



**For office use only**

Fee paid £.....  
Receipt No. ....  
Date .....  
1<sup>st</sup> Response date.....  
Date completed.....  
Non Dom/ Dom

**Development & Regeneration Services**  
Glasgow City Council  
231 George Street  
Glasgow G1 1RX  
**phone: 0141 287 8555**  
web: www.glasgow.gov.uk

**Document/Plan Search (Post 1981)**

Refer to Notes overleaf before completing this form. Shaded area details are optional.

<b>Property</b>	
Flat Position	Address
Postcode	

<b>Helpful Information (e.g. Building Warrant ref No., granted date, work undertaken etc.)</b>
--

<b>Applicant</b>	
Name	Postcode
Address	Tel (daytime)
	Fax
	e-mail

<b>Duly authorised Agent (if any)</b>	
Name	Postcode
Address	Tel (daytime)
	Fax
	e-mail

<b>Residential Properties - Interested Parties re the relevant building or adjoining building</b> (please tick relevant box) (see Note 1)		
Prospective Owner <input type="checkbox"/>	Prospective Occupier <input type="checkbox"/>	Prospective Tenant <input type="checkbox"/>
Owner <input type="checkbox"/>	Occupier <input type="checkbox"/>	Tenant <input type="checkbox"/>

<b>Owner Consent (see Notes 1 &amp; 2)</b>	
Letter of consent from owner attached (where applicable)	YES/NO

<b>Please indicate the information required</b>	
Copy of Building Warrant documentation <input type="checkbox"/>	To view plans at our office <input type="checkbox"/>
Copy of Completion Certificate <input type="checkbox"/>	Copy of plans - see Notes 3 & 5 <input type="checkbox"/>

**Fair Processing Notice**

The information which you provide on this form will be processed by Glasgow City Council (which is the “data controller” for purposes of the Data Protection Act 1998) in order to process your application for a document/plan search. The Council is under an obligation to properly manage public funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or other organisations that handle public funds.

<b>Signature of Applicant/Agent</b>	<b>Date</b>
-------------------------------------	-------------

## Notes

The Building (Scotland) Act 2003 came into force on the 1<sup>st</sup> May 2005. This introduced conditions relating to the issue or viewing of certain documents or plans in specific circumstances as noted below.

1. Residential Properties

Viewing or copying of documents or plans is only available to an 'Interested Party', or their agent, of the relevant building or an adjoining building.

'Adjoining building' – is interpreted as one having common elements. e.g. a multi-storey block of flats has 'common' external walls, stairwells etc. However, in a row of terraced buildings, No. 1 has no 'common' element with No 9. Adjoining land is not considered to be an 'adjoining building'.

2. Non Residential Properties (application lodged before 1<sup>st</sup> May 2005)

In some cases, the applicant may have had security concerns relating to the application. Therefore, viewing or copying of submitted documents or plans is only permitted.

The requirement for owner consent also applies to applications lodged after 1<sup>st</sup> May 2005 where the applicant has identified security concerns on their application form.

3. Copies of plans can only be provided **with the written consent of the copyright holder.**

4. Our staff will arrange a date for you to view the available plans and indicate to us which copies you require. If you do not view the plans within 5 working days of the arranged viewing date, a new application will be necessary.

5. The standard fee is £102. Please note that the provision of copies of plans will incur an additional fee based on the size and number of copies required. Cheques should be made payable to: Glasgow City Council.

6. Prior to 1981, all records are stored with the City Archivist, Mitchell Library  
Telephone 0141 287 2910

7. Plans (not documents) from 1991 – 2006 are stored with the City Archivist.

For office use only			
Uniform	Ludhouse	Archive	Letters of Comfort

## **Development and Regeneration Services Privacy Statement for Planning and Building Standards Non-Statutory Functions**

### **Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by Post at this address, by [Email](#), and by Phone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?** You are giving us your personal information to allow us to give you information and guidance about planning and building standards, or about properties in Glasgow, which you have requested. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997 and related legislation and Building (Scotland) Act 2003. We may also share your personal data which you have provided with other statutory bodies and consultees.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our [website](#) or you can request a hard copy from the contact address stated above.

### **Your rights under Data Protection Law:**

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:

- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
- our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** - you have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.  
This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

### **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the service you have requested, if applicable.

If they want any more information on how we will use their information they can visit our [website](#) at or [email](#).

### **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by [email](#) or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their [website](#) for more information.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the [complaints procedures](#) in place.

### **More information**

For more details on how we process your personal information visit our [website](#). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

