

FOR NLC USE	
FEE PAID	
DATE PAID	
RECEIPT No	



**BUILDING STANDARDS**

**APPLICATION TO VIEW INFORMATION HELD IN PART 2 OF THE BUILDING STANDARDS REGISTER**

**BUILDING (SCOTLAND) ACT 2003  
THE BUILDING (PROCEDURE) (SCOTLAND) REGULATIONS 2004 - SECTION 58**

**APPLICANT:**

**AGENT:** on behalf of applicant

**Name:** .....

**Name:** .....

**Address:** .....

**Address:** .....

.....

.....

**Post Code:** .....

**Post Code:** .....

**Tel. No:** .....

**Tel. No:** .....

**e-mail:** .....

**e-mail:** .....

**POSTAL ADDRESS OF BUILDING(S)**

**Address:** .....

.....

**Postcode:** .....

**Nature of Interest (see note 1):**  
Owner / Agent on behalf of owner / Occupier / Tenant / Prospective tenant (Please delete as appropriate)

**Building Warrant Reference No. and Developer (if known):**  
.....

**Information requested: (see note 2):**

Certificates

Drawings

Specifications

Site investigation report

**Additional information / Other Documentation (please specify):**  
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.....  
.....  
.....  
.....

**Fee: (see note 3)**  
£

**DECLARATION**

**Signature** ..... **Date:** .....

## NOTES

Only on receipt of the completed application form and fee, can we carry out a search of our records.

Subject to any copyright restrictions, copies of any documents contained in Part 2 of the building standards register may be obtained. This information can only be viewed by an 'interested party' defined as 'the current (or prospective) owner, occupier or tenant'.

### Please note:

- We aim to provide copy documents within two weeks, however, time scales may vary. In some instances providing copies may take longer.
- We may be unable to provide information on work exceeding 25 years old.
- The fee paid is not refundable if we can't provide copies.
- Once retrieved, we can only hold records from our archives for a limited time before they are returned.

For your information;

Part 1 of the register should contain details of any certificates from approved certifiers of design or construction submitted with warrants and completion certificates, any conditions relating to grants of warrants, any enforcement notices when issued, altered or withdrawn and any continuing requirements imposed by warrant.

Part 2 of the register should contain:

- copies of warrants and completion certificates, including certificates from approved certifiers of design and construction
- the principle drawings and specifications
- and other documents submitted by verifiers for registration in connection with particular projects
- any copies of energy performance certificates and any statement of sustainability (new buildings only)

### How much will a search/copy document cost?

Search and copy documents / building warrant drawing search (first copy)	£75.00
Search and copy documents – Additional copies	£13.50
Building warrant drawing search – Charge per copy plan	£15.00

### ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION

**Enterprise Communities  
Technical Support Team  
3<sup>rd</sup> Floor Fleming House  
2 Tryst Road  
Cumbernauld  
North Lanarkshire  
G67 1JW**

**Tel:- 01236 632500**

**Email:- [buildingstandards@northlan.gov.uk](mailto:buildingstandards@northlan.gov.uk)**