

# Planning Advisory Services

*Planning Permission &  
Building Regulations Information Booklet*



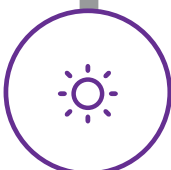
Nottingham Edition

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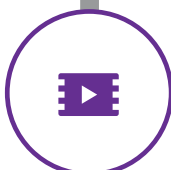
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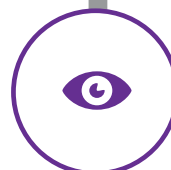
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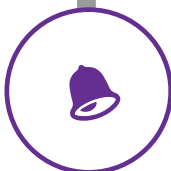
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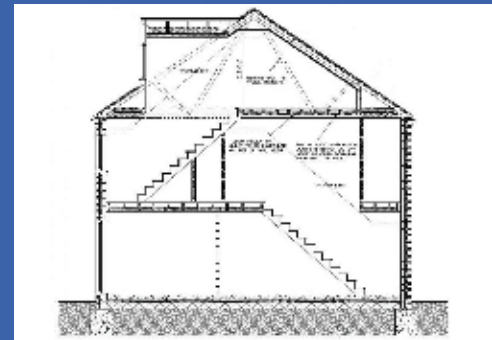
# Introduction

## Welcome to the Planning Advisory Booklet

This guide contains planning information and advice and is designed to make it easier to get the necessary permissions to make home improvements.

Please read this booklet before any work is started so that problems and pitfalls can be avoided saving time and money. It will also ensure that the right permissions are obtained which will be essential when a property is sold.

We hope that this guide will be useful. Any of the advertisers will be happy to help you with your building project and may be contacted directly on the details provided.



# The Planning Process

## Stage 1



## Stage 2



## Practical Advice

### Planning Permission Explained

Parliament has given the main responsibility for planning to local planning authorities (this is usually the planning department of your local council). Any queries should be directed initially to your local planning authority.

It is your responsibility for obtaining the necessary planning permission and if planning permission is required it must be obtained before any work starts.

### Building Regulations

Building regulations apply to most building works and must be met by the person carrying out the building works and the owner of the building (if this is a different person).

Whoever is carrying out the building works needs to ensure that the works comply with building regulations. This may be the builder but it is important to ensure at the outset of the project who is responsible for compliance. Please be aware that the owner of the building would be served an enforcement notice if the building regulations are not met. The consequence for non-compliance can be significant and the owner would be liable for any remedial works (which could go as far as demolition and/or restoration). The general advice is to discuss any proposals

with the relevant Local Planning Authority and Building Control Service before starting work.

The responsibility for ensuring the Building Regulations have been met falls to Building Control Bodies (BCBs) and approval for building work and the approval process will depend on which service is being used.

In the case of some minor works, the contractor (if approved to do so) may be able to self-certify the work and in this case would notify the Building Control Body that work has been completed in accordance with Building Regulations.



## Your Responsibilities

With all building work, the owner of the property (or land) in question is ultimately responsible for complying with the relevant planning rules and building regulations (regardless of the need to apply for planning permission and/or building regulations approval or not).

Therefore, failure to comply with the relevant rules will result in the owner being liable for any remedial action (which could go as far as demolition and/or restoration). The general advice is to always discuss your proposals with the relevant Local Planning Authority and Building Control Service before starting work.



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## Your Application

Now you have applied for planning permission you may find the following information useful. The majority of people use a planning professional, or 'agent' to submit an application on their behalf. If you have decided to use an agent then your local council normally correspond to that agent. If you submit the application yourself, then your local council will correspond directly with you. If you have submitted your application in paper format via the post you will need to send four copies of everything you submit. If you have used the online facilities, you only need to have submitted one copy of everything. The information you will need in support of your application is

- Site location plan, showing the proposed application site outlined in red along with any other land you own outlined in blue. This needs to be at a scale of either 1:1250 or 1:2500
- Block Plan, this is a more detailed site location and needs to be at a scale of 1:100
- The correct fee

You will also need to note what type of application you have made. In most cases, if you know exactly what you want to do and have prepared detailed drawings, or if you want to change the use of your house or garden, you will need to have made a 'full' application. You can obtain help at your local Council Planning Reception. You can also access additional information if you are unsure you have submitted the correct application at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

After it was decided which kind of application was required, 4 copies of the Government's national standardised 1APP application form must have been completed and submitted with the fee to the Council. If this was not done you must contact your local planning office immediately and update your application. Advice notes and checklists containing advice on how to complete the forms correctly are also available online. But if you have any difficulties please contact your local Council.

## How to Fund the Project

There are many options to be considered when deciding how to fund your project. The most popular option is to re-mortgage the property to release funds. This is considered a good investment as value can be added to the property through the improvements that the capital is used for. You should always seek independent advice & for Developments or Self-Build projects, specialist advice should be sought.

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There is legislation that governs standards of construction and there may be several that apply to any one project.

### **New or Altered Premises**

Building Regulations relate to new developments or alterations within existing properties and are required to ensure certain standards are met. Building Regulations are made under powers in the Building Act. Planning permission may also be required.

### **Party Wall Act**

Certain types of building work close to or directly affecting the boundary or party wall of a premises may also be covered by the “Party Wall Act”. This will place obligations on those carrying out the work.

### **“Sustainable & Secure Buildings Act”**

This act has been recently introduced and can affect new and altered premises.

### **Existing Premises**

Existing domestic properties could be covered by the Housing Act. This is enforced by the local housing authority.

### **Fire Safety Legislation**

Existing non-domestic premises are usually covered by general fire safety legislation and will be enforced by the local Fire and Rescue Service.

More information can be obtained from the Communities and Local Government (CLG) website regarding the Housing Act and Fire Safety.

### **Health & Safety Legislation**

Non-domestic properties will be subject to health & safety legislation and further information is available from the Health & Safety Executive (HSE) website.



### **Construction Sites**

Certain construction sites are subject to the Construction Design and Management regulations (CDM). These are enforced by the Health and Safety Executive (HSE) and more details on site safety are available on their website.

### **Building Regulations and Approved Inspectors Regulations**

The Building Regulations 2000 and Building (Approved Inspectors etc) Regulations 2000, are made under The Building Act 1984, and apply in England and Wales. They set standards for the design and construction of buildings to ensure the safety and health for people in or about those buildings. They also include requirements to ensure that fuel and power is conserved and facilities are provided for people, including those with disabilities, to access and move around inside buildings.

The Department has published The Building Regulations Explanatory Booklet which provides an introduction to the Building Regulations in England and Wales only and is intended for anyone proposing to carry out building projects.



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## Common Projects - Interior Design

When embarking on a renovation, extension or conversion, employing the services of an interior designer will ensure that the spaces within your property are styled not only to look beautiful and reflect your personal taste, but to also have increased functionality.

Services can include:

- Space planning
- Mood and styling boards showing samples
- 2D technical drawing packages and 3D visuals
- Project management
- Budgets and costings
- Building regulations and planning applications
- Sourcing and supply of fittings and furniture



Interior designers plan the design of living and commercial environments. They then manage the work of turning their ideas into a reality. They need to design a space that is practical for its purpose as well as visually pleasing.

Working alongside the architect, structural engineer or building contractor, an interior designer can coordinate and manage all of the professional trades, craftsmen and suppliers to ensure your project is realised and delivered on time and within budget.

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## Common Projects - Loft Conversion

Loft conversion regulations for a property that is no more than two storeys high is likely to be less extensive than those required for alterations to an apartment, maisonettes or houses over two storeys high.

Alterations to the loft space may be to enhance storage facilities or to increase the living space of the building. Building Regulations may apply depending on the work planned.

The regulations would ensure that

- the structural strength of the new floor is sufficient
- the stability of the structure (including the existing roof) is not endangered
- safe escape from fire safely designed stairs to the new floor
- reasonable sound insulation between the conversion and the rooms below.

### Boarding-Out for Storage

In most homes, the existing timber joists that form the “floor” of the loft space ( i.e. the ceiling of the rooms below) will not have been designed to support a significant weight (known as “load”). The joists tie the pitched members of the roof together to prevent them spreading and support the ceiling lining of the rooms below.

An excessive additional load from storage may mean that the joists are loaded beyond their design capacity. Building Regulations may be required if flooring boards are to be laid over the existing joists. The local Building Control Body will advise whether this is required.

### Additional Living Space

Creating additional living space in the loft may require significant alterations. These could have an adverse impact on the building and its occupants and must be created in accordance with legislation.

## Common Projects - Roofing



If the project is to carry out roof repairs or re-cover less than 25% of the area (flat or pitch roof), then Building Regulations approval will not normally be necessary. However, approval will be necessary if

1. You carry out structural alterations
2. The performance of the new covering will be significantly different to that of the existing covering in the event of a fire
3. The area replaced or repaired is more than 25% of the roof area. This is due to the fact that the roof thermal insulation would normally need to be improved

Roofing continued on the following page...

## Existing Roof

The removal or alteration to any roof elements could affect how the roof works and cause movement to occur. Movement could cause cracks to occur in the walls and, possibly, the eventual collapse of the roof. When performing work on any roof, care should be taken to ensure the roof will continue to perform effectively and without any movement.

## Existing Pitched Roof

The existing roof structure that forms the loft space has a number of timber elements that make the overall pitch. Each element enables the roof to span across the building and support the tiles/covering on top as well as being able to transfer the loads (weight) created by any wind and snow down to the walls.

## New Roof

There are separate rules for construction of new roofs. A new roof will be required to:

- resist weather
- resist the spread of fire from one property to another
- be able to support loads (weights)
- provide resistance to heat loss (insulation)
- be ventilated to protect from condensation (in most cases)
- have adequate drainage

There are generally two types of roof construction used:

- Pitch roof - This is where tiles or slates are used and a void is usually created underneath.
- Flat roof - This usually consists of felting which has a slight fall to allow rain water to drain off.

To enable compliance with the requirements of the Building Regulations full details of the new roof will be needed - including materials and their dimensions and performance properties.



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The Building Regulations set out overall criteria and requirements to ensure electrical safety. Approved Document P provides further practical guidance for undertaking this type of work. Any electrical work carried out within the home, garden, shed and storage buildings may need to comply with the requirements of the Building Regulations. The local authority building regulations department will assist with any compliance queries.

Safety standards in BS 7671 (the 'wiring regulations') which can be found on the British Standards Institute (BSI) website. These rules have been introduced to help reduce the number of deaths, injuries and fires caused by faulty installations.

The Building Regulations only set standards for electrical installation work in relation to dwellings (houses, flats etc). If the work is carried out in industrial or commercial buildings it is covered by the Electricity at Work Regulations 1989. The Health and Safety Executive (HSE) is responsible for making sure that electrical installation work in these kinds of buildings is safe and if you have any queries about work in these buildings you should contact HSE.

The Building Regulations do not restrict who may carry out electrical installation work. If you want to do the work yourself you should make sure that you know what you need to do before starting any works. There are a number of reputable guides that you can use to help you.

### Safety Checks

If Building Regulations are necessary, then the installation needs to be checked to ensure it is safe.

### Local Authority Building Control

If the electrician (or individual) carrying out the works is not registered as a competent person under the relevant schemes then a Building Regulations application to Building Control should be made. The building control department will explain all the requisite procedures before work is commenced.



### Approved Inspector Building Control

An approved inspector is a body which carries out the same functions as local authority building control. If an approved inspector is used they will explain how the system works. At the end of the work the approved inspector will grant a final notice if the work is safe and completed satisfactorily.

### Competent Person Scheme

For electrical safety purposes this relates to an electrician who is registered by an organisation authorised by the Secretary of State and is able to certify that the work is completed safely. This will eliminate the need to notify Building Control. Once works are complete the electrician will arrange for you to receive a building regulations compliance certificate within 30 days of the completion of the work. Your local authority will then also be notified about the work by the electrician.

Monthly Calendar

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