

REQUEST FOR EXEMPT WORKS INSPECTION REPORT

**WITH RESPECT TO BUILDING WORKS THAT ARE EXEMPT FROM BUILDING
WARRANT APPROVAL**

1. APPLICANT

Name:

Address:

.....

Contact Tel. No.

e-mail address

2. OWNER (If different)

Name:

Address:

.....

Contact Tel. No.

e-mail address

3. AGENT (If applicable)

Name:

Address: Post Code

Tel. No. Fax No. e-mail address

4. ADDRESS OF PREMISES (including flat position where applicable)

Address:

..... Post Code

5. SPECIFIC DETAILS AND NATURE OF WORKS COMPLETED

(Only those details listed here will be inspected)

.....

.....

.....

6. DATE WORKS COMPLETED

(If date is unknown, please estimate).

...../...../.....

DECLARATION

I/We request the Local Authority to inspect the works at the above address, and satisfy themselves that the work is of exempt class as specified in the Building Standards.

I/We agree to expose any necessary elements of the works for inspection.

I/We agree that if any information provided is found to be false, any letter issued will be rendered void.

I/We agree to pay the required fee for this service as detailed overleaf.

Signed (Applicant/Agent) **Date**

NOTES

1. An inspection of the works may result in statutory action being taken
2. Remedial works may require to be undertaken by the applicant prior to confirmation that statutory action will not be taken
3. Additional visits if required may incur separate/additional fees.
4. The extent of the works may require drawings to be submitted and processed at the applicant's expense.

