

If you are thinking about carrying out building work to your house or flat, please remember that you may need:

- planning permission;
- building regulation approval (a separate type of council permission); or
- planning permission **and** building regulation approval.

## **Do I need planning permission for all building work?**

You don't need planning permission for all building work. You can carry out some building work without needing to apply for planning permission. This is known as 'permitted development'. Your answers to the questions over the page will help you find out whether you need our permission to carry out the work you want to do.

## **Do I need building regulation approval for all building work?**

You don't need building regulation approval for all building work. The questions over the page will help you find out if you need to apply for this type of permission.

Some kinds of building work always need approval. For example, removing chimney breasts, knocking two rooms into one, most re-roofing and all underpinning (supporting walls).

## **How can I find out if I need permission?**

You need to answer the questions over the page. If you answer 'Yes' to any of these questions, you need to apply for planning permission or building regulation approval.

If you answer 'No' to all the questions, you probably don't need permission but you should phone the Planning Office to check. This leaflet is a general guide and does not cover every possibility. If you don't need permission, ask the Planning Office to confirm this in writing.

## **Listed buildings**

If you live in a 'listed building', you need a separate permission called 'listed building consent'. You need this for any work that would affect the building's character, inside or outside the building. You will need this even if you don't need planning permission.

## **Other permissions**

Depending on the work you want to carry out, you may need other permissions as well as planning permission and building regulation approval. Examples include the following.

- If you live in an ex-council house, you probably need permission from Housing Services to carry out the work. Please phone Housing Management on 01992 564000 to find out more.
- If you want to create a vehicle crossing, you must get in touch with the Highways team on 01279 642500.
- You must make sure you have all the permissions you need before you start work.

## **Tell your neighbours**

If you are planning to build within six metres of a boundary, you must speak to your neighbour about the Party Wall Act. We can let you have a booklet about this. You should speak to your neighbours before you start any building work, whether or not you need permission.

This can help sort out difficulties at an early stage and avoid problems later on.

This leaflet is one of a series that we have produced to give you advice about what permissions you need. **It is for homes only.** If you want to carry out building work to a business or agricultural building, please phone us for advice on 01992 564000.

If you want more information or need to obtain application forms, please visit our website [www.eppingforestdc.gov.uk/planning](http://www.eppingforestdc.gov.uk/planning), phone us on 01992 564000. Or you can write to us at: Directorate of Planning & Economic Development, Civic Offices, High Street, Epping, Essex CM16 4BZ.

**More information and an interactive guide are available at [www.planningportal.gov.uk/england/genpub](http://www.planningportal.gov.uk/england/genpub)**

## Planning permission

- You will not need planning permission if you want to put a room in the existing roof space of your house by installing windows in the roof slope (roof lights/Velux style), provided the windows do not project further from the existing roof slope than 15cm (6 inches). You should check, however, that your house has not had its 'permitted development' rights removed (see question 2 below).
  - You will need planning permission for a roof extension/dormer (a window extension that projects out from a sloping roof) if you answer **'Yes'** to any of the 10 questions below.
  - If you don't think you need permission for your roof extension, you should apply for a Certificate of Lawful Development before you start work. If you do not need planning permission, you will still need to adhere to the conditions set out below. If you are planning to add more to the roof than just a dormer window, you should discuss your plans with a planning officer.
  - If your house is a listed building you will also need Listed Building Consent
1. Is the property a flat, maisonette or used for any business?
  2. Has your house had its 'permitted development' rights removed? *These are rights that allow you to do work without needing to ask permission. They are most often removed by a condition which was set when the original permission to build your house was granted. This is more likely if that was within the past 30 years. Please check with the Development Control team.*
  3. Will the planned roof extension go onto land that you do not own?
  4. Is your house in a conservation area?
  5. Will the planned roof extension be higher than the highest part of the existing roof?
  6. Will the planned roof extension be in a roof slope of the front elevation of your house that faces a road?
  7. If you live in a terraced house, will the planned roof extension be larger than 40 cubic metres (1412 cubic feet)?
  8. If you live in a semi-detached or detached house, will the planned roof extension be larger than 50 cubic metres (1765 cubic feet)?
  9. Will the development create a balcony, veranda or raised platform?
  10. For all roof extensions other than the alteration of a hipped roof to a gable, will the nearest part of the extension lie within 20 cm (8 inches) of the eaves of your house?

**Where planning permission is not required the following conditions however still need to be complied with:**

- The materials used should be similar to those used in the construction of your house.
- If the roof extension is to a roof slope of a side wall of your house any windows, including roof lights, should be obscure glazed and should not be capable of opening below a height of 1.7 metres (5 feet 7 inches) above the floor of the room.

## Building regulations

You will need building regulations approval for this work, even if you are only putting floorboards in the loft or putting in a flush window. You need this approval whether or not there is a staircase.