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| **Building Standards Exemption Form**  **There is a £66 fee for the provision of this service. Please refer to the Councils web site for the latest fee information.**  **Please refer to the Councils web site for Pre-Application Advice & Development Enquiries scale of fees.** |  |

**Please note this form is for buildings of normal domestic use (houses) and not for commercial or industrial use.**

**The following information is required to be able to enable an assessment to be made as to whether a Building Warrant is required.**

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| **SECTION 1 - YOUR DETAILS AND DESCRIPTION OF THE WORKS** | |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Phone No: |  |
| E-mail: |  |

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| Development address: (if different from above) |  |

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| **SECTION 2 - GENERAL INFORMATION** | |
| Is the property: | Detached  Semi-detached  Terraced  A Flat  Other |
| Proposed development type: | Extension (See Section 3)  Alterations to Dwelling House (See Section 4)  Alterations to flat/maisonette (See Section 5)  Erection of Garage/Shed/Summerhouse/Workshop/Greenhouse (See Section 6)  Erection of Conservatory/Porch (See Section 7)  Erection of Fence or Wall 0r Decking (See Section 8) |
| Full description of works: |  |

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| **SECTION 3 - EXTENSION TO EXISTING DWELLINGHOUSE** (please tick all that apply) | |
| Is the proposed extension: | * Single storey * More than single storey |
| Size of proposed extension to house: | Length metres |
|  |
| Width metres |
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| **SECTION 4 - ALTERATIONS TO DWELLING HOUSE** | Circle |
| Is your home a flat or maisonette? (See Section 5)  Does the house have a storey exceeding 4.5m in height? (Usually a house with ground, first and second floors)  Will the proposal increase the floor area of the house?  (For example, converting the attic, basement, store or garage, building an extension)  Is the proposal to alter or demolish either the roof, external walls, or any structural elements? (See notes below for examples)  Does the work involve underpinning?  Are you changing the wastewater discharge from a private treatment system to an adopted sewer?  Does the work affect a separating wall (a wall separating two attached properties)? | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |

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| **SECTION 5 -ALTERATIONS TO FLAT/MAISONETTE** |  |
| Are you altering the internal layout of the flat/maisonette (whether loadbearing partitions or not)?  Are you altering an external wall or roof structure?  Are you extending the flat or maisonette?  Are you converting another part of the building to form part of the flat/maisonette? (eg roof space or basement, etc.)  Are you forming a new toilet or altering the drainage system?  Are you installing an externally applied thermal insulation system to the external wall?  Are you undertaking repairs to a separating floor or separating wall?  Are you undertaking repairs to the structure of the building? (eg underpinning, replacing joists, lintels, replacing rafters, etc.)  Are you installing new electrical work (i.e. new socket outlet(s) or mains smoke detector) or rewiring the flat or maisonette?  Are you installing or altering a chimney or constructional hearth?    Are you installing or replacing a boiler where the appliance has an output rating of 50kW (solid fuel), 45kW (oil) or an input rating exceeding 70kW (gas)?  Are you installing an oil tank to serve a heating appliance? | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |

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| **SECTION 6 - ERECTION OF GARAGE/SHED/SUMMERHOUSE/WORKSHOP/GREENHOUSE** |  |
| Dimensions of proposed structure | Length metres  Width metres |
| Is the garage/ shed/ summerhouse attached to your house?  If the garage/ shed/ summerhouse is within 1 metre of the house, is it within 1 metre of the boundary?  Is the internal floor area of the garage/ shed/ summerhouse more than 30 square metres?  Is the garage/ shed/ summerhouse outwith the curtilage of your house?  If the garage/ shed/ summerhouse is within the curtilage of a flat or maisonette, is it within 1 metre of a flat or maisonette?  Does the garage/ shed/ summerhouse contain a fixed combustion appliance or flue?  Does the garage/ shed/ summerhouse contain a sanitary facility?  Does the garage/ shed/ summerhouse have an upper or basement  storey? | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |

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| **SECTION 7 – ERECTION OF CONSERVATORY/PORCH** |  |
| Is the conservatory/porch attached to a flat or maisonette?  Is any part of the conservatory/porch within 1 metre of the boundary?  Is the internal floor area of the conservatory/porch more than 8 square metres?  Does the conservatory/porch contain a fixed combustion appliance or flue?  Does the conservatory/porch contain a wc, sink, bath or shower?  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  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |

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| **SECTION 8 - FENCES AND WALLS (please tick all that apply)** |  |
| Fence  If you are erecting a fence will it exceed 2 metres in height?  If you are replacing, altering or demolishing an existing fence, does the existing fence or will the new fence exceed 2 metres in height? | Yes / No  Yes / No |
| Wall  If you are building a wall, will it exceed 1.2 metres in height?  If you are replacing, altering or demolishing an existing wall, does or will the existing wall or the new wall exceed 1.2 metres in height? | Yes / No  Yes / No |
| Decking  Is the decking more than 1.2 metres in height from ground level?  Does the decking form part of the barrier free access to a dwelling?  Does the decking form part of an escape route (non-domestic buildings only)? | Yes / No  Yes / No  Yes / No |

**Plan of existing situation and proposed building**

It would be helpful if you would sketch the layout of your house below, indicating the proposed alterations. We also require to know from the sketch:

* The size (length, height and width, in metres) of any extensions/new buildings
* The distance between the proposed works and all boundaries