

**BUILDING STANDARDS SERVICE**

BSP8 – Letter of Comfort Pro-Forma

The Applicant/Agent should complete all parts applicable.

1) Building Warrant Ref No (if App)	
2) Property Address:-	
3) Description of works carried out:-	
4) Date when works carried out :-	
5) Full Name and address of Applicant:-	
6) Telephone No:-	
Email:-	
7) Full Name of Agent	
8) Telephone No:-	
Email:-	
10)	I/We the undersigned request that a Letter of Comfort be carried out at the above address.
	I/We further confirm that the above " <b>description of works carried out</b> " and the " <b>date when the works were carried out</b> " are correct. (Evidence of such date and the extent of the works may be required).
11)	<b>Signed</b>
	<b>Dated</b>

Note : The Fee payable for this application is shows within [Payment of Building Warrant Fees \(Other Fees and Services\)](#), and can be made by calling 01563 576790 or visiting our [online payment facility](#)

**Note** : from “**all shops**” select Building Standards

**All sections of this form must be completed and returned to :-**

e-mail : [BuildingStandards@east-ayrshire.gov.uk](mailto:BuildingStandards@east-ayrshire.gov.uk)

Post : East Ayrshire Council, Governance – Operations – Building Standards  
 The Opera House, 8 John Finnie Street, Kilmarnock, KA1 1DD