

<b>FOR NLC USE</b>	
<b>FEE PAID</b>	
<b>DATE PAID</b>	
<b>RECEIPT No</b>	



**BUILDING STANDARDS**

**CLEARANCE DOCUMENT APPLICATION**

<b>APPLICANT:</b>	<b>AGENT/REPRESENTATIVE: (if any)</b>
<b>Name:</b> .....	<b>Name:</b> .....
<b>Address:</b> .....	<b>Address:</b> .....
.....	.....
<b>Post Code:</b> .....	<b>Post Code:</b> .....
<b>Tel. No:</b> .....	<b>Tel. No:</b> .....
<b>Email:</b> .....	<b>Email:</b> .....

Should you wish electronic communication please provide your email address. All correspondence will then be sent via email, including the Clearance Document. Payment can be made over the phone. We will be happy to discuss your requirements.\*See Address Details\*

**ADDRESS OF BUILDING(S)**

**No:** .....

**Street:** .....

..... **Postcode:** .....

**DETAILS OF WORKS:**

**IS APPLICATION FOR WORK THAT NEEDED A BUILDING WARRANT?**

**YES**                       **NO**

If Yes, the work must have been completed before 1st May 2005; if work was carried out after 1st May 2005 then a Late Completion Certificate should be applied for.

**IS APPLICATION FOR WORK TO A FLAT?**

**YES**                       **NO**

**IS APPLICATION FOR WORK TO A THREE STOREY HOUSE?**

**YES**                       **NO**

**DESCRIPTION OF WORK:** .....

.....

.....

.....

.....

**FEE**

Would you like us to contact you to take a card payment over the phone?

YES

Fee paid: £

**DATE WHEN WORKS WERE COMPLETED**

...../...../.....

**Value of Works  
(at today's value)**

£

**DECLARATION**

I/We\* request the Local Authority to inspect the works at the above.  
I accept that if any information given is found to be false, any letter issued will be rendered void.

**Signature of Applicant**..... **Date:** .....

**NOTES**

1. Applications are accepted entirely at our discretion.
2. An inspection of the works may result in statutory action being taken.
3. Remedial works may require to be carried out by the applicant prior to any clearance document being issued.
4. Dependant on the extent of the works, drawings may have to be submitted at the applicant's expense. Input from a structural engineer may be required were there are structural alterations. An electrical certificate will be required were alterations include electrical work.
5. Return with appropriate fee. Where the value of works is in excess of £5000 the fee will be determined from the building warrant scale of fees.

**ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION**

**Building Standards  
North Lanarkshire Council  
Municipal Buildings  
Kildonan Street  
Coatbridge  
ML5 3LN**

**Tel:- 01236 812440  
Email: [buildingstandards@northlan.gov.uk](mailto:buildingstandards@northlan.gov.uk)**