

**Planning & Economic Development Division
Building Standards Service**



East Ayrshire
COUNCIL

BSP9: Application to search the Building Standards Register

This pro-forma should be completed to request that a search of the Building Standards Register be carried out and where approvals are identified copies of the Building Warrant and Completion Certificate are provided. The Applicant/Agent should complete all parts of the pro-forma below. Additional information may be requested, eg. location plan where site is not based on a postal address.

1) Property address referred to:-

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.....

2) Building Warrant Ref Number(s)
(if known)

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.....

3) Description of works carried out:-

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.....

4) Date when works carried out :-

.....

5) Full name and address of original/relevant applicant:-

.....
.....

Telephone No :-

Business :-

Home :-

.....
.....

6) Full Name of Agent

.....
.....

Telephone Number:-

.....

7) • I/We the undersigned request that a search of the Building Standards Register be carried out at above address and copies of the Building Warrant and Completion Certificate provided ((where applicable).

8) **Signed**
Dated

.....
.....

NOTE The Fee payable for this application is shown within the [Charging Matrix](#), and can be made by Card Payments by calling 01563 576791 or visiting our office as detailed below.

All sections of this form must be completed and returned to:-

East Ayrshire Council
Planning & Economic Development
Opera House
8 John Finnie Street
Kilmarnock, KA1 1DD
Tel : 01563 576790 e-mail : BuildingStandards@east-ayrshire.gov.uk