# Building Standards Clearance Document Application Form

## Applicant

Name:

Address:

Postcode:

Telephone Number:

Email address:

## Agent or Representative

Name:

Address:

Postcode:

Telephone Number:

Email address:

## Address of building

Address:

Postcode:

## We need to ask you some questions about the work your clearance document application relates to.

1. Is the application for work that needed a building warrant? Please delete as appropriate: Yes or No
2. If you have answered Yes, please tell us when the work was completed:

Where the work was carried out after 1 May 2005, you will need to apply for a Late Completion Certificate. For more information [please visit our website.](https://www.northlanarkshire.gov.uk/index.aspx?articleid=24001) If the work was carried out before 1 May 2005, please continue to complete this form.

1. Is the application for work to a flat? Please delete as appropriate: Yes or No
2. Is the application for work to a three storey house? Please delete as appropriate: Yes or No
3. Please tell us the value of the work (at today’s price):

## Please give us a description of the work, providing as much detail as you can.

Description of work:

## Declaration

I ask that the work detailed above be inspected by the council. I accept that if any information I have given is found to be false, any letter issued will not be recognised by law.

Signature of applicant:

Date:

## Fee

There is a fee payable for this service. We will email you a reference number to allow you to pay online. If you can’t pay online, please let us know and we will arrange to phone you.

Our fees are as follows:

* Unauthorised work that should have been subject to building warrant and was completed before 1 May 2005: £200 + equivalent building warrant fee (minimum £150)
* Window inspection: £138.50
* Confirmation of exempt class work where we do a site inspection: £175
* Confirmation of exempt class work where plans or drawings have been submitted: £50
* Expired building warrant (where building warrant was submitted before 1 May 2005: £100

## Notes

* Applications are accepted at our discretion
* An inspection of the works may result in statutory action being taken
* Remedial works may require to be carried out by the applicant before we issue a clearance document
* Depending 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.
* Where the value of works is in excess of £5000 the fee will be determined from the building warrant scale of fees
* This application should be submitted online to buildingstandards@northlan.gov.uk