

FOR OFFICIAL USE	
Ref No	
Fee	
Payment Type	
Receipt No	
Date Paid	

## BUILDING STANDARDS

### PRE-CONSTRUCTION CONFIRMATION OF EXEMPTION AND/OR COMPLIANCE

This is a request for a project-specific assessment of works based on either verbal or written details and/or specification for confirmation that works are either exempt from Building Warrant approval (under Regulation 3) or confirmation that, although no Building Warrant is required, the works described to be undertaken would comply with the relevant Building Regulations (full details of these works can be found at Regulation 5, Schedule 3). The works must **not** have commenced and, if applicable, compliance is the responsibility of the building owner/applicant.

1 Address of Property to be Inspected	2 Name and Address of Applicant
3 Agent's Name and Address ( <i>if applicable</i> )	4 Contact Name/Number ( <i>for access</i> )( <i>daytime</i> )
4 Type of Property	Flat/ Maisonette <input type="checkbox"/> House less than 3 storeys <input type="checkbox"/> House of 3 or more storeys <input type="checkbox"/>
6 I hereby apply for (tick):	Exemption <input type="checkbox"/> Compliance <input type="checkbox"/>
7	Brief Description of Works and Date Works Carried Out:
8 Application Fee (see note 1)	£
9	<b>Declaration</b> ( <i>please read guidance notes overleaf before signing</i> )
<p>I/We* the above named, having read the guidance notes overleaf, hereby apply for an inspection to determine pre-construction confirmation of exemption or compliance of the works stated above which I/We confirm have not yet commenced.</p> <p>Signed: <span style="float: right;">Applicant/Agent</span></p> <p>Date:</p>	

## GUIDANCE NOTES

1. The fee applicable for this service is dependent upon the complexity of the proposed works and whether or not plans/drawings are submitted. Please contact the Building Standards Team who will determine the nature of the works.

### NO PLANS

- a. Maximum 1 hour's discussion with a Building Standards Surveyor who will provide a detailed checklist of design criteria which will, if followed, ensure works do not require Building Warrant approval £35

### WITH PLANS

- b. Minor Works £35
- c. Complex Works £70

The service stated at 1b & 1c is limited to the initial appraisal and will include 1 repeat appraisal if further information is requested by the assessing Building Standards Surveyor. A site visit is NOT included.

2. If enough information is provided then after appraisal of the plans/drawings, you will be issued with a letter stating that proposed works are exempt or that Building Warrant approval is not required subject to the work meeting the relevant standards. It may be the case, however, that insufficient information has been provided. In this case a letter will be sent requesting further information. As stated above, the fee applicable will entitle you to 1 additional appraisal of the further information requested. If, after this second appraisal, further information is still required, then an additional fee will be required.
3. On completion of the works, the Council can provide an additional service to confirm whether compliance has been achieved. Details of this are available at [clacksweb/property/buildingstandardsnss/](http://clacksweb/property/buildingstandardsnss/). Alternatively, use the contact details below for further information.

### ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION

Team Leader – Building Standards  
Development & Environmental Services  
Kilncraigs  
Alloa  
FK10 1EB

Tel: 01259 450000  
E-mail: [buildingstandards@clacks.gov.uk](mailto:buildingstandards@clacks.gov.uk)

***Please read these guidance notes before signing this application and if clarification is required on any of the matters please contact Building Standards as above***