

**BUILDING STANDARDS SERVICE**

BSP9 – Application to search the Building Standards Register

This pro-forma should be completed to request that a search of the Building Standards Register be carried out and where approvals are identified copies of the Building Warrant and Completion Certificate are provided. The Applicant/Agent should complete all parts of the pro-forma below. Additional information may be requested, e.g. location plan where site is not based on a postal address.

1) Property address referred to:-	
2) Building Warrant Ref Number(s) (if known)	
3) Description of works carried out:-	
4) Date when works carried out :-	
5) Full name and address of original/relevant applicant:-	
Telephone No:-	
Email:-	
6) Full Name of Agent	
Telephone Number:-	
Email:-	
7)	I/We the undersigned request that a search of the Building Standards Register be carried out at the above address and copies of the Building Warrant and Completion Certificate provided (where applicable).
8)	<b>Signed</b>
	<b>Dated</b>

**NOTE** The Fee payable for this application is shown 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  
Opera House 8 John Finnie Street, Kilmarnock, KA1 1DD