



REQUEST FOR LETTER OF COMFORT

Building (Scotland) Acts 1959 and 1970 (with amendments)

LETTER OF COMFORT FEES
Please see Schedule of Fees and Charges document for current application fees. If you require any assistance please get in touch with Business Support on [01595 744293](tel:01595744293) or building_standards@shetland.gov.uk

1. APPLICANT

Name
Address
.....
.....
Post Code
Tel No.
Mobile
E-mail

2. DULY AUTHORISED AGENT (if any)

Name
Address
.....
.....
Post Code
Tel No.....
Mobile.....
E-mail

3. LOCATION OF BUILDING OR SITE TO WHICH THE APPLICATION RELATES

Address (include postcode if known)
.....
.....
.....

4. DESCRIPTION OF WORKS CARRIED OUT

.....
.....
.....
.....

5. DATE WORKS CARRIED OUT

.....

6. BUILDING WARRANT OBTAINED?

YES NO

IF YES, PLEASE LIST REFERENCE NUMBER(S)
.....

7. PRIVACY NOTICE

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

8. DECLARATION

I / We* the undersigned request that a survey be carried out at the above address.

I / We* further confirm that the above “*description of works carried out*” and the date when the works were carried out are correct.

Note:

- (1) Evidence of such date and the extent of works may be required as part of the Council enquiries.
- (2) Where any works require to be exposed, it will be at the expense of the applicant. The Local

Authority accept no liability of the costs of exposing and making good works required as part of this survey.

- (3) Where date of works are in excess of 15 years a disruptive survey will not be required in most instances. Where the survey is carried out to works between 10-15 years a disruptive survey may be required as part of reasonable enquiries by the Building Standards Surveyor.

Signed..... Dated.....

*Delete as appropriate

Address to which you should send this application –

**Building Standards Service
Shetland Islands Council
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ**

Tel No: **01595 744293**

E-mail: **building.standards@shetland.gov.uk**

Website: **www.shetland.gov.uk/buildingstandards**