



Hull
Building Control

Information Leaflet 4

Converting the loft of a 2 Storey House

**Kingston upon Hull City Council
Hull Building Control
Kingston House
Bond Street
Kingston upon Hull
HU1 3ER**

Tel: 01482 300300

Fax: 01482 612310

Email: hull.building.control@hullcc.gov.uk

Website: www.hullcc.gov.uk

Thinking about a Loft Conversion?

The loft space of most homes is almost always unused space.

Converting your loft to form extra rooms to increase the living space and make greater use of the loft space is very popular. However, loft conversions can be more complicated to build than a simple extension.

Scope

This leaflet is intended to provide a brief guide on the main requirements of the Building Regulations for those considering converting their loft space. For detailed constructional information you should contact Hull Building Control.

Do I need permission to convert my loft space into a room?

Yes. When a roof space is converted into a room, the work will need to comply with the Building Regulations to ensure it meets certain health and safety standards. It will be necessary to make a Building Regulation application and for the work to be inspected by a Building Control Officer.

How do I make a Building Regulation application to Hull Building Control?

A building regulation application should be made to Hull Building Control before commencement of work on site. There are two options available:

1. Deposit of plans or

2. Giving of a Building Notice

1) Full Plans

You will need to submit two copies of plans of the proposed scheme showing full constructional details. Together with the completed application form and relevant fee. Unless you have a good working knowledge of building construction and the Building Regulations, it may be best to seek professional expertise to produce proposed plans.

Your submitted plans will be thoroughly checked by one of our Building Control Officers to ensure that the work shown complies with the Building Regulations.

Hull Building Control Full Plans Application **BUILDING CONTROL** Form 1

This form should be filled in by the building owner, applicant or agent. Return this form to: Hull Building Control, Kingston upon Hull City Council, Kingston House, Bavel Street, Kingston upon Hull, HU1 3ER Tel: (01482) 612326

Please sign or use BLOCK capitals.

1 Owner's details
Full Name: _____ Tel: _____
Address: _____ Postcode: _____

2 Agent's details (if applicable)
Full Name: _____ Tel: _____
Address: _____ Postcode: _____

3 Location of proposed building work
Address: _____ Postcode: _____

4 Proposed work
Description: _____

5 Use of building
Existing: _____ Proposed: _____

6 Circle below, as appropriate

	A) Fees (Please complete)	Key information	Plan Fees	Inspection Fees
a) Inspection Fee Please indicate responsibility for paying this Inspection Fee: Owner: _____ Agent: _____	New houses under 500m ² in floor area Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	£ _____	£ _____
b) Conditions Do you consent to the plans being approved subject to conditions, if appropriate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Single-storey detached or attached garages up to 60m ² in floor area Floor Area: _____ m ²	Floor Area: _____ m ²	£ _____	£ _____
c) Extension of time Do you agree for the prescribed period to be extended? Yes <input type="checkbox"/> No <input type="checkbox"/>	Extensions over 60m ² in floor area, but not over 400m ² in floor area, to existing dwellings Floor Area: _____ m ²	Floor Area: _____ m ²	£ _____	£ _____
d) Re-submission Do you agree for the application to be re-submitted if a Building Notice has been issued? Yes <input type="checkbox"/> No <input type="checkbox"/>	Extensions over 400m ² in floor area & alterations to existing dwellings Floor Area: _____ m ²	Floor Area: _____ m ²	£ _____	£ _____
	Replacement Windows & other building work Estimated Cost: £ _____	Estimated Cost: £ _____	£ _____	£ _____
	Total Fees: £ _____	Total Fees: £ _____	£ _____	£ _____

7 Statement
This notice is given in relation to the above-mentioned building work and is submitted in accordance with Regulation 1(2)(3) of the Building Regulations, for and on behalf of the owner and/or applicant

Print Name: _____ Signature: _____ Date: _____

CHECKED, USE ONLY: Fee Discussed: Yes/No; Cash/ Cheque/ Card: _____; Amount: £: _____; Receipt Issued: Yes/No

Hull Building Control
 Hull Building Control
 Kingston House, Broad Street,
 Hull HU1 1ER
 Tel: (01482) 812326
 Fax: (01482) 812310

FULL PLANS APPROVAL NOTICE
 Building Regulations Application No. _____

Ref: _____

1 Details of work
 Description: _____

2 Location of building to which work relates
 Address: _____

3 Approval
 The plans submitted in respect to the above work have been examined and passed by the Authority as complying with the Building Regulations.
 This approval is only for the purposes of the requirements of the Building Regulations and Sections 16, 19, 21, 23(1), 24 and 33 of the Building Act 1984. It is not an approval under the Town and Country Planning Act, an approval for improvement grant purposes or for any other statutory provision.
 Under the requirements of the Building Regulations the person carrying out the work in which the Building Regulations need to be complied with is required to notify the Authority at certain stages during the execution of the work. Please refer to details of these stages.
 Pump and Air 1996. This Approval Notice gives no consent under any part of this Act and it is the owner's responsibility to ensure that provisions are met.
 Health and Safety Act 1974. This approval notice does not create liability under any part of this Act and therefore additional provisions may be necessary to comply to regulations on site.

4 Authority
 This Full Plans Approval Notice is authorised by:
 Name (with email address): S. P. BLADES, BUILDING CONTROL MANAGER
 Signature: _____ Date: _____

HULL BUILDING CONTROL
 Ian Brown B.A. (Hons), D.M.S., M.B.P.F., Head of Planning Services

If they do, your application will be issued with an Approval Notice.

However, if they do not, you will be asked to amend your plans or submit revised plans, in order that an Approval Notice can then be issued.

Unfortunately, if you choose either not to amend your plans or submit revised plans, your application will be issued with a Rejection Notice.

Site inspections will be carried out by a Building Control Officer as the work proceeds, and with

the Full Plans approach you have the assurance that, if the work is carried out in accordance with the Approved Plans, the regulations will be satisfied.

Hull Building Control **Building Notice** **BC Form 2**

This form should be filled in by the building owner, applicant or agent.

Please type or use BLOCK capitals.

1 Owner's details
 Full Name: _____
 Address: _____

2 Agent's details (if applicable)
 Full Name: _____
 Address: _____

3 Location of proposed building work
 Address: _____

4 Proposed work described

5 Use of building
 Existing: _____ Proposed: _____

6

Number of Storeys for new buildings & extensions	Fees (Please complete)	Key Information	Building Notice Fee
0	New houses under 200sqm in floor area	Nil	£
1	Other than up to 3 storeys	Nil	£
2	Single storey detached & detached garages up to 200sqm in floor area	Area	£
3	Other than up to 4 storey or 4 storeys in existing buildings	Area	£
4	Extension over 400sqm in floor area to existing buildings	Floor Area	£
5	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
6	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
7	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
8	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
9	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
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99	Extension over 400sqm in floor area to existing buildings	Extended Cost	£
100	Extension over 400sqm in floor area to existing buildings	Extended Cost	£

7 Statement
 This notice is given in relation to the above-mentioned building work and is submitted in accordance with Regulation 1(2)(3) of the Building Regulations, for and on behalf of the owner and/or applicant.

First Name: _____ Signature: _____ Date: _____

CC/NALC USE ONLY: Fee Received: Yes/No Cash/Charge/Credit Amount: £ _____ Receipt Made: Yes/No

2) Building Notice

The Building Notice procedure can be much simpler than the Full Plans procedure. You will need to submit a Building Notice application form, advising us of your intention to carry out building work, together with the relevant fee. Usually, no detailed plans are required as more emphasis is placed on site supervision.

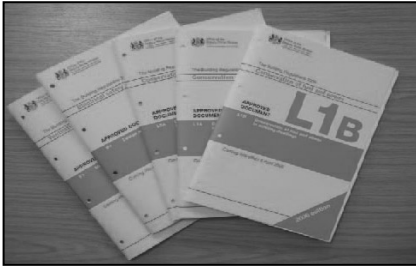
However, plans and details may be requested by the Building Control Officer in certain circumstances.

Where the Building Notice option is used no Approval Notice is issued. As there are no

Approved Plans to work to there is ultimately more responsibility on the person carrying out the work to ensure that the requirements of the Building Regulations are satisfied. The Building Control Officer will, however, try to anticipate potential problems. Generally because of the complex nature of a loft conversion project Hull Building Control would strongly recommend using the Full Plans procedure.

What Building Regulations apply?

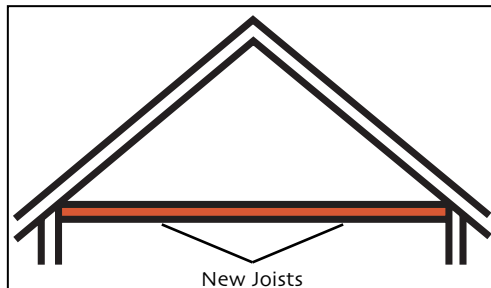
The Building regulations main purpose is to ensure reasonable standards of health and safety for people in and around buildings.



- Structural stability
- Fire Safety
- Fire Resistance of the Structure
- Ventilation
- Stairways
- Thermal Insulation
- Sound Insulation

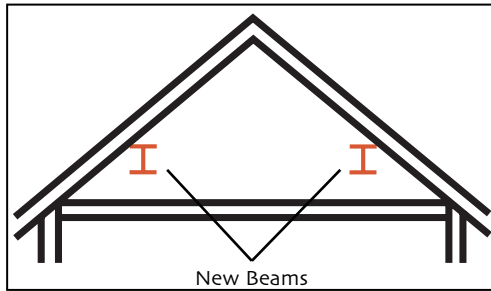
Will the existing structure be strong enough?

The existing ceiling joists are unlikely to be strong enough to carry out the new floor loads, and therefore new floor joists will usually be required. The existing load-bearing walls and their foundations may need to be checked for adequacy to carry additional loads, as will the existing lintels over windows and doors. Additionally the existing roof structure may also need to be altered to accommodate the new room.



Will I need to provide steel beams?

In most loft conversions new beams will be needed to support the new floor joists and altered roof structure. The structural design of a loft conversion is often more complicated than an extension. Details and calculations of the proposed structure will normally be required, and it will be necessary to seek professional help from a Structural Design Engineer.



Will I need to upgrade the existing stairway enclosure?

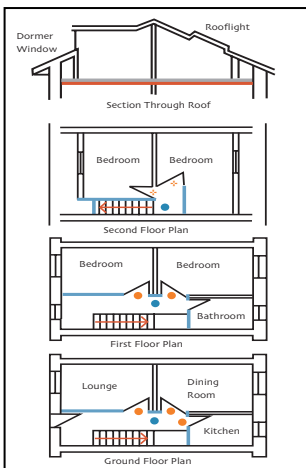
Yes, to provide means of escape in the case of fire the new storey must be provided with a protected stairway leading to final exit. Therefore the existing doors serving the stairway will require upgrading or replacing with fire resisting doors. The existing walls enclosing the stairway must also be fire resisting. There is no requirement to fit self closing devices to the fire doors.

Will I need smoke detectors?

Yes, interconnected mains operated smoke detectors should be provided at each level. These are usually in the hallway and landings.

Will I need a staircase?

A new fixed staircase will be required to provide safe access to and from the new loft room. The regulations make requirements for step size, steepness, headroom and guarding. The new stairs must be enclosed in fire resisting construction.



- Denotes 1/2 hour fire resistance required (including any existing glazing)
- ⋄ Denotes 1/2 hour fire resistant self closing door required
- Any glazing in existing doors/walls to be replaced with 1/2 hour fire resistant glazing and be fitted with self closing devices
- Denotes 1/2 hour fire resistant floor/ceiling required
- Mains wired smoke detectors required

What site inspections are carried out?

Site inspections are made by a Building Control Officer to ensure that the work being carried out meets the requirements of the Building Regulations.

The number of inspections carried out is not fixed and therefore varies depending on the type and complexity of the building work.

When the work is due to start you must inform Hull Building Control at least 48 hours before the start date. All other inspection stages must be notified at least 24 hours before they are required (excludes weekends and Bank Holidays).



Will I need to pull work down?

This can sometimes occur if the person carrying out the work has not followed the Approved Plans or does not have sufficient knowledge of the Building Regulation requirements. This will usually only be required as a last resort if no other solution can be found to remedy the situation.

How much will this all cost?

There is a fee payable when you make a Building Regulations application to convert your loft space. Details can be found on the Fee Information Sheet

What happens when the work is complete?

 Hull Building Control Hull Building Control, Kingston House, Bond Street, Hull, HU1 3UR Tel: (01482) 612226 Fax: (01482) 612219	CERTIFICATE OF COMPLETION Issued in full To Building Regulations Planning Applications <input type="checkbox"/>
Hull	
1 Details of work Description	
2 Location of building Address	
3 Deposit of particulars Full plans received Building Notice was deposited under the Building Regulations made under Section 1(2) of the Building Act	
4 Completion Date Date	
5 Notes <i>Disability Discrimination Act 1995. This Completion Certificate may create absolute liability under any part of this Act and therefore additional provisions may be necessary to ensure its requirements are met.</i>	
6 Compliance with The Building Regulations It is hereby certified that the building works described above have been inspected and so far as the disability has been able to ascertain the requirements of The Building Regulations are satisfied.	
Name (authorised officer): S. P. BLADES, BUILDING CONTROL MANAGER	
Signature: S. P. Blades	Date:
	
www.hull.gov.uk/buildingcontrol/	Ian Brown B.C. (Hons), D.M.S., M.R.P.F., Head of Planning Services

When the work is complete and the Building Control Officer is satisfied that it meets requirements of the Building Regulations, the Council will issue a Completion Certificate. This will state that the work carried out complies with the Building Regulations. The Approval Notice (where applicable) and the Certificate of Completion should be retained with your property deeds as confirmation that the work has been carried out correctly and in accordance with the Building Regulations.

Why should I bother getting Building Regulation Approval?

There are a number of reasons why you should get Building Regulations approval when it is required.

- a) Anyone carrying out building work without approval is breaking the law and can therefore be subject to legal action. This can result in a fine of up to £5,000, administered through the Magistrates Courts.
- b) Building work carried out without approval will not have been checked and may therefore be unsafe.
- c) When you come to sell your property, building work that you have carried out without approval may lead to:
 - the sale being aborted
 - a reduction in the property value
- d) If you are purchasing a property, documentary evidence that any previous building work carried out has approval gives you the reassurance that the work was done properly.
- e) If you are employing a builder to carry out any building work, the Building Regulation process gives you the reassurance that the work is being independently checked by the Council, for your benefit.

Other Approvals

Do I need Planning Permission?

Most loft conversions do not require Planning Permission (which is completely separate from Building Regulations), as they fall within permitted development rights. However, you should seek further advice from Hull City Council's Development Control Section, which can be found on the 2nd floor of Kingston House, Bond Street, Kingston upon Hull, or call (01482) 300300.

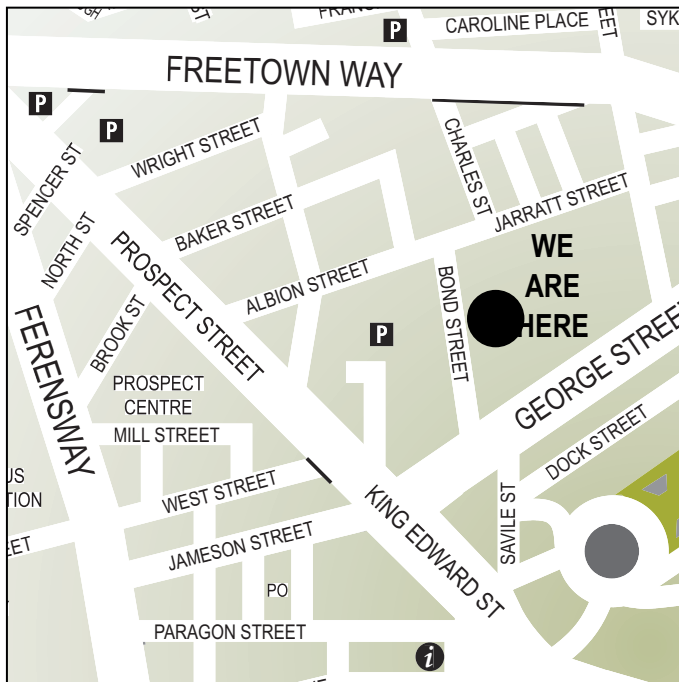
Please note

The information contained within this leaflet is intended to give general guidance on the salient issues associated with compliance with the Building Regulations. The information provided is guidance only, and does not cover every conceivable situation and is not a substitute for the Building Regulations 2000, subsequent amendments or Approved Documents.

Where to find us

**Hull Building Control
Kingston upon Hull City Council
2nd Floor
Bond Street
Kingston upon Hull
HU1 3ER**

**Tel: 01482 300300
Fax: 01482 612310
Email: hull.building.control@hullcc.gov.uk
Web: www.hullcc.gov.uk**



Other formats

This document is available in other formats (large print, Braille, audio and CD ROM); it can also be found on the Hull Building Control website. Please call (01482) 300300.