

## **Guidance on Application for Letter of Intent or Late Completion Submission**

Where works have been carried out and completed since 1 May 2005, the Building (Scotland) Act 2003 requires the submission of a Late Completion Certificate. This is essentially the same process as an application for building warrant, including the provision of plans and details. The fee in this instance is 300% of the normal warrant fee.

If the works were completed prior to 1 May 2005 the situation can usually be remedied by requesting the issue of a Letter of Intent. The Council's response will be considered on an individual basis. The charge for a letter is £214, however where an inspection is required the charge is £507. It is likely that all but the most minor alterations will require an inspection.

Where a building warrant has been issued and subsequently expired (normally after three years from date of issue) but no certificate of completion obtained, a charge of £214 for a letter confirming that no action will be taken in respect of this omission will apply. If an inspection is required, which will typically happen where we have no record of works commencing, the charge is £507.

Queries regarding the above should be made to the appropriate Area Building Standards Officer (see below), preferably before writing to the Council requesting the letter. Your letter of request must fully describe the nature, extent and timing of the works in question and be accompanied by a cheque for the appropriate fee, made payable to 'Inverclyde Council'. A contact telephone number is also useful as are any sketches and photographs that may clarify the alterations made by illustrating the before and after arrangements.

Building Standards Officers are available by appointment please contact us at:

**Municipal Buildings  
Clyde Square  
Greenock  
PA15 1LY**

E-mail:

**[building.standards@inverclyde.gov.uk](mailto:building.standards@inverclyde.gov.uk)**

Phone:

**01475 717171**