

Building Standards

Householder Information Leaflet

Exempt Class of Work Self-Assessment Checklist



Do I Need a Building Warrant for My Garage, Shed or Summerhouse?

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 questions**, 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 garage/ shed/ summerhouse attached to your house?	Yes	No
If the garage/ shed/ summerhouse is within 1 metre of the house, is it within 1 metre of the boundary?	Yes	No
Is the internal floor area of the garage/ shed/ summerhouse more than 30 square metres?	Yes	No
Is the garage/ shed/ summerhouse outwith the curtilage of your house?	Yes	No
If the garage/ shed/ summerhouse is within the curtilage of a flat or maisonette, is it within 1 metre of a flat or maisonette?	Yes	No
Does the garage/ shed/ summerhouse contain a fixed combustion appliance or flue?	Yes	No
Does the garage/ shed/ summerhouse contain a sanitary facility?	Yes	No
Does the garage/ shed/ summerhouse have an upper or basement storey?	Yes	No

Definitions

‘Curtilage’ means land area within the same occupation.

‘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.

‘Sanitary facility’ includes washbasin, sink, bath, shower, urinal, or watercloset, and in dwellings only, includes a waterless closet.

Important Notes

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.

As stated overleaf this checklist 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 you can select from the following services.

1. Written Confirmation of Exemption	Tick if applicable	
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 location of the garage/ shed/summerhouse in relation to the house and boundaries, elevations and a cross section.		
Please contact us or refer to our website to confirm the current fee for this service		
2. Written Confirmation of Compliance	Tick if applicable	
As noted overleaf, even though a warrant is not required the work must comply with building regulations.		
To obtain written confirmation of exemption together with an assessment of your proposals for compliance with building regulations, please submit the completed questionnaire together with dimensioned plans showing the location of the garage/ shed/summerhouse in relation to the house and boundaries, elevations and a cross section, along with 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	
Send the completed questionnaire and supporting information as indicated above to:			
Building Standards Perth & Kinross Council Pullar House 35 Kinnoull Street PERTH PH1 5GD		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 or email 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.