

Other approvals

In addition to a Building Regulation approval you may also require planning permission.

You can check the need for planning permission by phoning our Planning Division on 01263 516158.

Note that Building Regulations approval will be needed irrespective of the need for planning permission. The two 'permissions' are entirely separate requirements.

Building Control



North Norfolk District Council
Holt Road, Cromer, Norfolk
NR27 9EN

Tel: 01263 516345
email: building.control@north-norfolk.gov.uk



Building Control team

The Building Control Surveyors usually carry out site inspections in the mornings and are available for contact in the afternoons.

A Duty Officer is available from 2pm to 5pm, Monday to Thursday, and 2pm to 4.30pm on a Friday. Please call 01263 516345.

For queries concerning Building Regulation charges contact Nichola Ransome on 01263 516023.

The Building Control team is committed to maintaining standards in building based on a professional and publicly accountable service. We have a wealth of local knowledge, experience and, can respond quickly to your needs.

If you would like this information in large print, audio, Braille, alternative format or in a different language please contact Nichola Ransome.

Tel: 01263 516023
Fax: 01263 515042
Email: nicky.ransome@north-norfolk.gov.uk



Building Control



The Building Regulations 2010
Guidance Note



Roofspace conversions

Roofspace conversions

Building Regulation applications are needed for roofspace or attic conversions where additional space, capable of habitable use is to be provided, including bedrooms, bathrooms, playrooms, studios or a floored storage area.

Where the intended use is to store lightweight items such as suitcases or general household items, the provision of loose boarding is generally satisfactory. An application would not be required in such circumstances provided access to the area is by ladder and not by a new staircase. It should be remembered that ceiling joists are usually designed to carry only light domestic storage.

It is therefore important to inform the Building Control Service and make a Building Regulations application where the proposed use is for anything other than light storage.

Why inform the Building Control service?

They administer and enforce the Building Regulations, on behalf of the Council, to ensure buildings are constructed and altered to acceptable standards. Where such works have been carried out without their knowledge and approval, future property sales could be jeopardised when solicitors acting on the purchaser's behalf carry out conveyancing procedures. It should also be noted that any application for this type of work is a legal requirement.

Roofspace conversions are sometimes considered to be a simple procedure. This is not always the case. They should be designed and constructed by people aware of the structural and fire safety issues affecting building occupiers. The following points must be considered and catered for in roofspace conversions:



- Floors, doors and some walls must be able to resist the effects of a fire for a specified period of time, usually 30 minutes in a typical domestic situation. Such provisions, among others, are essential to ensure safe escape in the event of fire or other emergency. These requirements become more onerous where the loft conversion will create a third storey. If a third storey is being created, a protected stairway will generally need to be provided, leading directly to an external door

- The new floor and room layout requires a safe and easy exit route in the event of fire. Careful consideration of this item is of critical importance. Various approaches are possible to achieve compliance and it is recommended that professional advice is obtained
- Provision must be made for an automatic smoke or heat detection system to give early warning of a fire.
- The structural adequacy of the 'new floor' together with any alterations to the roof structure will need to be checked to ensure it can safely support the new loads. Structural calculations are usually necessary for more complex alterations.
- Ventilation is essential to most rooms to ensure healthy living conditions.
- Condensation, if not properly catered for, especially in areas where it cannot be seen, can cause decay and dampness. Certain roofspace layouts and roof construction types require ventilation and the provision of vapour check membranes.
- The walls and roof of the roofspace conversion must keep out the rain, prevent harmful condensation within the structure and reduce heat losses.
- If a bathroom or shower room is to be included additional ventilation measures will be needed to prevent excessive condensation.