



Building Control Services  
 Charnwood Borough Council  
 Southfield Road  
 Loughborough  
 Leicestershire  
 LE11 2TN

## Self Assessment Enquiry Form

### Buildings and Work exempt from Building Regulations requirements

### CONSERVATORIES

Exempt buildings and work are defined in detail in Regulation 9 of *The Building Regulations*. Further information can be found in the Building Control section of the Council's website at [www.charnwood.gov.uk](http://www.charnwood.gov.uk).

In these instances, there is no need to submit an application for Building Regulations approval. Please note that this does not necessarily mean that planning permission will not be required and you should contact the Council's Planning Services if you need clarification on this.

**Part 1** of this form is provided as a self assessment for determining whether the building or work you are proposing is exempt from Building Regulations requirements. This particular form applies to the extension of a dwelling to form a **CONSERVATORY**. Separate forms are available for other types of buildings and work.

Once completed, there is no need to submit this form to the Council as it is for self assessment purposes only. However, should you need confirmation from the Council of the exemption, particularly at the time you come to sell the property, you may complete **Part 2** of the form and submit it to the Council at the address shown at the top of the form. The Council will then:

- assess the details
- write to you to indicate whether or not the Council considers the building or work to be exempt from Building Regulations requirements
- record the information and disclose the exemption status during Searches when the property is next marketed for sale

If you do complete **Part 2** of the form and submit it to the Council, the Council will make a charge of £29.37 (£25 + £4.37 VAT) for the service. Payment of the charge should accompany the submitted form.

### Part 1 Self assessment questionnaire

Simply answer each of the questions in the table below. If the answer in all cases is **No**, then the work **is** exempt from Building Regulations requirements.

1	Will the conservatory be built at any level other than the ground floor?	Yes	No
2	Will the conservatory have an internal floor area greater than 30m <sup>2</sup> ?	Yes	No
3	It is a requirement that all new external walls to the conservatory should comprise glass or similar translucent materials over at least 50% of their area. Will the conservatory <b>fail</b> to meet this requirement?	Yes	No
4	It is a requirement that the roof to the conservatory should comprise glass or similar translucent materials over at least 75% of its area. Will the conservatory <b>fail</b> to meet this requirement?	Yes	No
5	It is a requirement that any escape window serving a third storey loft conversion in the existing building should <b>not</b> have ladder access to it impeded by the location of the conservatory. Will any such ladder access be restricted by the conservatory?	Yes	No

6	If a heating system is to be provided to the conservatory, will this be without independent temperature and on/off controls?	Yes	No
7	Will any electrical work in the conservatory be designed, installed, inspected and tested other than by a person competent to do so in accordance with Part P (Electrical Safety) of <i>The Building Regulations</i> ? (You will need to obtain and retain a formal certificate to prove this).	Yes	No
8	Will there be a permanent opening between the existing dwelling and the conservatory (ie an opening <b>without</b> a door or window)?	Yes	No
9	Will a new door or window opening be formed, or an enlargement of an existing door or window opening, between the existing dwelling and the conservatory, for which Building Regulations consent has not been granted?	Yes	No
10	Will an existing door or window between the existing dwelling and the conservatory be replaced by a door or window having a poorer resistance to the passage of heat?	Yes	No
11	Will the conservatory be used for any other purpose (eg. kitchen/toilets etc)?	Yes	No
12	Will any glazing in a wall/partition and which is below 800mm above the floor be constructed from a brand of propriety safety glass <b>other</b> than as outlined in Building Regulation N1?	Yes	No
13	Will any glazing in a door or side panel and which is 1500mm above the floor and within 300mm from the edge of the door or side panel be constructed from a brand of propriety safety glass <b>other</b> than as outlined in Building Regulation N1?	Yes	No
14	Will the conservatory have an adverse effect on an entrance to the existing building with regards to door widths, ramps, landings, stepped approaches etc?	Yes	No

## Part 2 Your details

This part to be completed **only** when the Council's confirmation of exemption from Building Regulations is required.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(to where this form should be returned)

Phone and email: \_\_\_\_\_

Address of site: \_\_\_\_\_  
(if different from above)

Description of proposed building: \_\_\_\_\_