

# Application for Property Inspection service

## ■ Applicant

Name

Address

Post code

Telephone

E-mail

## ■ Agent (if any)

Name

Address

Post code

Telephone

E-mail

## ■ Details of property

Address

Contact name to  
arrange entry

Daytime  
telephone number

The above named hereby apply for an inspection of the following works which, so far as can be ascertained, have not been authorised by the Council.

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*(tick as appropriate)*

Minor works\* carried out before 01/05/2005

Non warrantable works carried out on, or after, 01/05/2005

\*Minor works include general internal alterations, new/altered kitchens/bathrooms, removal of walls, new walls, new openings, patio doors etc.

Please note that if warrantable works were carried out - a) on, or after 01/05/2005 or

b) at any time and are of a significant nature (see Note 2 below)

you will require to apply for a Completion Certificate where no Building Warrant Obtained. Please visit our website at address below for further information.

**Please read the notes on the reverse side of this form and sign, date and return the form**

## Notes for guidance

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1. A fee is charged for each application for a Property Inspection Service and the relevant fees can be found in our [Table of Fees](#).

The application form should be accompanied by payment made by BACS transfer and a screenshot of the transaction should be sent along with your completed application form to [planningandbuildingstandards.support@edinburgh.gov.uk](mailto:planningandbuildingstandards.support@edinburgh.gov.uk)

The Council bank account details are as follows:

**The Royal Bank of Scotland**

**Sort Code 83 06 08**

**Account Number 00740589**

No inspection will be undertaken until the required fee is received.

2. If the work is domestic and of a significant nature (extensions, attic conversion, conservatories etc.) or for commercial property, an application for Completion Certificate Where No Building Warrant Obtained will be required along with the relevant fee, based on the value of the work. Please visit our website at address below for further information.
3. Initially, unless specifically requested, the service will be limited to an inspection of works to which access is readily available. However, particularly in the case of structural alterations, a request may be made to expose hidden works.
4. On receipt of an application, arrangements will be made to inspect the property, following which
  - a. A letter confirming that the Department will take no enforcement action will be issued, or
  - b. A letter listing items requiring action by the applicant will be issued.

Please note, there will be a time limit of 3 years from date of initial application to address any faults/outstanding matters. If faults remain outstanding after this period, a new application will be required.

5. Any matters outlined in a letter as in 4(b) above will not include minor technical infringements of the Building Regulations but will address matters that have been interpreted as having a direct bearing on health, safety, and the integrity of the property.
6. The service is limited to a maximum of two inspections. A further fee as specified in the table of fees, will be required for each additional inspection. It is, therefore, important that all the works identified following the first inspection are correctly implemented.
7. Further information about this service is available on our [website](#) (please refer to "Work done without a building warrant and expired warrants")

## Please sign and return this form

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Signature of applicant or agent

Dated

Return applications to [planningandbuildingstandards.support@edinburgh.gov.uk](mailto:planningandbuildingstandards.support@edinburgh.gov.uk)

Alternatively, applications can be posted to:

Building Standards,  
The City of Edinburgh Council,  
Business Centre G.2,  
Waverley Court,  
4 East Market Street,  
Edinburgh,  
EH8 8BG.

If you have any further enquiries, please email  
[planningandbuildingstandards.support@edinburgh.gov.uk](mailto:planningandbuildingstandards.support@edinburgh.gov.uk)

## **Our Service Standards for the Property Inspection service**

Following receipt of your application form and appropriate fee, a Building Standards' surveyor will arrange to inspect the property within two weeks to advise you whether or not the work is satisfactory. We are striving to meet these service standards. If we don't meet them, please let us know. Your feedback is important to us.