



Community and Enterprise Resources

## Copy document / plan search application form

Please complete the form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to: Planning and building standards, Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB. Alternatively return the completed form via email to [buildingstandards@southlanarkshire.gov.uk](mailto:buildingstandards@southlanarkshire.gov.uk)

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

### 1 Name and address of applicant(s)

Name	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

### 2 Owner (if different from applicant)

Name	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

### 3 Name and address of authorised agent (if any)

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

**4****Full address of building(s)**

Building name / plot / unit no / flat position

Address

Post code

**5****Helpful information**

e.g. Building warrant reference number, date granted, date work was undertaken, original developer, plot number, house type, etc.

**6****Nature of interest (see note 2)**

Owner / Occupier / Tenant (Please delete as appropriate)

**7****Please indicate the information required**

Copy of building warrant

Copy of completion certificate

Copy of plans (see note 2)

View plans at our office

**Signature of applicant / agent** (Delete as appropriate)**Date****Notes****Charges:**Search and copy of Building Warrant - **£27.05**Search and copy of Completion Certificate - **£27.05**

Search and copy of Plans / Supporting Documentation - as per table below

(fee will be confirmed following an initial search - a minimum fee of **£27.05** applies and must be paid at the time of submission of your application, further costs may be incurred depending on the level of information requested).

**Reproduction costs per single sided paper sheet:**

Paper size	A4	A3	A2	A1	A0
Black and white copy	<b>10p</b>	<b>20p</b>	<b>42p</b>	<b>83p</b>	<b>£1.65</b>
Colour copy	<b>31p</b>	<b>62p</b>	<b>£1.23</b>	<b>£2.47</b>	<b>£4.94</b>

Alternative formats: Computer discs **£1.03** per disk.

Postage: Charged at the cost to the Council of sending the information by first class post.

The relevant fee must be paid prior to or accompanying the submission of your application. Fees can be paid online via the **Pay It** area of the Council's website, when doing so please select the search fee nearest your location e.g. 'Search Fee - Lanark'.

**Payment reference number**

**Please note:**

1. We aim to respond to your request within 10 working days.
2. Documents will only be made available to an 'interested party', this being an owner, occupier, tenant or prospective owner/occupier/tenant.
3. Restrictions in copying or viewing documents may apply in certain circumstances, for example where security concerns have been highlighted.
4. Fees are non-refundable should the requested information be unavailable.
5. The absence of any required documentation may result in the need for a further application such as a 'letter of comfort', additional fees apply to such applications.
6. Copies of historical 'letter of comfort' applications are not available, a new application may be required, please contact the Building Standards service for more information.

## Privacy Notice – Building warrant search application

### Using your personal information

We will use the information you have given us to process the application you have submitted to us.

We will keep your personal information in case we need it for correspondence purposes. We will also retain personal information for historical, research or statistical reasons.

Personal information will only be processed when it is lawful to do so.

### Your rights

You have the right to ask us to:

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access);
- correct any incorrect or misleading personal information that we have about you (The right to rectification) ;
- stop using any or all of your personal information (The right to object) ;
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction) and
- pass your personal information to someone else.

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can access the Council's Privacy Notice on the Council's website or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact :

### **The Council's Data Protection Officer**

The Data Protection Officer,  
Administrative and Legal Services,  
Finance and Corporate Resources,  
Floor 11,  
Council Offices,  
Almada Street,  
Hamilton  
ML3 0AA

Tel: 0303 123 1015

Or by email to [dp@southlanakshire.gov.uk](mailto:dp@southlanakshire.gov.uk)

### **The Information Commissioner**

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the Council has dealt with your rights (or any other aspect of data protection law)

The Commissioner's Contact Details are:

#### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Or online at: <https://ico.org.uk/concerns/handling/>