

Application for Property Inspection service

■ Applicant

Name

Address

Post code

Fax

Telephone

E-mail

■ Agent (if any)

Name

Address

Post code

Fax

Telephone

E-mail

■ Details of property

Address

Contact name to
arrange entry

Daytime
telephone number

The above named hereby apply for an inspection of the following works which, so far as can be ascertained, have not been authorised by the Council.

1

2

3

4

5

6

7

The works were carried out within the following periods

Works carried out before 01/05/2005

(tick as appropriate)

Non warrantable works carried out on, or after, 01/05/2005

Please note that if warrantable works were carried out on, or after 01/05/2005, you will require to apply for a Completion Certificate where no Building Warrant Obtained. Please visit our website at address below for further information.

Please read the notes on the reverse side of this form and sign, date and return the form

Notes for guidance

1. A fee is charged for each full application for a Property Inspection Service and the relevant fees can be found on our website [Table of Fees](#). The application form should be accompanied by a cheque for the required amount made payable “The City of Edinburgh Council”. No inspection will be undertaken until the required fee is received.
2. If the work is of a significant nature an application for Completion Certificate Where No Building Warrant Obtained will be required along with an additional fee based on the value of the work. Please visit our website at address below for further information.
3. Initially, unless specifically requested, the service will be limited to an inspection of works to which access is readily available. However, particularly in the case of structural alterations, a request may be made to expose hidden works. Failure to expose such works on request will result in the issue of a qualified report.
4. On receipt of an application, arrangements will be made to inspect the property, following which
 - (a) A letter of confirming that the Department will take no enforcement action will be issued, or
 - (b) A letter listing items requiring action by the applicant will be issued.
5. Any matters outlined in a letter as in 4(b) above will not include minor technical infringements of the Building Regulations but will address matters that have been interpreted as having a direct bearing on health, safety and the integrity of the property.
6. The service is not applicable to commercial property or, property which has been divided into separate houses.
7. The service is limited to a maximum of two inspections. A further fee as specified in the table of fees, will be required for each additional inspection. It is, therefore, important that all the works identified following the first inspection are correctly implemented.
8. Further information about this service is available on our web page at the following address: http://www.edinburgh.gov.uk/info/20140/building_warrants (please refer to “Work done without a building warrant and expired warrants”)

Please sign and return this form

Signature of applicant or agent

Dated

Return to :

**Building Standards,
The City of Edinburgh Council,
Business Centre G.2,
Waverley Court,
4 East Market Street,
Edinburgh,
EH8 8BG.**

Telephone: 0131 529 3550

Our Service Standards for the Property Inspection service

Following receipt of your application form and appropriate fee, a Building Standards’ surveyor will arrange to inspect this property within two weeks to advise you if whether or not the work is satisfactory.

We are striving to meet these service standards. If we don’t meet them please let us know. Your feedback is important to us.

