

Building Standards

Application for copy documents

Building Standards
Suite 1b - Falkirk Stadium
4 Stadium Way
Falkirk FK2 9EE

buildingstandards@falkirk.gov.uk



www.falkirk.gov.uk/building-standards

Falkirk Council – Application for Copy Documents (Building Standards Service)

This form is to be used for the Building Standards search and copy services. Please read the guidance at end of this form for more information about each service. Please complete all sections of this form in full. All copy documents will be issued electronically by email only.

1. Contact Details

Applicant		Agent or conveyancing solicitor (if applicable)	
Name:		Name:	
Address:		Address:	
			
			
Town/City:		Town/City:	
Postcode:		Postcode:	
Phone:		Phone:	
Email:		Email:	

2. Details of the property subject to your enquiry

a) Full postal address of property:

.....

..... Postcode

b) Address of property (or site) at time of construction, if known, e.g. site name:

.....

.....

c) Description of work – please provide as much information as possible, including:

- details of work carried out,
- approximate dates of work,
- building warrant reference number, if known (this is the most helpful piece of information).
- Plot number if multiple plots.

3. Owner of property (if different from 1.a)

Name:

Address:

.....

.....

Town/City:

Postcode:

Phone:

Email:

4. Your interest in the property

Owner ☐

Prospective owner ☐

Tenant ☐

Prospective tenant ☐

Occupier ☐

Prospective occupier ☐

Adjoining building interest ☐

Other (please detail)

5. Search Fee

a) Search fee in relation to archived files registered prior to 2006.

Please note that we cannot guaranteed that search of the archives will be successful and the fee is non-refundable.

Applications where documents are indexed within our document management system may not incur a search fee - you will be advised on application if this fee is applicable.

Fee £165.90.

6. Request for copy documents

Documents will be charged at £47.30 per document, please detail documents required below

a) Copy of building warrant

b) Copy of completion acceptance.

Any other documents please list below:

c)

Tick to Request

☐☐☐

Section 2 – Guidance Notes for Applicants

1. Overview

This service allows applicants to request a search and obtain electronic copies of building warrant documentation, completion certificates, and associated plans held by Falkirk Council Building Standards.

2. Eligibility

Copies of documents are available only to an 'interested party' - defined as the owner, occupier, tenant, or prospective owner or tenant of the relevant building. This may be extended to interested parties of attached buildings.

3. How to Apply

- Complete this form.
- Email the completed form to buildingstandards@falkirk.gov.uk.
- Upon receipt, staff will confirm total fees payable and provide payment instructions.
- Processing will begin after payment is received in full.

4. Service Standards

We will endeavour to provide a response within 10 working days from payment confirmation.

5. Delivery Method

All documents are provided electronically as PDF copies via email.

6. Refunds

Fees are non-refundable if no records are found, as the charge covers the time taken to search archives.

7. Contact

Building Standards Service

Email: buildingstandards@falkirk.gov.uk