

# REQUEST FOR EXEMPT WORKS INSPECTION REPORT

WITH RESPECT TO BUILDING WORKS THAT ARE EXEMPT FROM BUILDING WARRANT APPROVAL

## 1. APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Tel. No. \_\_\_\_\_

Email Address \_\_\_\_\_

## 2. OWNER (if different)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Tel. No. \_\_\_\_\_

Email Address \_\_\_\_\_

## 3. AGENT (if applicable)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

## 4. ADDRESS OF PREMISES (including flat position where applicable)

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

## 5. DETAIL AND NATURE OF WORKS COMPLETED (only works listed will be inspected)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. DATE WORKS COMPLETED

(if an accurate date is unknown, please estimate)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## DECLARATION

I/We request the Local Authority to inspect the works at the above address, and satisfy themselves that the work has been carried out in a way that ensures the health and safety of the occupiers.

I/We agree to expose any necessary elements of the works for inspection.

I/We agree that if any information provided is found to be false, any letter issued will be rendered void.

**Signed** (Applicant/Agent) \_\_\_\_\_

**Date** \_\_\_\_\_

## NOTES

1. An inspection of the works may result in statutory action being taken.
2. Remedial works may require to be undertaken by the applicant prior to confirmation that statutory action will not be taken.
3. The estimated Cost of Works may be challenged. Additional visits if required may incur separate/additional fees.
4. The extent of the works may require drawings to be submitted and processed at the applicant's expense.

## OFFICE USE ONLY

AC _____ BSS _____ DATE ALLOCATED ____ / ____ / ____ WORKS COMPLETED ON ____ / ____ / ____ DESCRIPTION OF WORKS _____ _____ _____ _____ _____ STATUS ____ / ____ / ____ / ____ / ____ / ____	RECEIPT DETAILS
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## INSPECTION

Inspection Date	Details

## OBJECTIONS

Ref.	Obj.	Details	Date Cleared

All works completed \_\_\_\_\_ Date \_\_\_\_\_

Fee applicable is **£101.70** (Cheques should be made payable to Falkirk Council)

Completed application forms should be submitted along with appropriate Fee and Layout Plans highlighting the exempt works to:

Development Services  
 Building Standards Unit  
 Abbotsford House  
 David's Loan  
 Falkirk FK2 7YZ

Tel: 01324 504950

July 2022