

Building Regulations : Exempt Enquiry Form

The Council will review the information provided and confirm in writing to the applicant whether or not an application under the Building Regulations is required. Space is provided on the back of this form for a sketch.

Please print clearly using capital letters. See notes overleaf.

one

Applicant's details - the person on whose behalf the work is being carried out.

Name: (this must **not** be a "care of" address)

Address:

Postcode: Tel: Fax:

Email:

Name:

Signature: Date:

two

Location of building to which work relates

Address:

Postcode:

three

Details of proposed work

Purpose for which building/extension will be used:

Length of building: m² Width of building: m²

Height of eaves: m Height to highest part of roof: m

Materials and construction Walls: Roof:

Least distance of proposed building:

a) Nearest boundary: m b) Other buildings within the same site: m

c) Other buildings within the same boundaries which contain sleeping accommodation: m

If the extension is a porch or conservatory, will the existing door(s) and window(s) that are being enclosed, remain in position? Yes No

Is glazing being installed in those areas identified below? Yes No

i) within 800mm of the floor

ii) in a door, and within 300mm to the side of the door where within 1500mm of the floor

Please confirm which type of safety glazing is being used. Place a cross in the appropriate box:

Toughened glass Laminated glass Annealed glass Polycarbonate

Is the conservatory/porch directly under a window to a loft conversion? Yes No

Will the proposed building or extension be situated over any drainage system, including a public sewer? Yes No

Please provide a sketch of the proposed building or extension to help clarify any of the information requested overleaf. Please use additional sheets if required.

Notes

1. Some typical exemptions.

Extensions to buildings

A single storey extension to a building at ground floor level which has an internal floor area less than 30m² which is:

- a. A conservatory where 75 per cent of the roof and 50 per cent of the external walls are glazed with transparent material, and any doors between the existing building and the new conservatory are maintained,

or

- b. A porch which encloses the entrance to the building and any doors between the existing building and the porch are maintained.

Where any glazing within 800mm of the floor, and within 1500mm of the floor at a door and within 300mm of the door, is safety glazing.

- c. A covered yard or covered way,

or

- d. A carport which is open on at least two sides.

The conservatory and porch must not be used for any other purpose e.g. kitchen or living space for them to be exempt.

Small detached buildings

- a. A detached building with a floor area less than 15m² which contains no sleeping accommodation.
- b. A detached single storey building

- c. Shelters to protect people from the effect of nuclear, chemical and conventional weapons, which are less than 30m² and are not nearer to other buildings than the depth of the foundation plus 1000mm.

2. Fixed electrical work that is carried out to an exempt structure where that structure is part of a dwelling, or where the electrical work is in the land associated with a dwelling, is not exempt from the Building Regulations. A Certified competent electrician must carry out the work, or an application needs to be made to the Council.
3. The applicant should ascertain whether Listed Building Consents and/or Planning Permission are required for the work.
4. If you require any further advice or information please contact Building Control on 01737 276162 or the Building Control web pages on www.reigate-banstead.gov.uk.
5. **If you are having difficulty reading this form and would like the information in another format, please call 01737 276162 or email building.control@reigate-banstead.gov.uk.**