

# Building and Property Management

## BUILDING REGULATIONS

### Exempt buildings enquiry form

## Building control

### OFFICIAL USE ONLY

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. **Please note, a fee is payable, see overleaf for details.**

Space is provided on the back of this form for a sketch if required. Please print clearly using capital letters.

See guidance notes overleaf.

### 1 Applicant/Owner

Name and address of person or persons on whose behalf the work is to be carried out and who is responsible for payment of the prescribed fee. (Block letters please). Please provide a contact telephone number and an email address.

Name
Address (not a 'care of address')
Postcode
Telephone
Mobile
Email

### 2 Location of building to which work relates

Address
Postcode

### 3 Details of work

Purpose for which building/extension will be used:

Length of building:	m <sup>2</sup>
Width of building:	m <sup>2</sup>
Height of eaves:	m <sup>2</sup>
Height to highest part of roof:	m <sup>2</sup>

Materials and construction:

Walls:
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Roof:
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Least distance of proposed building to:

Nearest boundary:	m <sup>2</sup>
Other buildings within the same site:	m <sup>2</sup>
Other buildings within the same boundaries:	m <sup>2</sup>

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?

1. Within 800mm of the floor
2. In a door and within 300mm to the side of the door where within 1500mm of the floor

Yes  No

Please confirm which type of safety glazing is being used.

Tick the appropriate box:

- Toughened glass  
 Annealed glass  
 Laminated glass  
 Polycarbonate

Is the conservatory 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

**4** The space can be used if required to provide a sketch of the proposed building or extension, or to help clarify any of the information requested overleaf. Please use additional sheets if required.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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## Guidance Notes

### 1 Fee

£100 fee payable by cheque to 'London Borough of Hammersmith & Fulham', or for debit and credit card payments, please ring 020 8753 3137 or 3939.

### 2 Typical Exempt buildings

A single storey extension to a building at ground floor level which has an internal floor area less than 30m<sup>2</sup> which is:

- 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,
- 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.

- a covered yard or covered way, or,
- 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 detached building with a floor area less than 15m<sup>2</sup> which contains no sleeping accommodation.
  - a detached single storey building having a floor area less than 30m<sup>2</sup> which contains no sleeping accommodation and constructed of substantially non-combustible materials or sited at least 1000mm from the boundary of the site.
  - shelters to protect people from the effect of nuclear, chemical and conventional weapons, which are less than 30m<sup>2</sup> and are not nearer to other buildings than the depth of the foundation plus 1000mm.
- 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.
  - The applicant should ascertain whether Listed Building Consents and/or Planning Permission are required for the work.
  - The consent of Thames Water may be required in the case of building over certain sewers. Inquiries should be made to Thames water.
  - Care should be taken in the dismantling or demolition of existing buildings as these may contain asbestos. Advice should be sought from the Health and Safety at Work Executive.

### Building Control Service

London Borough of Hammersmith & Fulham,  
Town Hall Extension, King Street, Hammersmith,  
London W6 9JU

Telephone 020 8753 3137

020 8753 3939

Fax number 020 8753 2448

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If there is any part of this publication that you require explained, translated or produced in large print or Braille please telephone 020 8753 3137 or 3939

We are a member of The British Standards Institution (BSI Group) Quality Assured Building Control Service.

