

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, 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

Planning permission

- You do not normally need planning permission to replace or add new windows in the front and rear walls of your house, or any where on your existing house at ground floor level. But you may need permission if conditions were attached to the original permission for your house or extension that say you need to apply for the installation of additional windows.
- You will need planning permission for upper floor windows in a wall or roof slope forming a side elevation of the house, unless these windows will 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
- Subject to the above, you do not need planning permission to replace your existing windows or have double glazing put in. However, if you live in a Listed Building, Listed Building Consent may be required.
- If you don't think you need permission for your windows, you should apply for a Certificate of Lawful Development before you start work.
- **If you live in a flat or maisonette**, you may need permission if the window will affect the appearance of the whole building. Please talk to the Development Control team about this.
- You may require planning permission if you want to put in a bay or bow window which will project out beyond any wall of your house. This will be treated as an extension to your house. Please see leaflet no. 4 or 5 for further information.

Building regulations

You **will need** building regulations approval if you answer **'Yes'** to either of the following questions.

1. Do you want to create a new window?
2. Do you want to make an existing window wider?

You may also need building regulations approval if you answer **'Yes'** to any of the following questions.

3. If you were standing in the room where the new window will be, would you have to pass through another room to leave the building?
4. Is the new window on the second floor or above?
5. Do you want to make an existing window deeper or taller?

If you have answered 'Yes' to any of these questions, please contact the Building Control team for advice. All glass must meet the requirements of part N of the Building Regulations to make sure it is safe. Please ask your glazing supplier for advice or ask for our building control leaflet on safety glazing.