Planning & Economic Development Division BSP8 Building Standards Service Letters of Comfort Pro-Forma	East Ayrshire Council Comhairle Siorrachd Àir an Ear

The Applicant/Agent should complete parts 1 (If applicable) 3, 4, 5, 6, 7, 8, 9, 10 and 11.

1) Building Warrant Ref No (if App) .....

2) Building Standards Surveyor :- .....

3) Property Address:- .....

4) Description of works carried out:- .....

5) Date when works carried out :- .....

6) Full Name and address of Applicant :- .....

7) Telephone No :- **Business :-** .....
Home :- .....

8) Full Name of Agent .....

9) Telephone Number :- .....

10)
- I/We the undersigned request that a Letter of Comfort be carried out at the above address.
- I/We further confirm that the above **"description of works carried out"** and the **"date when the works were carried out"** are correct. (Evidence of such date and the extent of the works may be required).

NOTE : The Fee payable for this application is shown within the Charging Matrix, and can be made payable by cheque to East Ayrshire Council (Building Standards Services), Card Payments by calling 01563 576791 or on-line (Building Standards Services) at https://www.civicaepay.co.uk/EastAyrshireEstor/estore/default/Catalog/Index

11)
Signed .....

Dated .....

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

East Ayrshire Council
Planning & Economic Development
The Opera House
8 John Finnie Street
Kilmarnock, KA1 1DD
Tel : 01563 576790 Fax : 01563 554592 e-mail : BuildingStandards@east-ayrshire.gov.uk