

PRE-APPLICATION ENQUIRY

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING

1. Name and Address of applicant	Name and Address of Agent
..... Post Code..... Tel. No. E-mail address..... Post Code..... Tel. No. E-mail address.....

2. Full Postal Address of The Property

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.....
.....

3. Description of Proposal

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4. Type of Enquiry Being Sought

Written Report Only Written Report and Meeting

5. Additional Information

Is there any additional information you wish to give in support of the proposal?

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.....

6. Value of Building Work

£

(Please note that this figure will be checked and validated on receipt of application.)

7. Parts of the Standards That you are Enquiring About (Mark all that apply)

Parts 1 to 7 inclusive	<input type="checkbox"/>	Fee: 50% of Building Warrant fee based on value of work.*
For Part 1 only	<input type="checkbox"/>	Fee: 5% of half warrant fee. **
For Part 2 only	<input type="checkbox"/>	Fee: 35% of half warrant fee. **
For Part 3 only	<input type="checkbox"/>	Fee: 10% of half warrant fee. **
For Part 4 only	<input type="checkbox"/>	Fee: 10% of half warrant fee. **

For Part 5 only	<input type="checkbox"/>	Fee: 5% of half warrant fee. **
For Part 6 only	<input type="checkbox"/>	Fee: 30% of half warrant fee. **
For Part 7 only	<input type="checkbox"/>	Fee: 5% of half warrant fee. **
		*Minimum fee is £2000.00
		** Minimum fee for single Part is £130.00. If more than one single Parts are requested, minimum fee is £200.00
In addition to the above. Meeting	<input type="checkbox"/>	Domestic applications for single property: £80.00
	<input type="checkbox"/>	Domestic Developments up to 3 units: £225.00
	<input type="checkbox"/>	Domestic Developments 4-49 units: £450.00
	<input type="checkbox"/>	Domestic Developments over 49 units: £950.00
	<input type="checkbox"/>	Minor Non-Domestic applications for property in single use: £225.00
	<input type="checkbox"/>	Major or complex Non-Domestic applications for property in single use: £400.00
	<input type="checkbox"/>	Major or complex Non-Domestic applications for property in multiple use: £950.00
		Please note: VAT is applicable to all the above rates.

7. Guidance Notes and Information to Support your Enquiry

This pre-application advice service is offered to provide an applicant with Building Standards commentary in relation to a proposal.

This commentary will be provided in the form of a written report highlighting areas of the proposal that do not appear to meet the published guidance contained within the Technical Handbooks.

This service may also be used where an alternative approach is proposed and early input from Building Standards is sought with regards to likely acceptance of the design in relation to the relevant Mandatory Standards.

In addition to provision of a written report, an applicant may also wish to discuss the report outcome or proposal further with the case officer. We also offer a meeting service to facilitate this. We do not offer the meeting service in isolation.

Please note: This is not a design service, it is provided to highlight areas of apparent non-compliance. Commentary provided is made without prejudice to any other points raised in relation to a Building Warrant application submitted at a later date. The assessment will be carried out in accordance with the Standards in force at the time of application.

To request pre-application advice, please submit the following:

1. A scaled location plan at 1:1250 or 1:2500.
2. A scaled site plan showing the relationship of the building to boundaries and other adjacent properties.
3. Scaled plans, sections, elevations, specifications and details relevant to enquiry.
4. The pre-application advice fee.

5. Completed Pre-application Enquiry form.
6. Any reports in support of the application.
7. Written details on any alternative approaches proposed.

Once your submission is ready please:

- **Email** in your completed application form, drawings and documents to prs@scotborders.gov.uk

OR

- **Post** to:
Building Standards
Planning Housing and Related Services
Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

OR

- **Hand it** in at Council Headquarters or your local Contact Centre, marked with the above address details.

Once you have submitted your application you will be contacted to arrange payment.