

WORK REQUIRING AN APPLICATION

Anyone intending to carry out work to which Building Regulations apply must lodge an application with their local Building Control Office. Some examples of such work are:-

- **Erecting a new building.**
- **Extending an existing building.**
- **Changing the use of a building (eg house to offices).**
- **Converting a roofspace or garage.**
- **Carrying out structural alterations – for example:-**

Replacing existing walls, floors, roofs, stairs.

Making two rooms into one.

Removal of a chimney breast.

Installing cavity wall insulation.

Drylining walls or lining walls/ceilings with sheeting or boarding.

Replacing fire doors.

- **Provision of services or fittings – for example:-**

Installation of central heating.

Replacement/relining flues.

Installation of new sanitary appliances (not replacement only).

EXEMPTIONS

There are works that are exempted from requiring an application. Some examples are:-

certain porches, conservatories, open carports or covered areas being extensions not exceeding 30 m² in area;

certain detached garages and single storey buildings not exceeding 30 m² in area;

certain sheds not exceeding 15 m² in area; certain agricultural buildings;

fences, garden walls, gates; certain greenhouses; replacement windows; replacement boilers and fireplaces; replacement sanitary fittings and drainage.

Before proceeding with any work you should seek the advice of your local Building Control Office

WHAT YOU MUST DO

If an application is required, there is a choice of procedure:

(a) a full plans submission

(b) a building notice

(If you wish to submit a building notice see Information leaflet SG - 4)

In either case you must lodge an application prior to starting work. You can be prosecuted for failing to do this.

A full plans submission requires you to complete a standard application form available from your local Building Control Office and to provide the following:-

- a) two copies of plans, sections, constructional details.
- b) a site location plan and a block plan showing boundaries and adjacent buildings.
- c) a plan fee (see Building Control Fees leaflet) and where required an estimate of cost.
- d) for non-domestic work, a further two sets of plans showing compliance with fire safety regulations are required.

You should ensure that you use the services of an architect/agent or professional designer who has a good working knowledge of Building Regulations.

The work described in the Application, must be started within 3 years, from the date of the lodgement of the Application.

