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| --- | --- |
| **Building Standards** | C:\Documents and Settings\alscott\Desktop\WDC logo black.jpg |
|  |
| **Application for a Document, Plan and Property Search** |

Note: **(Please refer to notes on page 3 before completing this form)**

**Please indicate which section’s records you require a search to be carried out on**

|  |  |  |  |
| --- | --- | --- | --- |
| **Search type:** | **Domestic (e.g. house/flat)** **[ ]**  | **Non-domestic/commercial [ ]**  | **Property History Search [ ]**  |

All of the above search options are only available up to a period of 25 years from date of application

Our Letter of Comfort records only date back to 1 May 2005. Therefore if works have been carried out prior to this date then you will be required to apply for a Letter of Comfort – see Letter of Comfort webpage for further guidance.

**For office use only:**

Date received:

Fee: £

Date paid:

Receipt No:

Office Notes:

Search closed date:

Applicant notified:

Form Reference:

**Revised 19-10-17**

|  |
| --- |
| **1. APPLICANT** |
| Name: |  |
| Address: |  |
| Town/City: |  | Postcode: |  |
| Telephone: |  | Mobile Phone: |  |
| Email address: |  |
|  |
| **2. AGENT** *(if any)* |
| Name: |  |
| Address: |  |
| Town/City: |  | Postcode: |  |
| Telephone: |  | Mobile Phone: |  |
| Email address: |  |
|  |
| **3. DETAILS OF PROPERTY SUBJECT TO ENQUIRY** |
| Building: |  |
| Address: |  | Postcode: |  |
|  |  |  |  |
|  | **Building Warrant Reference(s)** *(if known)* |  |
|  | **Approximate date of works** *(year)* |  |
|  |
| Description of works (provide as much detail as possible in order to assist us with the search):- |

**Planning and Building Standards, 16 Church Street, Dumbarton G82 1QL**

**Tel:** 0141 951 7930 **e-mail:** building.standards@west-dunbarton.gov.uk

1. **BUILDING OWNER’S DETAILS** *(if different from applicant – Building Standards search only)*

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Town/city: |  | Postcode: |  |
| Telephone: |  | Mobile phone: |  |

1. **YOUR INTEREST IN THE BUILDING** *(Building Standards search only)*

|  |
| --- |
| **For all Building Standards property searches – please state your interest in the property***(see notes 3 & 4 and tick the relevant box)* |
|  |  |
| Owner: | [ ]  |  | Tenant: | [ ]  | Occupier: | [ ]  |
| Prospective Owner: | [ ]  |  | Prospective Tenant: | [ ]  | Prospective Occupier: | [ ]  |
| Adjoining building interest: | [ ]  | (please state) | Other: |       |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **For a non-domestic/commercial property****Owner’s letter of consent enclosed** *(see note 4)*   |

1. **INFORMATION REQUESTED**

Please provided details of the information you are seeking e.g. to view and/or request copies of drawings, completion certificate, building warrant etc. Continue on a separate sheet if necessary.

|  |
| --- |
| Information request (e.g. types of documents/drawings requested):- |

1. **FEE PAYMENT**

Payment can be made at [pay online](https://www.civicaepay.co.uk/WestDunbartonshire/Webpay_Public/Webpay/Default.aspx?fund=BB). Please use Payment Type – Building Standards Search/Copy. Where asked for a reference, use the property address to which the search relates. An automated receipt will be sent to you via email. In all cases the relevant fee requires to be received before the search is carried out.

**Please Note:** Once the application form and fee is received this is treated as an application fee and is non-refundable.

|  |  |  |  |
| --- | --- | --- | --- |
| Online receipt reference: |       | Date paid: |       |

1. **DECLARATION**

I declare that the information provided in this application is to the best of my knowledge true and accurate. I understand that the search to be carried out may not produce any results and in such an event the fee paid is not refundable. I also understand that additional costs may be incurred if copies of more than one document are requested and these will be paid separately following the initial search.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed:** |  | **/Agent** | **Date:** |       |

**Planning and Building Standards, 16 Church Street, Dumbarton G82 1QL**

**Tel:** 0141 951 7930 **e-mail:** building.standards@west-dunbarton.gov.uk

**Guidance Notes**

**Please Note: Once an application and fee is received this is treated as an application fee and is non-refundable.**

**1. Search & Copy Charges – Domestic (e.g. house/flat etc)**

 The standard fee is £80 per Building Warrant file. The fee includes the search and retrieval from archive store, copies of the building warrant, completion certificate and drawings if requested. (**see Note 6 for details of the provision of copying drawings**) (Please provide location plan if possible).

**2. Search & Copy Charges – Non-Domestic/Commercial**

 The standard fee is £110 per Building Warrant file. The fee includes the search and retrieval from archive store, copies of the building warrant, completion certificate and drawings if requested. (see **Note 6 for details of the provision of copying drawings**) (Please provide location plan if possible).

Individual units within a retail complex or similar, will be treated as individual properties and incur multiple charges, e.g. retail units within a shopping centre or industrial units which have been individually split and are owned/occupied by different person(s).

**3. Domestic Properties**

Viewing or copying of documents and plans is only available to an ‘interested party’(or their agent). An ‘interested party’ is an *owner, occupier, tenant or prospective owner, occupier or tenant* of the relative building or adjoining building. An adjoining building is interpreted as one having common elements e.g. common floor/ceiling or party wall. Adjoining land is not considered to be an ‘adjoining building’.

1. **Non Domestic Properties**

Due to security matters introduced in the Building (Scotland) Act 2003 written consent for viewing or copies of documents or plans will be required from the property owner or tenant.

**5. Building Standards Land and Property History Searches**

Occasionally, mainly due to a loss of plans, an owner may require written confirmation of what works a historical Building Warrant or Completion Certificate related to. The fee for a search & written confirmation of the approved work for domestic (e.g. houses/flats) is £80.00 and for non-domestic/commercial £110.00 fee. A list of all relevant information will be provided. **If copies of documents are requested after the information is provided each individual reference number will incur separate fees and will be payable prior to copies being given.**

**6. What Happens Next?**

**Please note that a search will not be carried out until we receive a correctly completed application form and relevant fee has been paid.**

We will normally provide copies of the documents by attaching a scanned copy of them to an email. For larger sized plans we can provide copies of these on CD and posted out. Copies of plans will be over-marked with *“copyright restrictions must be observed – this plan may not be copied or reused without prior permission of the copyright owner”.*

If you have only requested copies of building warrants or completion certificates, the documents will be emailed to you. We aim to carry out the archive search within 2 weeks of receipt of an application. However on occasions due to other work ongoing within the Planning and Building Standards Sections, please be aware archive searches can sometimes take longer.

Please send your completed application to us at building.standards@west-dunbarton.gov.uk