

Building Standards

“A Householder’s Guide”



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Introduction

This document contains important information for anyone thinking about building, altering, extending or converting a property.

The Building Standards team in Dundee are verifiers for the local area. Our function is to administer the building regulations to secure the health, safety, welfare and convenience of persons in or about buildings. If you are considering carrying out building work to your property, the Planning Division's Building Standards Team are here to help you.

You will likely be required to obtain a Building Warrant before starting the work and Building Standards can help you through this process.

When building work or a conversion takes place the completed building must meet the essential standards in order to satisfy the building regulations. These standards are contained in either the Domestic or Non Domestic Handbook(s), depending on the type of property being built or altered. These handbooks provide detailed guidance on how to meet the standards and they may be viewed or downloaded from the Scottish Government website at:

Scottish Government Handbooks

The types of householder projects included in this guide are:

- **Extensions (including Porches, Conservatories, Garages and Carports)**
- **Conversions (including attic and garage conversions)**
- **Internal & External Alterations**

If you are unsure about any aspect of this document or feel it could be improved, please contact the Council's Building Standards Section by telephone or email

01382 433102 or at **bs@dundeecity.gov.uk**

Seeking Advice on Building Standards Related Issues

Should you require assistance our qualified Building Standards team (based at **Dundee House, 50 North Lindsay Street, Dundee**) have a duty surveyor on call as an initial point of contact between 08.30am and 5.00pm throughout the working day.

We also offer our customers a comprehensive pre-warrant consultation service and help to identify and resolve Building Regulations problems - saving time and money from the start. At DCC Building Standards we pride ourselves in working with our customers and assisting them in finding solutions to design challenges.

If we are consulted at an early stage in the design process, we are often able to contribute technical solutions to issues that may arise with innovative design. There is the facility to propose alternative solutions that differ from the guidance, allowing the designer flexibility to be creative to meet your development objectives yet still achieve regulatory compliance.

Pre-submission consultation can be arranged by contacting us on **01382 433102** or email us at **bs@dundeecity.gov.uk**.

Is Building Warrant Approval Required?

Most building work proposals will be subject to building warrant approval, however the following links contain information on domestic works which are exempt from Building Warrant. Note that while a Building Warrant might not be required, any work that is deemed to be exempt under Building (Scotland) Regulations should still comply with relevant Building Standards, (Reg 5 Schedule)

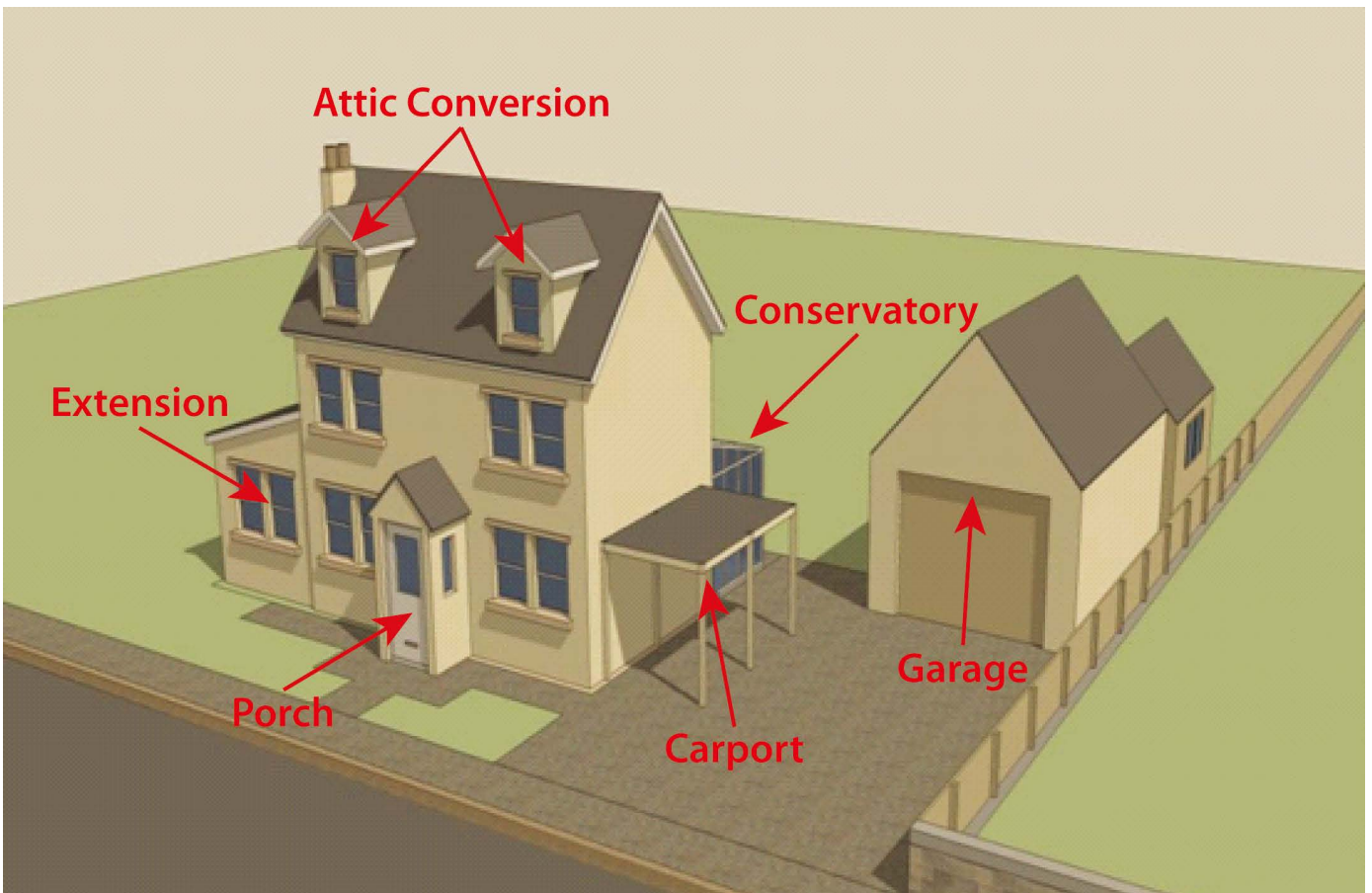
Please refer to the links below:

- [Guidance on Electrical work not requiring a warrant](#)
- [Guidance on Plumbing installation work not requiring a warrant](#)
- [Guidance on Combustion appliances and associated work not requiring a warrant](#)

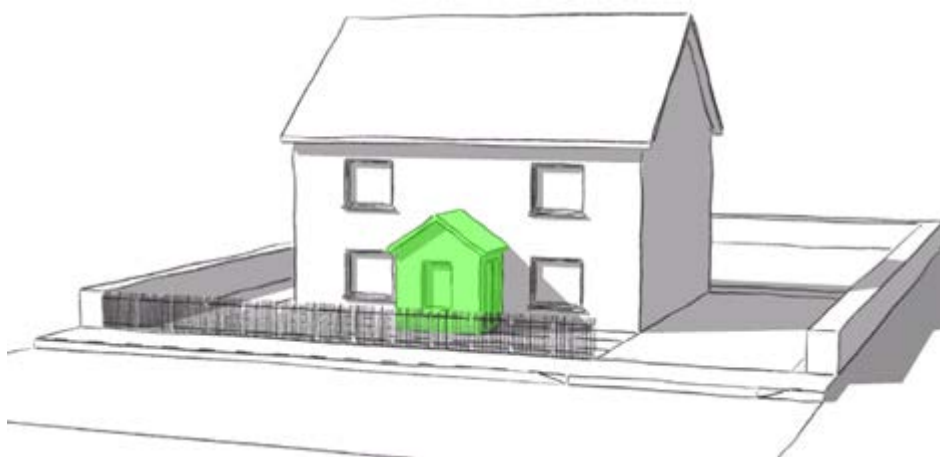
Other Useful Links

[Building Standards FAQs](#)

Building Standards Related Guidance for Domestic Projects



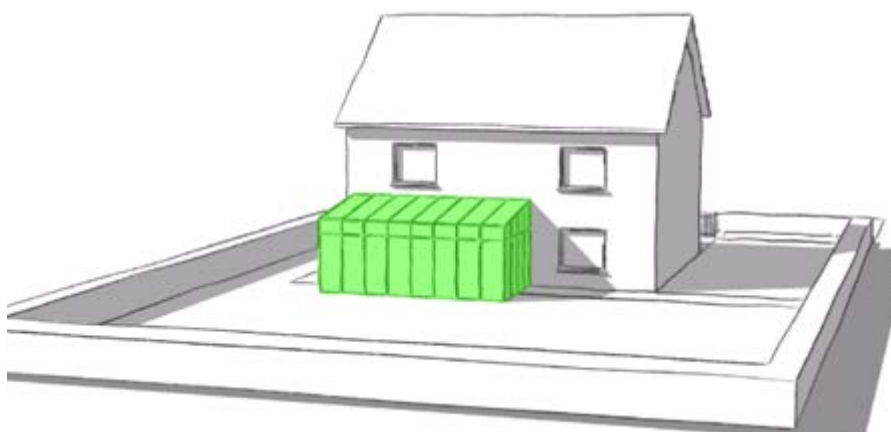
EXTENSIONS - PORCHES



...A porch is a building attached to and providing a covered entrance to a dwelling...

A proposal such as this is exempt so long as it is no more than 8 square metres internal floor area and is at least 1 metre from any boundary. A porch must be thermally separated from the rest of the house by a suitable door and wall.

EXTENSIONS - CONSERVATORIES



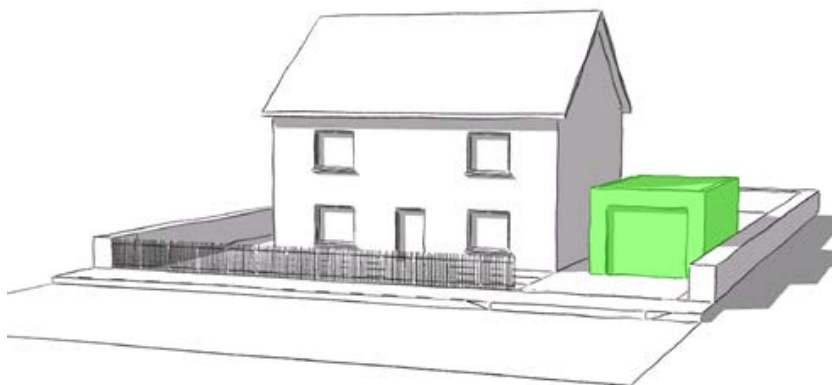
...A conservatory is a building attached to a dwelling but thermally separated from it by a door and any other building elements and having translucent glazing (including frames) forming not less than either...

- a) 75% of its roof area and 50% of its external wall area; or*
- b) 95% of its roof area and 35% of its external wall area.*

So long as it has an internal floor area of no more than 8 square metres and is at least 1 metre from any boundary this type of build would be classified as exempt. However it is worth noting that all building work must comply with the regulations. For more detailed information on conservatories please follow the link below:

[Small Buildings Structural Guidance.](#)

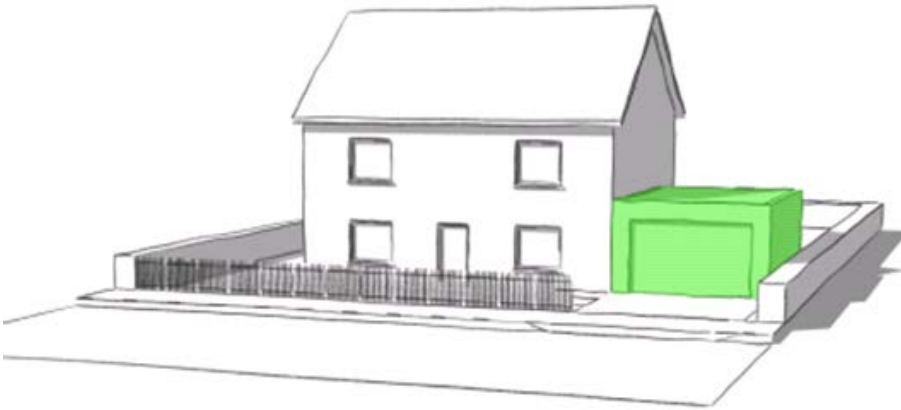
EXTENSIONS - GARAGE



...A garage is defined as a storage building for parking motor vehicles or storing belongings...

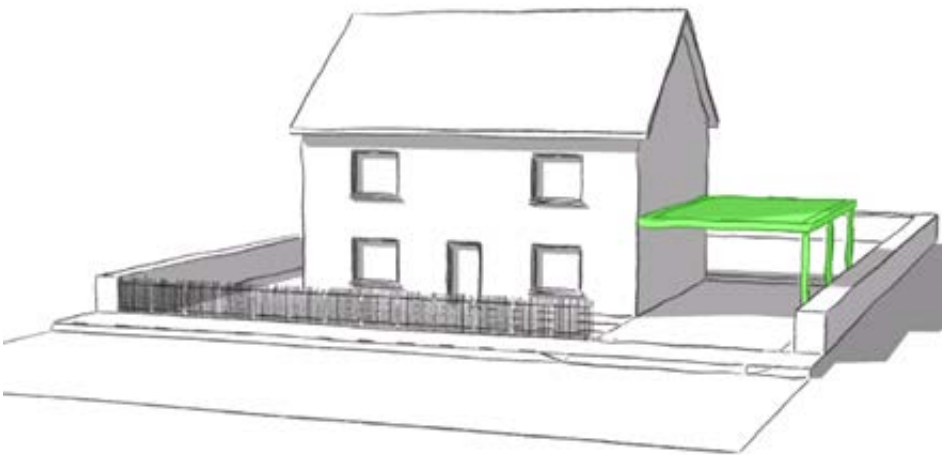
Any detached garage build (see left) of less than 30 square metres and a distance equal to at least 1 metre from the boundary, qualifies in the exempt class. It is worth noting all work must comply with regulations. Where a garage is less than 1 metre from the boundary please contact Building Standards for advice.

EXTENSIONS - GARAGE (cont)



Attached garages are not exempt from Building Warrant regardless of size.

CARPORT



An open-sided shelter for a parked car, attached to a house or other building no larger than 30 square metres in floor area qualifies as exempt. However it is worth noting that all building work must comply with the regulations.

EXTENSIONS - ONE OR MORE STOREYS



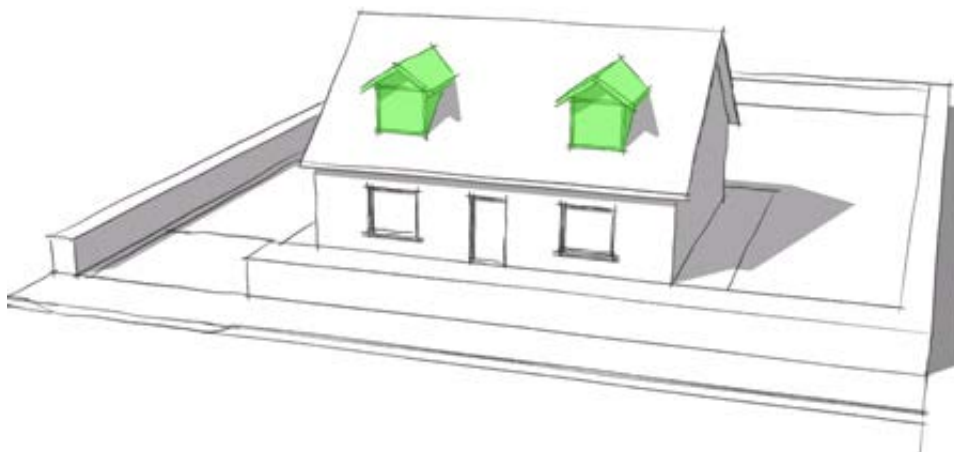
Extensions, whether it is one or two storey, are fairly common types of proposed work and are always subject to Building Warrant approval.

- We would recommend you appoint a competent architect or technician to provide fully specified working drawings for submission to Building Standards. Prior to submission any site specific issues that may have an impact on the

design can be fully addressed. Depending on the complexity of the build, the architect may also consider enlisting the services of an approved Certifier of Design (Structural Engineer).

The following link can be used to find a [Scottish Government Approved Certifier](#)

CONVERSIONS



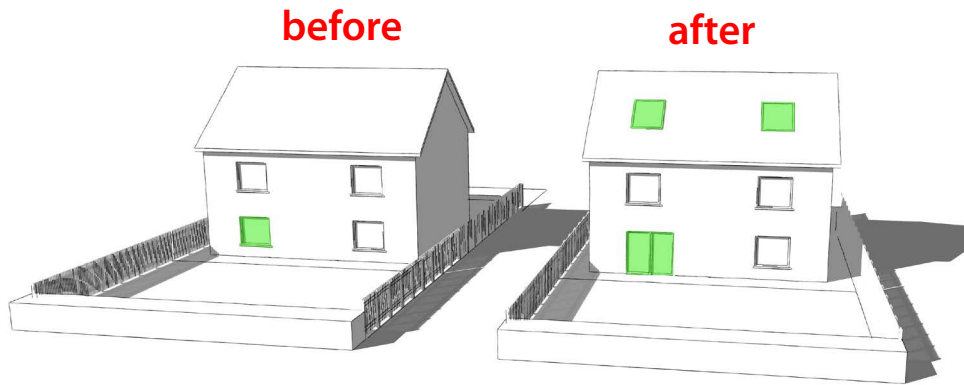
This means to make such change in the occupation or use of the building or part of a building, such as an attic space or an existing attached garage being converted in to areas of habitable accommodation.

Conversions of this type require Building Warrant approval.

A competent architect/ technician will be able to assist and provide guidance on what can and

cannot be achieved during the design process.

INTERNAL & EXTERNAL ALTERATIONS



Common alterations –
some issues to consider

- Any work to an external wall such as the introduction of a patio door as shown (left) will require Building Warrant approval.

Installation of a rooflight (see diagram), whilst appearing to be work of a minor nature must still obtain Building Warrant approval. Changes to the internal layout of a dwelling are common and

Building Standards can advise on any exemptions from Building Warrant that may apply.

Please note that any proposals that effect an element of structure always require Building Warrant approval.

NOTE:

This document has been prepared to assist a potential applicant by highlighting aspects which may be relevant but should not be considered as exhaustive.

اگر آپ کو انگریزی سمجھنے میں مشکلات پیش آتی ہیں تو برائے مہربانی نیچے دیئے گئے پتہ پر رابطہ کریں

Jeżeli masz trudności ze zrozumieniem języka angielskiego,
proszę skontaktuj się z adresem poniżej

如閣下十分明白英語, 請與以下的地址聯絡。

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇੰਗਲਿਸ਼ ਸਮਝਣ ਵਿਚ ਕਠਿਨਾਈ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ:

Если у вас проблемы с пониманием английского языка, обратитесь
по нижеуказанному адресу

If you have difficulties understanding English, please contact the address below.

Dundee Translation and Interpretation Service,
Dundee City Council,
Mitchell Street Centre,
Top Floor,
Mitchell Street,
Dundee DD2 2LJ

Tel: 01382 435825



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Building Standards Team

May 2015