

# BUILDING STANDARDS

## LETTER OF COMFORT APPLICATION RE-INSPECTION REQUEST



This form should only be used once the remedial works noted in the Council's letter/email sent to you have been completed and the work is ready for re-inspection.

### 1. APPLICANT

Name:	<input type="text"/>
Address:	<input type="text"/>
Town/City:	<input type="text"/>
Post Code:	<input type="text"/>
Telephone:	<input type="text"/>
Email address:	<input type="text"/>

### 2. AGENT (Only complete Agent details if you are applying on behalf of someone else)

Name:	<input type="text"/>
Address:	<input type="text"/>
Town/City:	<input type="text"/>
Post Code:	<input type="text"/>
Contact Name:	<input type="text"/>
Telephone:	<input type="text"/>
Email address:	<input type="text"/>

### 3. DETAILS OF PROPERTY

Property Type:	<input type="text"/>	..... (e.g. house, flat, shop etc)
Address:	<input type="text"/>	
	<input type="text"/>	
	Postcode: <input type="text"/>	

### 4. REMEDIAL WORK DETAILS

Date remedial work completed	<input type="text"/>
Date of Council's letter/email notifying you of remedial work required	<input type="text"/>
Reference on Council's letter notifying you of remedial work required	<input type="text"/>

### 5. FEE PAYMENT

The relevant fee can be paid using the Councils online payment system  
[https://www.civicaepay.co.uk/WestDunbartonshire/Webpay\\_Public/Webpay/Default.aspx?fund=BC](https://www.civicaepay.co.uk/WestDunbartonshire/Webpay_Public/Webpay/Default.aspx?fund=BC)  
Please provide the online receipt reference and date of payment below.  
**Please note** once the application form and fee is received this is treated as an application fee and is non-refundable

Online Receipt Reference:	<input type="text"/>	Date Paid:	<input type="text"/>
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Signed:	<input type="text"/>	Date:	<input type="text"/>
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<b>For office use only</b>	<b>(June2018)</b>		
Ref No:			
Fee: £	Date Paid:		Receipt No:

## Guidance Notes

1. This form should only be used once the remedial works noted in the Council's letter/email sent to you have been completed and the work is ready for re-inspection.
2. Re-inspections required as a result of remedial works are charged at **£85.00** for each additional inspection. It is therefore important that any remedial works identified are carried out satisfactorily to avoid further charges. Remedial works must be completed and re-inspected within 3 months. Failure to resolve these items within this timescale may incur in a further full fee (see table below).
3. The relevant fee can be paid using the Councils online payment system  
[https://www.civicaepay.co.uk/WestDunbartonshire/Webpay\\_Public/Webpay/Default.aspx?fund=BC](https://www.civicaepay.co.uk/WestDunbartonshire/Webpay_Public/Webpay/Default.aspx?fund=BC)

ESTIMATED VALUE OF WORKS	FEE
£0 - £10,000	£286.00
£10,001 - £20,000	£440.00
£20,001 - £40,000	£570.00
£40,001 - £60,000	£700.00
£60,001 and above	£965.00