

# Building Standards

## Householder Information Leaflet

### Exempt Class of Work Self-Assessment Checklist



## Do I Need a Building Warrant to Alter my Roofspace?

	Circle answer	
Does the proposal include alterations to a structural element? <sup>1</sup>	Yes	No
Is the proposal to convert an attic to habitable space? (This includes forming a room such as a hobby room, studio, or playroom) <sup>2</sup>	Yes	No
Does the house have a storey or will the alteration create a storey exceeding 4.5 metres in height? (Usually a house with a ground, first and second floors)	Yes	No
Is your house a flat or maisonette?	Yes	No
Does the work affect a separating wall (a wall separating two attached properties)?	Yes	No

### Notes

- <sup>1</sup> "structural element" includes load bearing walls, beams, lintels, floor joists, and roof members.
- <sup>2</sup> Where a room, other than solely for storage is formed, a fully compliant stair is required.

The following list provides some examples of work which **require a building warrant**:

- *forming a habitable room*
- *installing a stair*
- *raising ceiling ties*
- *cutting rafters to install rooflights*
- *cutting joists to install a stair*
- *forming dormer windows*

The following list provides some examples of work which **do not require a building warrant**:

- *Flooring the roofspace for light domestic storage.*
- *Installing a retractable ladder without affecting roof members.*
- *Installing rooflights which fit between the existing roof members.*

## When a Building Warrant Is Required

The application requires the submission also of detailed plans and specification to show full compliance with the Building Standards. Building warrant forms and guidance are available on the Perth & Kinross Council website, [www.pkc.gov.uk/article/1891/Building-warrants](http://www.pkc.gov.uk/article/1891/Building-warrants)

The illustration in Appendix 1 (on page 4) highlights the main parts of the work to be considered when designing a roofspace conversion.

### Note

It is important that professional advice is sought and all approvals are obtained before any work starts.

If you do not obtain all necessary approvals for work in the roof space legal problems can arise and the safety of your property and the occupants may be affected. You may also find that difficulties could arise during the sale of your property following a normal property enquiry carried out by a solicitor.

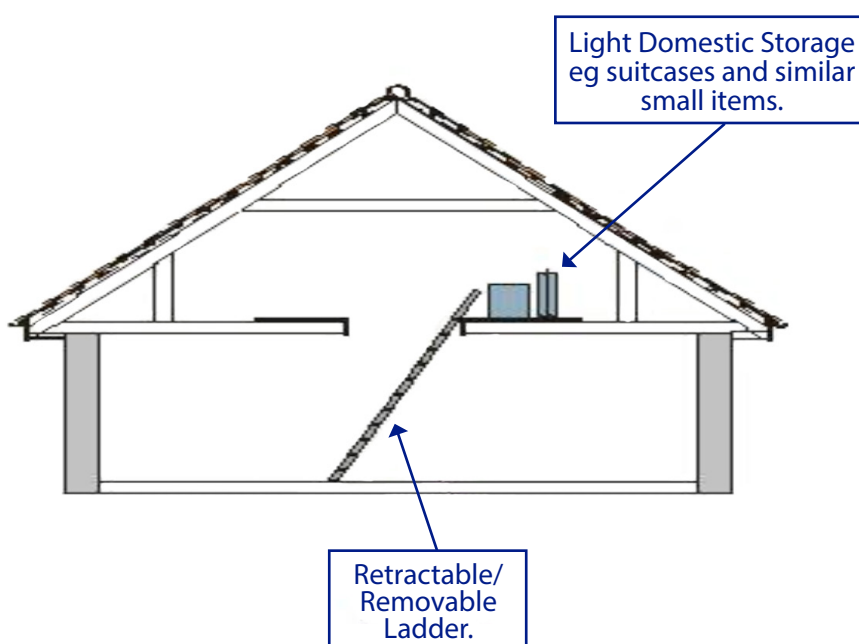
## When No Building Warrant Is Required

If you only propose to floor the roofspace for light domestic storage, you should ensure you do not overload the roof structure and not interfere with the provision of thermal insulation or roofspace ventilation.

It is recommended that you keep this self assessment with your house records as evidence may be called for in any future sale of the property.

### Note

Even if a building warrant is not required, you must ensure the works comply with building regulations.



## Written Confirmation of Exemption

The information contained in this questionnaire should enable you to make a self-assessment of whether or not a warrant is required.

If you would prefer to obtain written confirmation from us to retain with your records should you ever sell the property, please send this completed questionnaire to us along with a dimensioned plan showing the proposed alterations.

The fee for this service is £40.00.

## Written Confirmation of Compliance

As noted overleaf, even though a warrant is not required the work must comply with building regulations.

Should you wish us to assess your proposals for compliance and provide written confirmation of this together with confirmation of exemption please submit the completed questionnaire together with a site plan, floor plan, elevations, cross section and construction specification.

The fee for this service is £60.00

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

For written confirmation, please send the completed questionnaire and supporting information as indicated above to:

Building Standards  
The Environment Service  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD

If you have any questions we can be contacted by:

Tel 01738 475300

Email [Buildingstandards@pkc.gov.uk](mailto:Buildingstandards@pkc.gov.uk)

### Data Protection Act 1998

In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (Environment), The Environment Service, Perth & Kinross Council, 2 High Street, PERTH, PH1 5PH.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

**[www.pkc.gov.uk](http://www.pkc.gov.uk)**  
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## Appendix 1

