

Building (Scotland) Act 2003
**Application to access Part II
 Building Standards Register
 For Other than Residential Buildings**
 The Building (Procedures)(Scotland)
 Regulations 2004- Section 58



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East Dunbartonshire Council
 www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript.

I request an opportunity to inspect the documents held by East Dunbartonshire Council and contained in Part II of the Building Standards Register (and with a view to obtaining information detailed below).

<i>Applicant</i>			
Name			
Address			
Postcode		Telephone No.	
Fax No		E-mail	
Nature of Interest (see note 1)			
Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Tenant <input type="checkbox"/> Prospective Owner <input type="checkbox"/> Prospective Occupier <input type="checkbox"/> Prospective Tenant <input type="checkbox"/> Owner/Occupier/Tenant (of relevant/adjoining building) <input type="checkbox"/> (please tick as appropriate)			

Only persons with these particular interests are allowed to access records (see above legislation/Note 1). Persons acting as duly authorised agents for the applicant, should also complete details below and confirm their status when signing the declaration.

<i>Duly Authorised Agent (if any)</i>			
Name			
Address			
Postcode		Telephone No.	
Fax No.		E-mail	

<i>Owner (if different from applicant)</i>			
Name			
Address			
Postcode		Telephone No.	
Fax No		E-mail	

To be completed by owner where application being made by other than owner (Note 1)

*[1,.....being the owner of the property to which this application relates, hereby consent to East Dunbartonshire Council disclosing and providing copies of documents contained in Part II of the Building Standards Register to the above applicant in relation to the works detailed below.

<i>Location of Building</i>	
Address of building to which the building warrant applies [Include post code if known]	

<i>Building Warrant Reference Number(s)</i>		
Reference No. of Building warrant to which access is being sought (see Notes 2 & 3)		
<i>Description of works</i>		
<i>Declaration</i>		
I understand that this information viewing request relates to drawings, specifications, certificates, site investigation report or other documentation where available relative to the above works contained in Part II of the Building standards Register.		
Signed (applicant) (see Note 1)		
Countersigned by Owner (see Note 1) (or adjoining owner where applicable)		
Signed (Duly Authorised Agent for applicant)		
Dated		

<i>Where copy information is being requested.</i>
There is a standard charge for copy documents (excluding drawings) or for confirmation letter of findings for each warrant record. Copy information being requested should be indicated in the box below. Payment for each warrant record must accompany this request (See Note 4). Where warrant record reference number is not known, please refer to note 2 & 3.
<i>Copy information requested e.g. copy of Building Warrant, Completion Certificate, other</i>

Notes

1.	<p>Building warrant records and documents will not be made available for inspection or copying (where permitted) unless an 'interested party' makes application to the Building Standards Service. These records can only be made available for inspection at the Building Standards office, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch, Glasgow, G66 1TF</p> <p>Interested party' in the case of residential buildings means an owner, occupier, tenant, or prospective owner, occupier or tenant of the relevant building or of an adjoining building. For prospective owners, occupiers or tenants please note that we will check with the owner the validity of your claim prior to making the information available unless the owner countersigns the application.</p> <p>Proof of being an interested party of an adjoining building will be required and we will generally advise the owner of the building of your application to inspect records.</p>
2.	<p>Part I of the Building Standards Register of applications under the Building (Scotland) Act 2003 is available on the Council website below. (Please note limitations on content in Part 1).</p> <p>Part 1 of the Building Standards register of earlier building warrants records, where information is not available on the Council's website, can be made available for private searches (generally back to May 1975) for references to be provided and to allow the Building Standards Service to subsequently retrieve the building warrant record(s) from archive stores if still held.</p>
3.	<p>Building warrant reference(s) must be provided to retrieve the building warrant file(s) from Part II of the Building Standard Register. Where the building warrant reference(s) is not known, a search may be carried out by the Building Standards Service of the Building Standards Register on payment of a fee for a search of building warrant records back to May 1975 and retrieval of the building warrant file(s) if still held. Details of current fees are available on request.</p> <p>For the search and retrieval fee, we will also provide copy documents (excluding drawings) of one single warrant record where these are available from the building warrant record files. A confirmation letter would otherwise be provided from retrieved building warrant record information.</p> <p>Retrieval and copies of documents from subsequent warrant records are also charged for each additional building warrant file, or, where record documents are not available, to provide a letter of confirmation from retrieved building warrant record information.</p>
4.	<p>It may be possible, on the payment of a fee and subject to any copyright restrictions to obtain copies of documents contained in Part II of the Building Standards register when being viewed. Details of current fees are available on request.</p> <p>The copying of drawings and some other information will be subject to individual pricing and may require to be outsourced by the Building Standards Service. Copies of full drawings may therefore not be available if requested when calling to view documents.</p>

Data Protection: The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. Your information will only be used for the processing of your request to access the Building Standards register.

Address to which you should send this application

<p>Building Standards Service, East Dunbartonshire Council, Broomhill Industrial Estate Kilsyth Road Kirkintilloch Glasgow G66 1TF</p> <p>Other contact details: Tel: 0141 578 8600 Fax: 0141 578 8575 mailto: buildingstandards@eastdunbarton.gov.uk web: www.eastdunbarton.gov.uk</p>	For office use only	
	Date Fees Paid	
	Amount	£
	Notification to Owner	
	Date Sent	
	Evidence provided by interested party	