

# Building Standards

## Householder Information Leaflet

### Exempt Class of Work Self-Assessment Checklist



## Do I Need a Building Warrant for my Conservatory/Porch?

The following checklist asks a series of questions which will allow you to determine if you require to obtain a building warrant.

If you answer **YES** to **any** of the questions then you will need a building warrant.

If you answer **NO** to **all** question then the work will be exempt and you should keep the checklist along with a copy of your plan as it may be of help if the property is sold in the future.

	Circle answer	
	Yes	No
Is the conservatory/porch attached to a flat or maisonette?	Yes	No
Is any part of the conservatory/porch within 1 metre of the boundary?	Yes	No
Is the internal floor area of the conservatory/porch more than 8 square metres?	Yes	No
Does the conservatory/porch contain a fixed combustion appliance or flue?	Yes	No
Does the conservatory/porch contain a wc, sink, bath or shower?	Yes	No
Does the work involve creating a new opening, or widening of an existing opening, from the house in to the proposed conservatory/porch?	Yes	No
Does the conservatory/porch have an upper storey or is it constructed above a ground or a basement storey?	Yes	No

### Definitions

**'Boundary'** means a boundary between land on which the building is situated and land in different occupation. However in relation to any road, public right of way, water course or public open space, it should be taken to mean the centre line thereof.

**'Conservatory'** means a building attached to and entered from a house from which it must be thermally divided by a door. It must have translucent material (glazing or polycarbonate) forming not less than either:

- (a) 75% of its roof area and 50% of its external wall area; or
- (b) 95% of its roof area and 35% of its external wall area.

**'Porch'** means a building attached to and providing a covered entrance to a dwelling.

### Important Notes

The formation or widening of a doorway between the house and the conservatory/porch will in all cases require a building warrant.

Please be aware that even if you have answered **No** to **all** of the questions above, and a building warrant is not required, the work must be undertaken to comply with current building regulations

This checklist applies only in relation to Building Warrants, please remember Planning Consent may be required so you should ensure you also check with Development Management.

***This is aimed at allowing you to self-determine if you require a building warrant but if you would prefer that we provide written confirmation then the following services are available.***

<b>1. Written Confirmation of Exemption</b>	Tick if applicable	
To obtain written confirmation from us that the work is exempt 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 conservatory/porch and how it is accessed from the house and the location of the site boundary.		
Please contact us or refer to our website to confirm the current fee for this service		
<b>2. Written Confirmation of Compliance</b>	Tick if applicable	
As noted overleaf, even though a warrant is not required the work must comply with building regulations. Should you wish us to provide confirmation of exemption together with an assessment of your proposals for compliance with building regulations, please submit the completed questionnaire together with a site plan, floor plan, elevations, cross section and a full construction specification.		
Please contact us or refer to our website to confirm the current fee for this service		

**Please note the fee in 1 and 2 above is non-refundable if our assessment discloses that a building warrant is required.**

Please complete this table only if you are applying for either of options 1 or 2 above			
Your Name		Email	
Your Address			Postcode
Address of property to which the application relates (if different from above)			
		Postcode	
Signed		Date	
<b>Send the completed questionnaire and supporting information as indicated above to:</b>			
<b>Building Standards Perth &amp; Kinross Council Pullar House 35 Kinnoull Street PERTH PH1 5GD</b>		If you have any questions we can be contacted by  Telephone: 01738 475300 or email: Buildingstandards@pkc.gov.uk	

#### How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to allow us to determine your request for confirmation of exemption/compliance. The information will not be disclosed to third parties. The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. *For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or telephone 01738 477933.*

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.