



# REQUEST FOR LETTER OF COMFORT

## General Data Protection Regulations

### How we use your data

Aberdeen City Council collects, maintains and processes automatically information about you for the purposes of processing and determination of this Building Warrant application and this may be used for consultation purposes where applicable under legislation. Information will be disclosed only in accordance with the requirements of the Building Scotland Act 2003 or otherwise as required by law, including disclosure to other agencies for example Fire, Police, Scottish Natural Heritage, Historic Environment Scotland, as required for the purposes of determining this application.

For the purposes of processing this information Aberdeen City Council is the Data Controller. The Information Commissioner Office is the UK's regulator of data protection law:

[www.ico.org.uk](http://www.ico.org.uk)

For further information on how we use, store and protect your data please see our website:

<https://www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-building-warrant-application>

**Note: This service is intended to apply to Building Warrant approvals that have expired or to unauthorised work completed prior to 1 May 2005.**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

I hereby apply for a 'Letter of Comfort' for the property at :

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Please give details of the work for which the letter is required. Against each item give a date (or estimate) of when the work was carried out and any Building Warrant reference numbers known.

Brief Description of Work	When Work was Done	Warrant Ref. Number

Application fees as follows:

Application fee for Letter of Comfort for work covered by a Building Warrant approval: **£185.40**

Application fee for Letter of Comfort for work without a Building Warrant approval: **£309**

Please note that these are application fees and are generally not refundable.

The above fees are paid when the application for Letter of Comfort is lodged.

If access arrangements need to be organised, please indicate contact name and phone number.

Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Building Standards Team  
Strategic Place Planning  
Aberdeen City Council  
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