

**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

1 APPLICANT

Name

Address

Postcode E-mail

Phone Fax

2 OWNER

Name

Address

Postcode E-mail

Phone Fax

3 AGENT (if any)

Name

Address

Postcode E-mail

Phone Fax

4 DATE WORKS CARRIED OUT (approx)

5 LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address

Postcode or grid reference
(if known)

**FOR OFFICIAL
USE ONLY**

Application No.

Cost of Works

Fee

Date Paid

Date of Receipt

Receipt No.

6 DESCRIPTION OF WORKS CARRIED OUT (provide a sketch plan)

7 WERE THE WORKS SUBJECT OF A BUILDING WARRANT Yes No

If Yes, please state the building warrant reference no:

8 STATE THE COST OF OPERATIONS: £

(only applicable if no building warrant sought)

9 Please indicate how you would you like to receive correspondence:-

Letter yes No

E-mail yes No

Please note that where both/or no options are selected that E-mail will be set as the default option.

NOTES FOR GUIDANCE

- 10**
- 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 **25 years ago**.
 - 3) An inspection will assess only the works you have specified in Part 6 of this form.
 - 4) There is a fee for this service which is payable on the application being made:
 - Where a building warrant has been granted the fee will be
 - Where no building warrant has been granted the fee will be:
 - If the cost of work is not greater than £000 at current market values, a fee of is payable on application.
 - If the cost of work is greater than £000 at current market values, the fee payable will be calculated as per the statutory fee table plus 25%

- The above fees cover an initial inspection plus one follow up if this proves necessary. If the work is still not found to be satisfactory, a further **£150** will be charged for each subsequent site visit.
- 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 **9 months** 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 of 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 sent signed and dated and with the required plan(s)/drawing(s) to:

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

Ways to Pay

You can pay the fee for this Service online, by visiting <http://www.highland.gov.uk/> and clicking on the PAY button on the Home Page and then selecting Planning and Building Standards. You can also pay over the phone by contacting our Service Centre on 01349 886605. Please note that we no longer accept cheques as payment, thank you.