

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 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 01992 564298.

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 want us to send you the application forms, please phone us on 01992 564000.

Or write to us at:

Planning Services, Civic Offices,
High Street, Epping,
Essex CM16 4BZ.



**Epping Forest
District Council**

I want to put a room in the roof

Planning permission

- You will not need planning permission if you want to put a room in the roof space of your house that will only have flush windows (windows that are flat against the roof) and will not involve any roof extensions.
- You will need planning permission for a roof extension or dormer (a window that juts out from a sloping roof) if you answer '**Yes**' to any of the following questions. If you don't think you need permission for your dormer, you should ask the Development Control team for confirmation in writing or apply for a Certificate of Lawful Development before you start work.

- 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 20 years. Please check with the Development Control team.

- 3 Will the planned dormer go onto land that you do not own?
- 4 Is your house a listed building or is it in a conservation area?
- 5 Will the planned dormer be higher than the highest part of the existing roof?
- 6 Will the planned dormer be in a roof slope that faces a road?
- 7 If you live in a terraced house, will the planned dormer be larger than 40 cubic metres (1412 cubic feet) or will it, together with any previous extensions since your house was built (or since 1948 if your house was built before then), be larger than 50 cubic metres (1765 cubic feet)?
 - a All measurements refer to the outside of the house.
 - b Extensions to your house include all sheds, garages and outbuildings that are over 10 cubic metres (353 cubic feet) and are within 5 metres (16 feet 6 inches) of the house.
- 8 If you live in a semi-detached or detached house, will the planned dormer be larger than 50 cubic metres (1765 cubic feet) or will it, together with any previous extensions since your house was built (or since 1948), be larger than 70 cubic metres (2472 cubic feet)?
 - a All measurements refer to the outside of the house.
 - b Extensions to your house include all sheds, garages and outbuildings that are over 10 cubic metres (353 cubic feet) and are within 5 metres (16 feet 6 inches) of the house.

If you are planning to add more than just a dormer window, you should discuss your plans with a planning officer.

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.

