letters of Comfort on our Other Planning and Environment Fees and Charges document for details on how much you should pay. 5) A site location shall be submitted with this application. Dependent on the extent of the works detailed, drawings may require to be submitted at the applicant's expense. 6) If as a result of an inspection defects are reported a maximum period of <u>9 months</u> will be permitted for remedial works to be completed. If you fail to respond the application will be deemed to have been withdrawn and you will need to re-apply. No refund from the original fee will be made.

DECLARATION

11 I/We confirm that I/we have read the guidance notes and that the information contained in this form is correct.

Signed -

Dated -

Applicant/duly appointed agent* *Delete as appropriate

WHERE TO SEND THE COMPLETED APPLICATION FORM

The completed application form should be signed, dated and delivered with the required plan(s)/drawing(s) to:

**eProcessing Centre
The Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX**