

Building Standards Offices

Aboyne	Bellwood Road, Aboyne, AB34 5HQ ☎ 01339 887373
Alford	School Road, Alford AB33 8TY ☎ 01975 564806
Banchory	The Square, High Street, Banchory, AB31 5RW ☎ 01330 822878
Banff	Town House, Low Street, Banff, AB45 1AY ☎ 01261 813200
Ellon	45 Bridge Street, Ellon, AB41 9AA ☎ 01358 726437
Fraserburgh	51 Mid Street, Fraserburgh, AB43 9EP ☎ 01346 514866
Huntly	25 Gordon Street, Huntly, AB54 8EQ ☎ 01466 794121
Inverurie	Gordon House, Blackhall Road, Inverurie, AB51 3WA ☎ 01467 620981
Peterhead	Arbuthnot House, Broad Street, Peterhead, AB42 1DA ☎ 01779 477363
Stonehaven	Viewmount Arduithie Road, Stonehaven, AB39 2DQ ☎ 01569 768300
Turriff	Municipal Buildings, High Street, Turriff, AB53 4EN ☎ 01888 563417

Application

for consideration of a

Letter of Comfort

For works carried out prior to 1st May 2005



10/07/P&ES/BS LoC 03

INFORMATION NOTES:

This note applies where work has been undertaken to a property prior to 1st May 2005. If works have been carried out after this time please refer to your local Building Standards Surveyor.

Unauthorised works

Building Standards is a Statutory Service provided by all Local Authorities. Its main intention is to ensure as far as is reasonably practical to do so, the Health, Safety and Welfare of any and all inhabitants of the built environment. You may require Building Warrant if you intend to alter, extend, erect, demolish or convert any structure. We recommend that if you are considering undertaking any building operations that you contact us direct and we will be only too happy to advise you accordingly.

Should you be considering making a building warrant application then please refer to our leaflet **“How to make a Building Warrant Application”**.

What do I do if I have undertaken work without the necessary approval?

Firstly, do not panic. We accept that for any number of reasons you may not have been aware of the need for obtaining Building Warrant approval. This said, it is an offence under the terms of the Building (Scotland) Act not to first obtain the necessary approval prior to commencement of works.

You should contact your local Building Standards Surveyor as soon as possible and discuss the options available to you.

Minor works / alterations

For minor works you may be able to obtain a **“letter of comfort”**. This letter enables you to satisfy a Solicitor that the local Authority intends to take no further action with regard to the lack of building warrant and completion certificate or where no completion certificate granted.

An application form for consideration of a letter of comfort has been included with this form for your convenience.

Major works /new build /extensions etc

These works by their very nature require to be fully controlled by the Technical Standards in force. Should major works be discovered then it is imperative you make contact with the Building Standards Service. It may be necessary for you to make application for Building Warrant and to expose elements of construction to allow inspection. The Buildings Authority may also insist that other specialists such as Architects, Surveyors and Engineers become involved, at your expense, to verify elements of the structure.

Is there a cost involved?

Yes. As there is a need to carry out a site visit and undertake an investigation of the property history, the Buildings Authority is entitled to charge for this service. Fees in this regard are set annually by committee. The fees from 1st June 2005 will be £300 for no prior Building Warrant and £180 for prior warrant but no certificate of completion. We allow for 2 visits to the property within this fee, any additional visits as may be deemed necessary will be charged at £100 per visit.

How long will it take?

There is no set statutory time period to respond to applications for a letter of comfort. Aberdeenshire Council will endeavor to complete the registration and inspection of your application within 7 working days.

Am I entitled to a letter of comfort?

No. A letter of comfort is a discretionary service offered by Aberdeenshire Council. As the letter of comfort service is not a statutory function, the Council's decision on the issue of a letter of comfort is final and not subject to appeal.