

# Self Assessment Enquiry Form

Last Updated 15/03/11



## **Buildings and Work exempt from Building Regulations requirements**

### **COVERED EXTERNAL AREAS**

**(including CARPORTS & COVERED YARDS)**

Building Control Services  
Fylde Borough Council  
The Town Hall  
St Annes Road West  
St Annes  
Lancashire  
FY8 1LW

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.fylde.gov.uk/bc](http://www.fylde.gov.uk/bc).

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 ([www.fylde.gov.uk/permission](http://www.fylde.gov.uk/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 erection of a **COVERED AREA such as a CARPORT or COVERED YARD**. 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 £30 (£25 + £5 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	If it is possible to house a motorcar in the covered area, will the covered area have less than two sides which are fully open?	Yes	No
2	Will the covered area link an existing building that is exempt from Building Regulations requirements to the existing dwelling / house?	Yes	No
3	Will the covered area be built at any level other than the ground floor?	Yes	No
4	Will the internal floor area of the covered area be greater than 30m <sup>2</sup> ?	Yes	No
5	It is a requirement that any escape window serving a third storey to the existing building should <b>not</b> have ladder access to it impeded by the location of the covered area. Will any such ladder access be restricted by the presence of the covered area?	Yes	No

6	Will any electrical work in the covered area 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
7	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 covered area, for which Building Regulations consent has not been granted?	Yes	No
8	Will an existing door or window between the existing dwelling and the covered area be replaced by a door or window having a poorer resistance to the passage of heat?	Yes	No
9	Will the covered area be used for any other purpose (eg. living/sleeping accommodation or toilets etc)?	Yes	No
10	Will the covered area 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:

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Address:

(for correspondence)

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Phone and email:

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Address of site:

(if different from above)

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Description of proposed building:

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