

# Scales & Templates

## Planning & Building Regulations Approval

To be used in conjunction with:

- Chapter 6 *Lift vs Extension;*
- Chapter 8 *Equipment;*
- Chapter 15 *Adaptation Specifications;*
- Chapter 16 *Kitchens.*

The following information is included:

⇒ Metric measurements	1
⇒ Measurement conversion	1
⇒ Scales	2
⇒ Muscular Dystrophy template	2
⇒ Muscular Dystrophy overlay sheets	2
⇒ Sizes	2
⇒ Items included in template & overlay sheets	6
⇒ Measurement conversion table	12
⇒ Planning & Building Regulations	13

### Metric measurements

A generation gap exists between those who continue to use imperial measurements and others who were educated using the metric system or have managed to master the change to the new system. Architectural drawings and plans are conventionally shown in millimetres. Therefore (except in Chapter 8d *Wheelchairs*) this manual has used metric scales exclusively and anyone working with plans should take this opportunity to become familiar with the system – **1000mm** in each metre.

### Measurement conversion

However, for anyone who finds this difficult, a conversion table is included on page 12. For instant easy-to-convert measurements, it is useful to remember that:

<b>25mm = 1"</b>
<b>100mm = 4"</b>
<b>600mm = 2'</b> and, in assessing the size of rooms,
<b>1000mm = 39" i.e. 3'3".</b> Therefore a room <b>4000 x 4000mm</b> is <b>13' x 13'</b> .

## Scales

Most plans are drawn to a scale of **1:50** and therefore this scale has been chosen for the template. On occasions, the bedroom and bathroom layouts may be enlarged to a scale of **1:20**. (In this case, to make scaled shapes to represent the fittings, these can be photocopied from the architectural designer's plans and glued on to card – or a transparent material can be superimposed and the outlines traced.) For convenience, both scales are printed on the edge of the template.

## Muscular Dystrophy template to illustrate the size of the equipment and furniture

### ▶ **Templates (please note the symbol used)**

These are useful tools, which overcome the need to understand and relate to measurements. Use the Perspex template in this manual to draw the size and shape of fittings and furniture directly on to the plans (in pencil so that you can change your mind) or make scaled shapes from a thick plastic. To ensure as much accuracy as possible, the shapes should be outlined with the fine point of a pencil, held at **45°** against the plastic edge of the template. Plastic has an advantage over card, in that it is transparent and allows you to alter the position of fittings and at the same time see the changes in relation to the original drawing. **N.B.** *The template refers to Renray David Baker and to the Parker Series 300 bath. In this edition of the Adaptations Manual, these should read as Huntleigh Renray and as the Arjo Sovereign bath.*

## Muscular Dystrophy overlay sheets – to check the space needed

### ◻ **Overlay sheets (please note the symbol used)**

These sheets should be placed over the fittings on the plans to check whether the correct space has been allowed. The sheet can be pierced to enable a pencil mark to be drawn on the plans to mark the boundary of the space needed. As above, the overlay refers to *Parker Series 300 bath* – please read this as *Arjo bath*.

**N.B.** *When plans have been either photocopied or faxed, it is important to check whether the scale has been affected by using a scale rule against any of the measurements.*

## Sizes

The templates have been drawn to scale and care has been taken to reproduce the sizes of the specific items of equipment as accurately as possible. However, the dimensions will need to be checked against the dimensions of the actual items, particularly where the template and the size represent a range of items (e.g. the sitting room and dining room furniture). In these cases, the size of modern furniture was carefully researched.

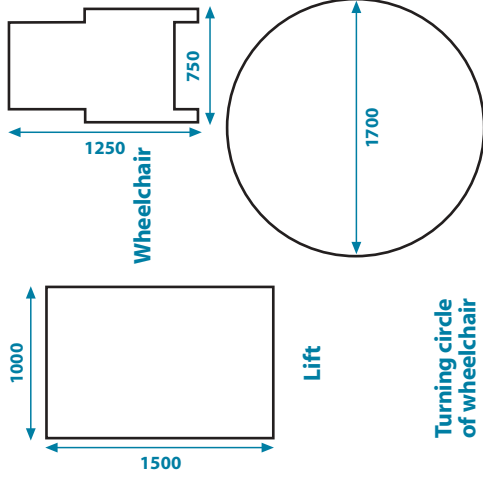
Also, it must be stressed that in time, the size of fixtures may change and that the purpose of templates is to act as a guide only. They will be helpful when considering options and making decisions about the position of the fittings and the best use of space, but are no substitute for the professional services of a designer experienced in these types of schemes.

Templates are unlikely to be used by the architectural designer, who will draw the items either by hand with a scale rule (many would say the proper way!) or with the help of a computer programme. The designer will take responsibility for the accuracy of the scale of the drawings or measurements shown on the plans of the adaptation or 'new-build' scheme.

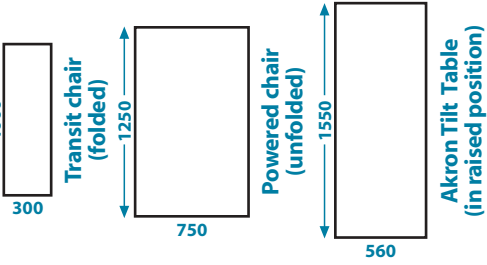
# Muscular Dystrophy Campaign

7-11 Prescottt Place  
 London SW4 6BS  
 tel: 020 7720 8055  
 fax: 020 7498 0670  
 e-mail: info@muscular-dystrophy.org  
 www.muscular-dystrophy.org

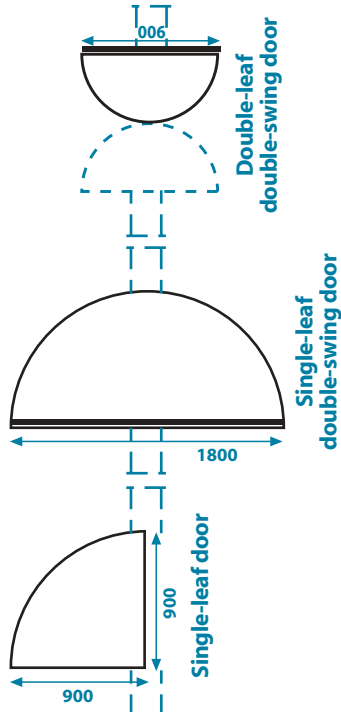
## TEMPLATE



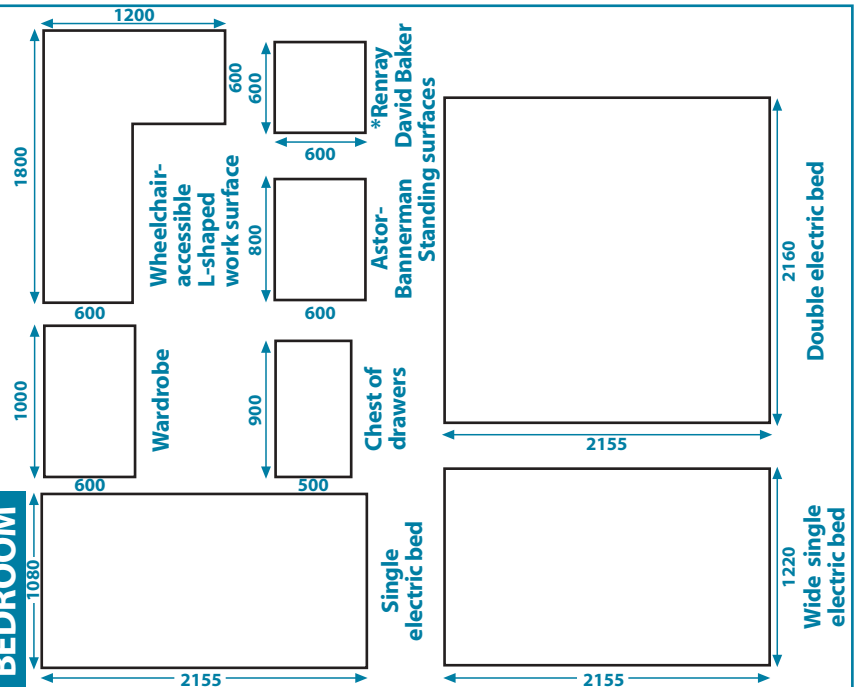
### EQUIPMENT STORAGE



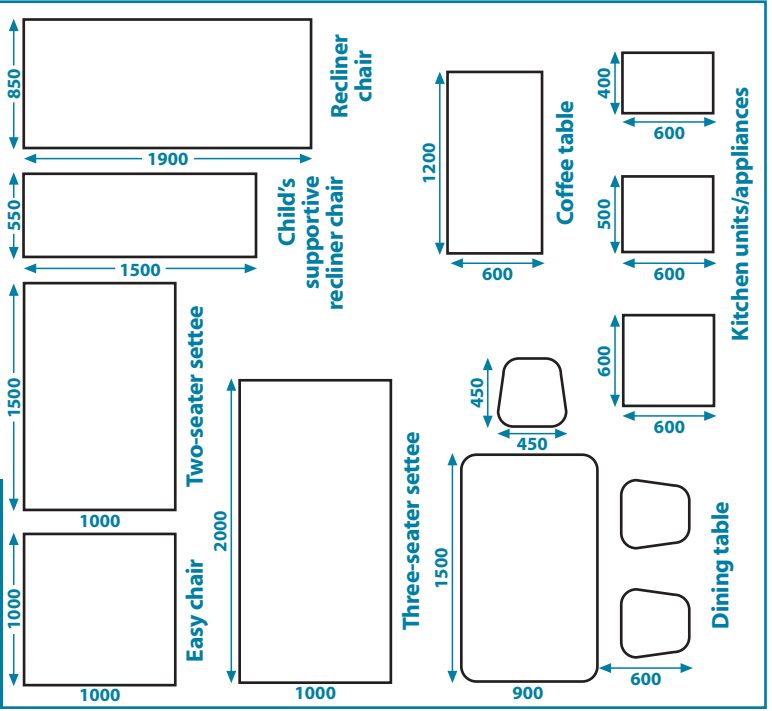
### DOORS SWINGS



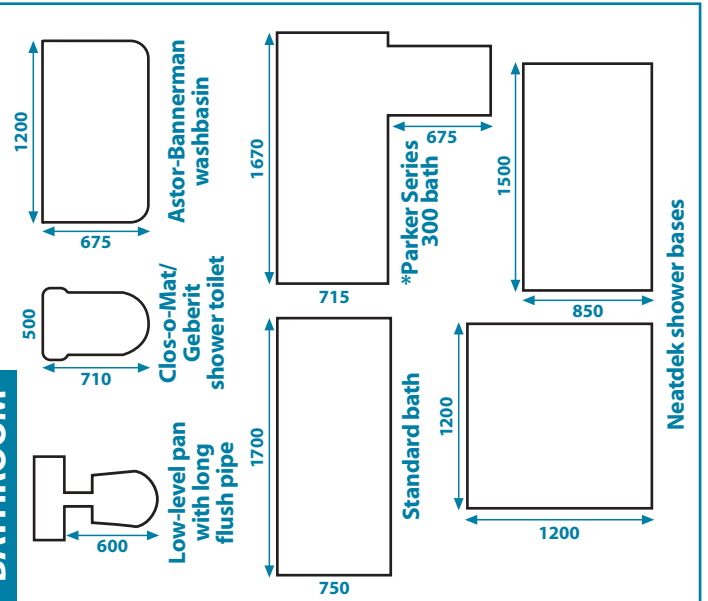
### BEDROOM



### FURNITURE



### BATHROOM

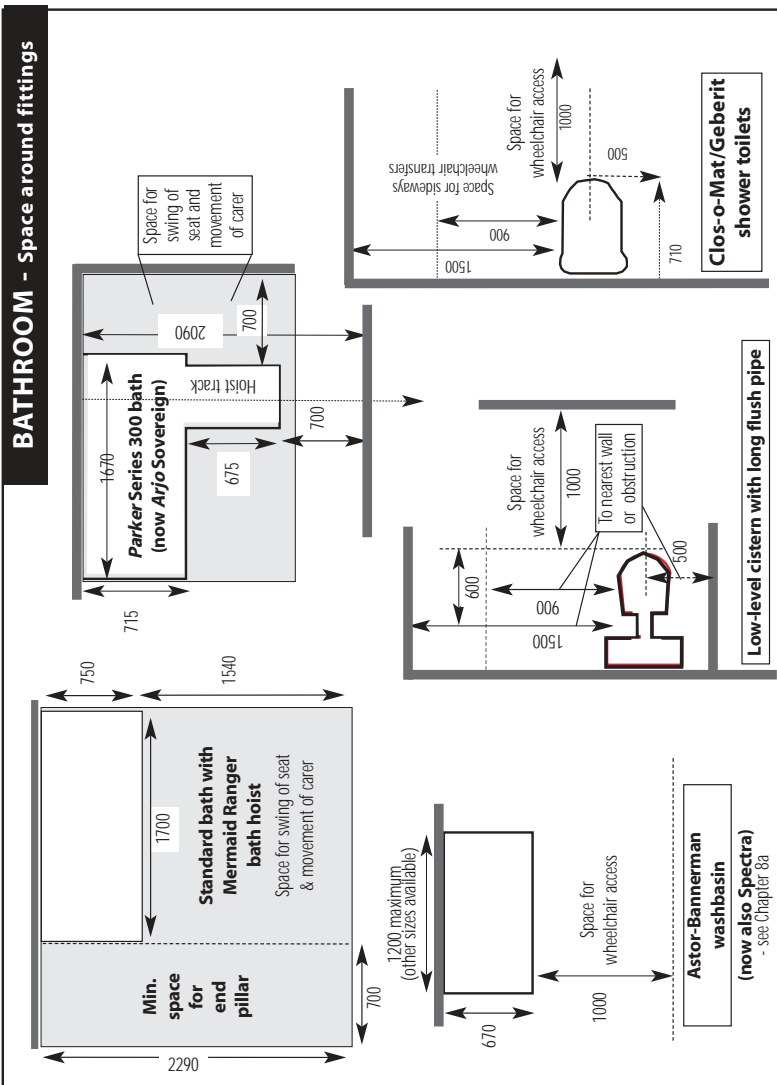


\* See pg. 2

SCALE 1:50

# OVERLAY SHEET

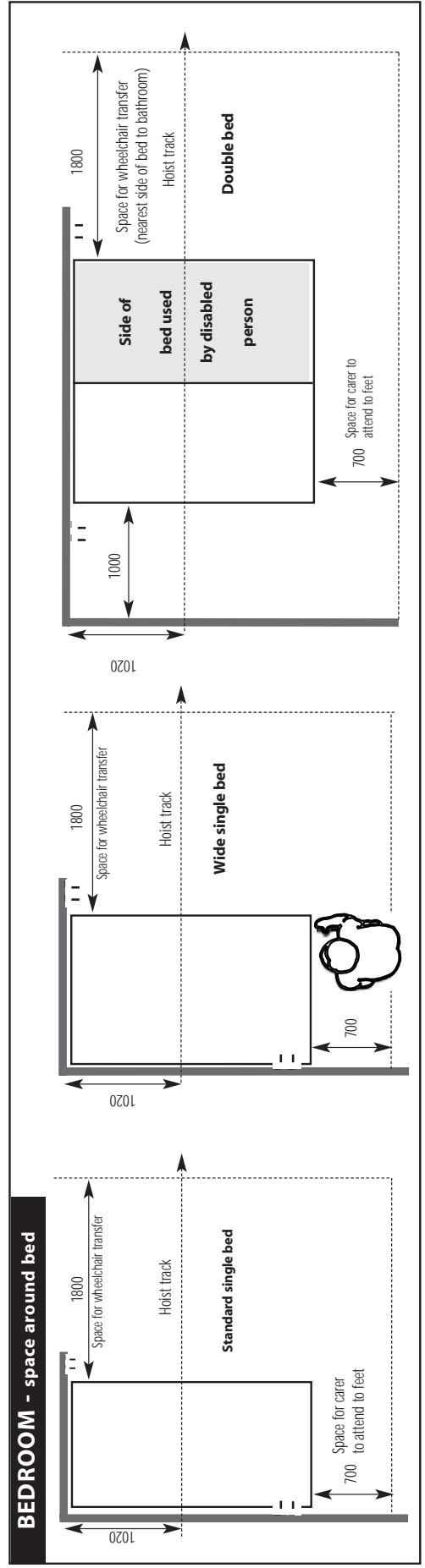
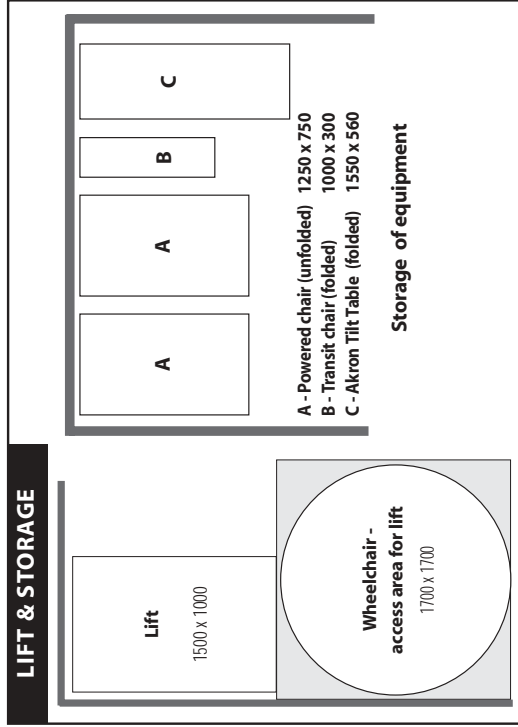
Produced by The Marketing Company - Phone : 0115 931 4586



SCALE - 1:50

7 - 11 Prescott Place  
London, SW4 6BS  
tel : 020 7720 8055  
fax : 020 7498 0670  
e-mail : info@muscular-dystrophy.org  
www.muscular-dystrophy.org

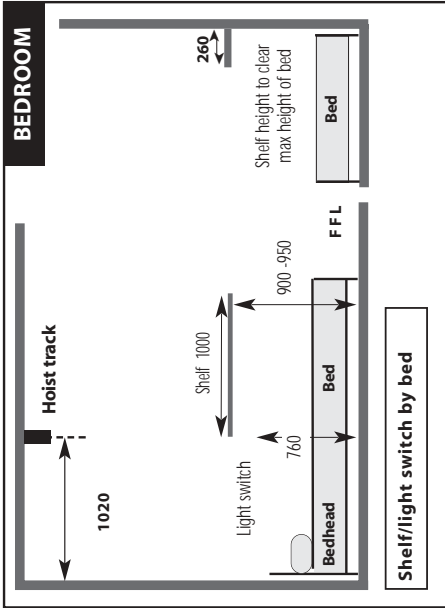
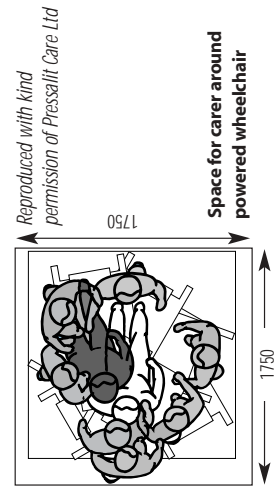
**Muscular Dystrophy Campaign**



# OVERLAY SHEET

**N.B.**

All shapes are based on approximate sizes and should not be used for specific dimensions on design drawings. Drawings can vary by + or - 2% from sizes quoted.

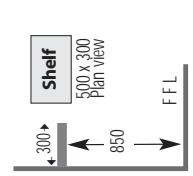
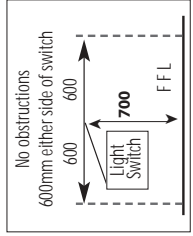


**SCALE - 1:50**

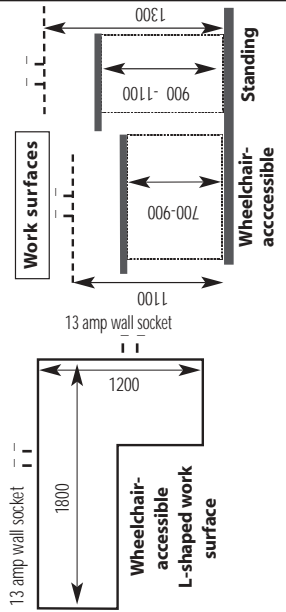
7-11 Prescott Place  
London SW4 6BS  
tel : 020 7720 8055  
fax : 020 7498 0670  
e-mail : info@muscular-dystrophy.org  
www.muscular-dystrophy.org

**Muscular Dystrophy Campaign**

**ELECTRICS**

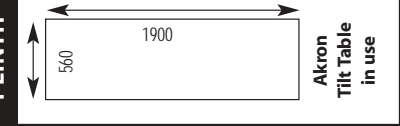
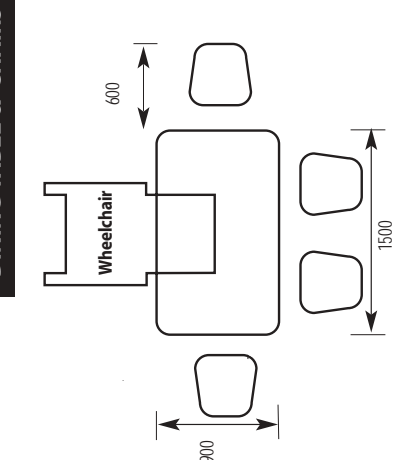


Light switches

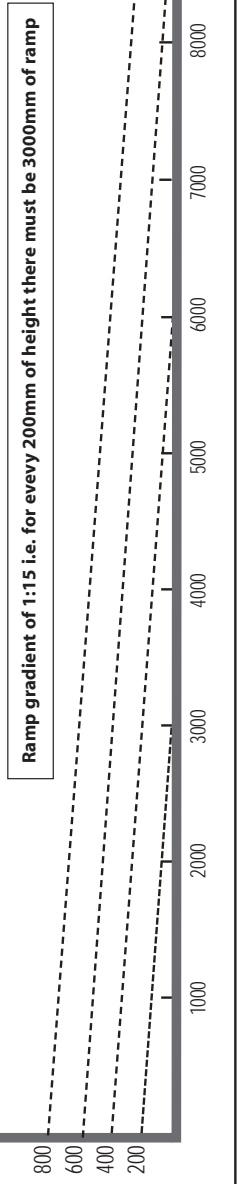
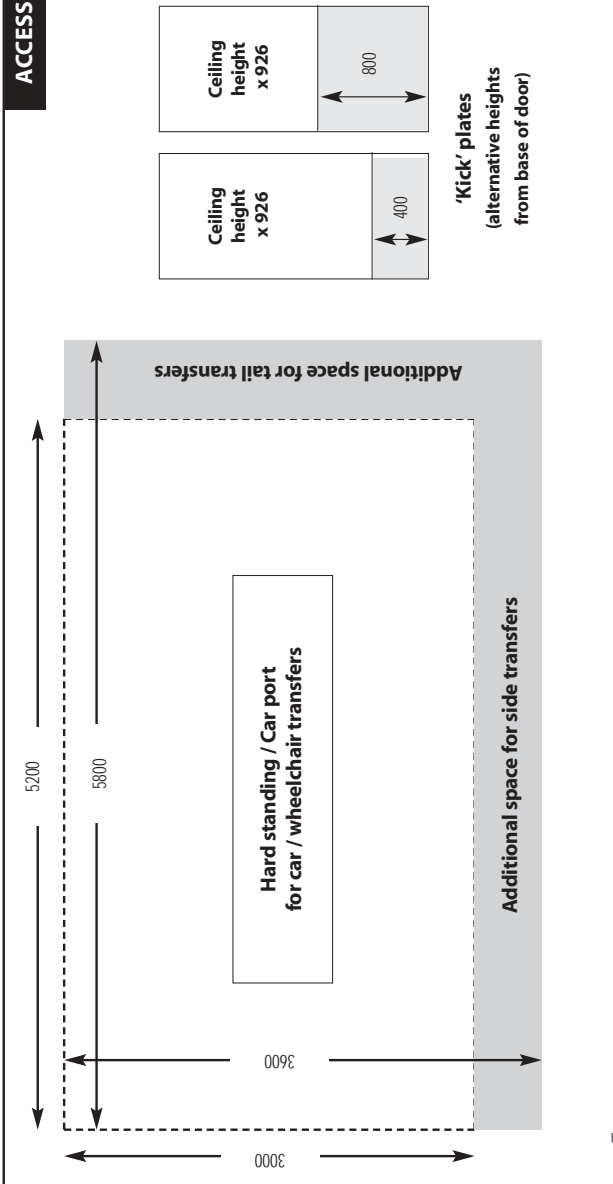


**DINING TABLE & CHAIRS**

**PLINTH**



**ACCESS**



## Items included in template and overlay sheets

It is important in this manual to include a discussion in relation to the size of items which are reproduced in the template **D** and/or overlay sheets **□** as follows:

### Wheelchairs and issues involving their size

#### **D** Size of powered chair

Length: 1250mm

Width: 750mm

#### **□** Space for carers around wheelchair (and hoist)

*(Reproduced with kind permission of Pressalit Care Ltd.)*

##### **1750 x 1750mm**

The size of wheelchair included in the template has been considered carefully. Many children and adults with neuromuscular conditions use a wheelchair, or will need one in the future, and adaptations are always planned with this in mind. The wheelchairs are, almost without exception, powered and the range of chairs available is widening all the time. More chairs are being imported from abroad and particularly from the Scandinavian countries. These chairs and similar British models, have the sophisticated features that are needed (e.g. powered reclining backrests, tilt-in-space seats and elevating legrests). The size of the template is therefore larger than is frequently used in this country, but it is important that no disabled person is placed in the position that they cannot have the most suitable chair in the future, because the size was not taken into account in the planning. The architect employed by *Pressalit Care* in Denmark has considerable experience and of the three templates included in their catalogue, the template used in this manual is the middle size.

#### **D** Wheelchair turning circle

##### **1700mm**

The choice of turning circle is usually either **1500** or **1700mm** and as it relates to the size of the wheelchair it is important to plan for the larger size. This also includes planning for children. There is often the feeling that facilities for young children can be smaller; in fact, the reverse is the case – apart from the fact that it is essential to plan for the future. Young children need space for playing and their wheelchairs frequently have a long base and need as much space as (or more than) an adult chair. However, there are two situations where it may not always be realistic to plan for a turning circle in the room.

#### ■ Bathroom

In the bathroom, the alternative will be to use the transfer space at the side of the toilet to reverse the wheelchair while carrying out a three-point turn.

#### ■ Galley kitchen

When the kitchen has been adapted, the chair can be turned under the wheelchair-accessible units.

## ▶ Wheelchair through-floor lift (approx. size)

Length: **1500mm**

Width: **1000mm**

The choice of lift must not exclude the largest (see template) and heaviest wheelchairs available (**140kg** + weight of user) without the need to remove or swing away the footrests (which may be impossible for someone with a neuromuscular condition). Therefore, the size of lift included in the template is one of the largest available.

## ☐ Access to lift

**1700mm** turning circle. The area on both floors that must be left free of furniture for turning the wheelchair is approximately the same as the size of the lift.

## Equipment storage

▶ Size of powered wheelchair: **1250 x 750mm**

▶ Transit wheelchair (folded): **1000 x 300mm**

▶ Akron Tilt Table or alternative standing frame: **1550 x 560mm**

Many people who depend upon their wheelchair for all their mobility, have a spare chair for use when their main chair needs repair. Therefore, the storage space must be adequate for:

☐ Two powered wheelchairs (unfolded): **1250 x 750mm each**

☐ Transit wheelchair (folded): **1000 x 300mm**

☐ Akron Tilt Table or standing frame: **1550 x 560mm**

## Shelf in charging area for wheelchair charger

☐ Length: **500mm**

Depth: **300mm**

Bottom of shelf to finished floor level (FFL): **850mm**

## Access

### ☐ Hard standing/car port/wheelchair transfers to/from vehicle

Width: **3600mm** for side transfers

Length: **5800mm** for tail transfers

### ☐ Calculating the length of ramps

In the UK (apart from Northern Ireland) the ramp gradients recommended by Building Regulations changed from **1:12** to **1:15** in 1999. This means that for every **25mm** of step height you need **375mm** of ramp to create a **1:15** gradient (i.e. the step height is multiplied by 15). Conversely, for convenience of calculation a **1000mm** length of ramp will be needed for every **66mm** of step height (or **3000mm** for a height of **200mm**); a ruler recording the latter measurements is included on the overlay sheet.

In Northern Ireland, the gradient is influenced by the length of the ramp i.e.

- under **5m** - **1:12**;
- over **5m** - **1:15**.

## Door sizes and swings

### Existing doors with straight access

Clear opening: **850 – 900mm**

### New building

- Single leaf, standard doors – clear opening: **900mm**
- Single-leaf, double-swing door – clear opening: **900mm**
- Double-leaf, double-swing doors – clear opening: **900mm**

### 'Kick' plates – door-protection panels

- To avoid damage from wheelchair 'kerb climbers': **400mm**
- To cover also the mark left by the wheelchair armrests and/or tray: **800mm**

## Bedroom

**Bed** (approx. size as this depends upon model)

### Need for wide single bed

If a child is likely to be large when he is a young adult, planning should anticipate the need for a wide single bed.

### Need for double bed

Young adults who are having adaptations carried out may wish to plan for the use of a double bed to share with a future partner.

- Single: **1080 x 2155mm**
- Wide single: **1220 x 2155mm**
- Double: **2160 x 2155mm**

### Space around beds

It is important to identify which side of the bed the disabled person prefers to get in and out – or in a double bed which side the person sleeps, as the architectural designer will need to plan the position of the bed with the appropriate side nearer to the bathroom.

- Side of bed (single or double) nearest to bathroom for wheelchair transfers: **1800mm**
- Exposed side of single bed (if head of bed is near a doorway) – to enable bed to be pulled away from the wall for a carer to gain access - without obstructing the doorway: **1000m**
- Space at other side of double bed: **1000m**
- Foot of bed for carer to attend to feet: **700mm**

### Akron Tilt Table (or equivalent equipment)

- Storage space: **1550 x 560mm**
- Adjacent to bed for ceiling hoist transfers, and wheeled to the front of the standing surface: **1900 x 560mm**



**Shelf by bed**

Length: **1000mm**. To extend from position of track (i.e. **1020mm** from wall behind bed headboard) to end of bed in front of footboard.

Depth: **260mm**

Height: under-surface to clear maximum height of bed \***900 – 950mm**

**N.B.** \*The optimum measurement must be checked against the individual model of bed.

**Ceiling hoist over bed**

Centre of track to wall behind bed headboard: **1020mm**

**Wardrobe**

Width: **1000mm**

Front to back: **600mm**

**Chest of drawers**

Width: **900mm**

Front to back: **500mm**

**L-shaped wheelchair-accessible work surface**

L-shape min. length: **1800 x 1200mm**

Front to back: **600mm**

- Height range – top of surface to FFL: **700 – 900mm (or 1000mm if the Astor-Bannerman brackets are used)**

**Standing work surface**

- Using Astor-Bannerman brackets**

Width: **800mm**

Front to back: **600mm**

- Height range – bottom of surface to FFL: **900 – 1200mm**

- Using Huntleigh Renray brackets**

Width: **600mm**

Front to back: **600mm**

- Height range – bottom of surface to FFL: **900 – 1100mm**

**Bathroom**

**Standard bath for use with Mermaid Ranger**

Length: **1700mm**

Width: **700mm**

} exact size depends on bath model

- Space at side for swing of seat: **840mm**

Space in front of seat for movement of carer: **700mm**

} **1540mm**

- Space for end pillar or movement of carer: **700mm**

**Arjo Sovereign bath**

Length: **1670mm**

Width: **715mm**

} exact size depends on need for end and side panels

- Space at side for swing of integral bath seat: **675mm****

- Space at side for swing of integral bath seat: **675mm**  
Space in front of seat for movement of carer: **700mm** } **1375mm**
- Space at end of bath (side of seat to wall): **700mm**

### **Neatdek (or alternative) shower bases**

(approx. size depending on floor construction)

- ▮ Square min: **1000 x 1000mm**
- ▮ Oblong: **1500 x 850mm**
- ▮ Bath replacement tray (see standard bath for approximate size): **1700 x 750mm**

### ▮ **Height-adjustable washbasin**

Maximum width: **1200mm**

Front to back: **675mm** (at level of wheelchair footrest)

- In front of basin for wheelchair access: ideally **1500mm**, min. **1000mm**

### ▮ **Toilet** (low-level pan with long flush pipe)

- Front to back: minimum of **700mm** to allow wheelchair to be positioned at the side.  
Front of cistern to front of bowl: **600mm**

### ▮ **Shower toilet**

- Front to back: **710mm**  
Width: **500mm**

### ▮ **Toilet and Shower toilet**

- Centre of toilet pan to wall or (nearest obstruction): min. **500mm**
- Exposed side of toilet pan (for sideways wheelchair transfers): min. **900mm**; ideally **1500mm** so that the wheelchair can be angled, if this makes transfer easier.

## **Sitting room and dining room furniture** (approx. size)

### ▮ **Single easy chair**

Width: **1000mm**

Depth: **1000mm**

### ▮ **Two-seater settee**

Width: **1500mm**

Depth: **1000mm**

### ▮ **Three-seater settee**

Width: **2000mm**

Depth: **1000mm**

### **Specialist chairs**

- ▮ Child's supportive easy chair (*Symmetrikit* or similar): **1500 x 550mm**
- ▮ Adult recliner chair – *Ortho-Kinetics*, *BaKare* or *Gordon Medical & Rehab Services*: **1900 x 850mm** (approx.)

**D Coffee table** (approx. size)

Length: **1200mm**

Width: **600mm**

**Dining table with chairs**

**D** Table for six: **1500 x 900mm**

**D** Chairs around table with space to sit down – additional length *and* width: **1200mm**

Table for five – four chairs and a wheelchair: **1500 x 900mm**

Additional space for single chair: **600mm**

Additional space for wheelchair to reverse and turn: **1700mm**

**Kitchen**

**Kitchen units**

**D** Kitchen units standard width: **600mm**

**D** Kitchen units width: **500mm**

**D** Kitchen units width: **400mm**

**D** Depth of all sizes: **600mm**

**D Kitchen appliances** i.e. washers, dishwashers

Width: **600mm**

Depth: **600mm**

**Position and height of light switches**

**All (except by bed)**

Height – bottom of switch to finished floor level (FFL): **700mm**

Space on both sides of switch (to avoid obstruction for wheelchair access adjacent to wall): **600mm**

**By bed**

Height – bottom of switch to FFL: **760mm**

Position: under track (i.e. **1020mm** from the wall behind the bed headboard).

**Position and height of power points**

**By bed**

Head of bed – bottom of plate to FFL: **760mm**

Foot of bed – at skirting board level and marginally under **2155mm** length to ensure that power cords are not a hazard and yet the switch can be reached.

**Over L-shaped work surface**

**Wheelchair-accessible surface:** adjustable between **700 – 900mm (or 1000)** and socket must clear maximum height.

Height – bottom of plate to FFL: **1100mm**

**Standing surface:** adjustable between approx. **900 – 1100mm (or 1200)** and socket must clear maximum height.

Bottom of plate to FFL: **1300mm**

**Sockets:** positioned centrally to length of surface.

## Position of fused spur outlets

Arjo Sovereign bath  
 Body dryer  
 Washbasin  
 Shower toilet  
 Wall-mounted bathroom heater  
 Ceiling hoist  
 Automatic door opener  
 Curtain control

**N.B.** None of the above items is included on the template or overlay sheets. To be checked with individual suppliers.

## Measurement conversion table: metric and imperial measures

The central figures represent either of the two adjacent columns.

Example: 1 centimetre = 0.394 inch and 1 inch = 2.540 centimetres.

### Length

Centimetres		Inches	Metres	Yards	
2.540	<b>1</b>	0.394	0.914	<b>1</b>	1.094
5.080	<b>2</b>	0.787	1.829	<b>2</b>	2.187
7.620	<b>3</b>	1.181	2.743	<b>3</b>	3.281
10.160	<b>4</b>	1.575	3.658	<b>4</b>	4.374
12.700	<b>5</b>	1.969	4.572	<b>5</b>	5.468
15.240	<b>6</b>	2.362	5.486	<b>6</b>	6.562
17.780	<b>7</b>	2.756	6.401	<b>7</b>	7.655
20.320	<b>8</b>	3.150	7.315	<b>8</b>	8.749
22.860	<b>9</b>	3.543	8.230	<b>9</b>	9.843
25.400	<b>10</b>	3.937	9.144	<b>10</b>	10.936
27.940	<b>11</b>	4.331			
30.480	<b>12</b>	4.724			

### Weight

Kilograms		Pounds
0.113	$\frac{1}{4}$	0.551
0.227	$\frac{1}{2}$	1.102
0.454	<b>1</b>	2.205
0.907	<b>2</b>	4.409
1.361	<b>3</b>	6.614
1.814	<b>4</b>	8.819
2.268	<b>5</b>	11.023
2.722	<b>6</b>	13.228
3.175	<b>7</b>	15.432
3.629	<b>8</b>	17.637
4.082	<b>9</b>	19.842
4.536	<b>10</b>	22.046

### Temperature

°C	°F
0	32
5	41
10	50
15	59
20	68
30	86
40	104
50	122
60	140
70	158
80	176
90	194
100	212

°C =  $\frac{5}{9}$  (°F - 32)  
 °F = ( $\frac{9}{5}$  °C) + 32

# Planning & Building Regulations

Arrangements differ within the UK, which will be discussed as follows:

- ⇒ England and Wales;<sup>1</sup>
- ⇒ Scotland;<sup>2</sup>
- ⇒ Northern Ireland.<sup>3</sup>

## England and Wales

The information is divided into the following three sections:

- ⇒ preface;
- ⇒ Planning Consent (Approval);
- ⇒ Building Regulations.

### Preface

Building legislation is under frequent review and these notes should be viewed as a guide only. The architectural designer should be aware of the current situation and be able to advise on systems, procedures and responsibilities.

The best advice is to keep records; any Approval documents may be needed when the property is sold.

### Planning Consent (Approval)

A number of issues are involved, as follows:

- ⇒ the need for Planning Consent (Approval);
- ⇒ contact with neighbours;
- ⇒ the planning application;
- ⇒ application support;
- ⇒ fees;
- ⇒ consultation process;
- ⇒ Approval refusal.

### The need for Planning Consent (Approval)

If it is proposed to build an extension, it is likely that Planning and/or listed building/conservation area Consent (if appropriate) will be required from the Local Authority (LA).

The following are common examples of extension features/proposals that require Planning Consent:

- more than 4 metres high (measured to the ridge if a pitched roof is proposed);
- within 1 metre of a boundary;
- of such a size as to cause a visual impact on the neighbours or the local environment.

## Contact with neighbours

Before commissioning a designer to prepare drawings, it is wise to discuss the proposals with neighbours to assess their reaction. They will be consulted by the LA when the formal application is made and it is usually more effective to contact them informally and note any concerns. Any adverse comments should be made known to the architectural designer who may then be able to avoid any confrontation.

**N.B.** *If the plans are likely to be a contentious issue, it is wise to gain the support of the local councillor (and MP) **before** they have given their allegiance to an objecting neighbour.*

## The planning application

There are two requirements to the application, as follows:

- ⇒ information;
- ⇒ drawings.

### Information

The following will be required:

- full contact details of yourself and your agent (your designer);
- details of the extension (size, use and location);
- details of materials proposed (type, texture and colour);
- details of any trees that will be felled and their location;
- details of proposed foul- and surface-water drainage;
- details of access to the property, both vehicular and pedestrian;
- a declaration that you own (or propose to acquire) the property, or that you have notified the owner.

### Drawings

The following will be required:

- plans, sections and elevations of your proposals (scale 1:100 or 1:50);
- a location plan showing your property in relation to others (scale 1:1250).

Generally, four copies of all documents are required to deposit with the LA.

## Application support

Extensions to domestic properties for people with neuromuscular conditions are often larger than normally encountered by planning officers and applications frequently take longer and require sympathetic negotiation – usually with the assistance of your occupational therapist (OT) – to gain approval.

Your designer will be wise to show the proposed drawings informally to the planning officer to find out if there are likely to be any problems in relation to approval. If concerns are expressed, it is prudent (when the scheme is submitted formally) for the application to be accompanied by letters of strong support from:

- the community OT to confirm that the Social Services Department is actively involved and the needs have been assessed;
- a representative from the Muscular Dystrophy Campaign, stressing the specialist needs for the particular scheme and why other alternatives (usually smaller) would not be satisfactory;
- an explanatory letter from the architectural designer giving reasons why the scheme cannot be altered.

At the same time, contact with the local councillor for the area and other councillors on the Planning Committee (possibly with help from the MP) can help enormously to ensure approval on the grounds of disability, without setting a precedent. It is much easier (and more likely to be successful) to support an application than to try to reverse a decision following refusal.

## Fees

LAs levy fees for assessing Planning Applications and Building Regulations Approval, but these should be waived if it can be clearly demonstrated that the scheme is wholly for the use of a disabled person. Where only part of the plan is for disability needs, the Building Regulation fees may be reduced, but not waived.

## Consultation process

The LA planning officer will assess the information and the impact your proposals will have on neighbouring properties and the visual impact on the area. They will notify your neighbours that you have made a formal application and will give them the opportunity to make an objection to the proposals. Objections will be heard only on planning grounds, such as the proximity to adjacent properties or the size of extension in proportion to the existing house or bungalow. Should the planning officer consider that amendments are necessary, you will be contacted and given the opportunity to change your submission.

## Approval refusal

Once the consultation process has been undertaken, the LA will formally approve or refuse your application. If the application is refused on what you consider to be unreasonable grounds, you have the opportunity to appeal to the Secretary of State for the Environment, but this may be a lengthy process.

## Building Regulations

There are a number of factors to be considered:

- ⇨ whether Building Regulations Approval is needed;
- ⇨ methods of obtaining Building Regulations Approval;
- ⇨ Building Regulations of particular relevance to adaptations;
- ⇨ The *Party Wall Act 1996*.<sup>4</sup>

## Whether Building Regulations Approval is needed

If the proposal is to build an extension or carry out internal adaptations, it is likely that Building Regulations Approval will be required. Building Regulations relate to the structure of buildings, insulation and energy efficiency, connections to the drainage system, access arrangements and the safe use of materials.

The following list, although not exhaustive, gives examples of work that will require Building Regulation Approval:

- construction of extensions;
- removal of internal walls, or other internal structural work;
- installation of additional bathroom facilities;
- alterations or extension to existing drainage systems;

- widening of internal door openings;
- installation of access ramps;
- installation of internal or external vertical lifts.

## Methods of obtaining Building Regulations Approval

There are two methods, as follows:

- ⇒ Full Plans Submission;
- ⇒ Building Notice.

### Full Plans Submission

This method of gaining Building Regulation Approval is self-explanatory and is based on the submission of detailed construction drawings of your proposals, showing construction methods and descriptions of materials used. The drawings are examined by the LA building control officers and any amendments necessary are made prior to construction. The construction must then be carried out strictly in accordance with the approved drawings, with periodic inspections by building control officers to ensure that there is adherence to the approved scheme.

### Building Notice

A Building Notice is a less bureaucratic method of achieving Building Regulations Approval for use where smaller, simpler schemes are being undertaken. By this method the LA is notified formally that work is about to commence, and the building control officers conduct periodic inspections to ensure that construction is being carried out in accordance with the Building Regulations. When using a Building Notice, it is essential to commission an experienced and competent building contractor, and to have the work inspected by your architectural designer to prevent rectification work being necessary, following inspection by the Building Control.

*N.B. Building Regulations Approval does not constitute approval under planning legislation.*

## Building Regulations of particular relevance to adaptations

The designer will be familiar with all the Building Regulations, but there are regulations that may be of particular interest to families and OTs, as follows:

- ⇒ ramped access;
- ⇒ natural ventilation;
- ⇒ daylight;
- ⇒ ventilated lobbies.



### Ramped access

When planning the construction and siting of a ramp, the Building Regulations stipulate that the ramp should have the following features:

- a surface that reduces the risk of slipping;
- flights with surface widths of at least **1200mm** and with unobstructed widths of at least **1000mm**;
- a gradient of not more than **1 in 15**. This regulation was introduced in 1999;
- top and bottom landings, with lengths of not less than **1200mm** each and, if necessary, intermediate landings, with lengths of not less than **1500mm** each, in all cases clear of any door swing;
- a raised kerb at least **100mm** high on any open side of a flight or a landing;
- a continuous suitable handrail on each side of flights and landings, if the length of the ramp exceeds **2000mm**.

### Natural ventilation

When an extension or alterations to existing rooms within a house are planned, the Building Regulations stipulate that:

- **'habitable' rooms** (living rooms and bedrooms, but not kitchen or bathroom) will have rapid ventilation (e.g. opening windows) of **1/20th** of the floor area of the room and background ventilation (through trickle vents in windows of **8000sq mm**;
- **kitchens** need not have an opening window, but must have background ventilation of **4000sq mm** and a mechanical ventilation unit providing extraction at the rate of **30 litres/sec** adjacent to a hob or **60 litres/sec** elsewhere;
- **bathrooms** do not have to have a window that opens, but must have background ventilation of **4000sq mm** and a mechanical ventilation unit providing extraction at the rate of **15 litres/sec** – or passive stack ventilation.

### Daylight

Habitable rooms must have windows with a glazed area equivalent to  $\frac{1}{5}$ <sup>th</sup> of the floor area of the room.

### Ventilated lobbies

The Building Regulations requirement that there should be a ventilated lobby between a kitchen and a bathroom has now been revoked. However, if possible, it is good building practice to provide a lobby.

## The Party Wall Act 1996

If you intend to carry out building work which involves:

- work on an existing wall or structure shared with another property;
- building a free-standing wall or a wall of a building up to or astride the boundary with a neighbouring property;
- excavating near a neighbouring building,

you must establish whether the work falls within the Act, and if it does, arrange for the notification of all affected neighbours and obtain formal consent for the work.

At least 2 months before the planned starting date for work to the party wall, you must serve formal notice, in writing, about what you intend to do. There is no official form for serving notice under the Act, but your notice must include the following details:

- your own name and address;
- the building address (if different from above);
- a clear statement that your notice is a notice under the provisions of the Act;
- full details of what you propose to do including copies of drawings (if appropriate);
- information about when you propose to start the work.

Your neighbour is required to give you formal consent to the work, in writing. This consent should be kept safely with your property deeds. If your neighbour does not give you formal consent, then you are considered to be *'in dispute'* and a third-party surveyor, termed in the Act an *'agreed surveyor'*, is appointed to draw up an *'award'* which allows the work to proceed (or not).

This is a document that:

- sets out the work that will be carried out;
- says when and how the work will be carried out (e.g. not at weekends if the building is a domestic property);
- records the condition of the neighbouring property before the works proceed (so that any damage can be properly attributed and 'made good');
- allows access for the surveyors to inspect the work in progress, to make sure it is in accordance with the award.

Either side has 14 days to appeal to the County Court against an award. Once the award is agreed, it should be lodged with your property deeds.

The fees of the third-party surveyor are to be paid for by the person who wants the work to be carried out, and obviously, the third-party surveyor should not be the person who originally drew up the scheme.

In all cases, as with seeking Planning Consent, it is better to discuss your plans in detail and far enough in advance to enable any problems to be identified before the scheme becomes detailed and expense is incurred.

## Scotland

The information is divided into three sections, as follows:

- ⇒ preface;
- ⇒ Planning Consent (Approval);
- ⇒ Building Warrant.

### Preface

As for England and Wales.

### Planning Consent (Approval)

A number of issues are involved, as follows:

- ⇒ the need for Planning Consent (Approval);
- ⇒ contact with neighbours;
- ⇒ the planning application;
- ⇒ application support, fees and consultation process;
- ⇒ Approval refusal.

### The need for Planning Consent (Approval)

As for England and Wales.

### Contact with neighbours

As for England and Wales.

### The planning application

The information and drawings required vary slightly from one LA to another, but will generally be as for England and Wales with the additional requirement of a *formal* notification of adjoining owners, and occupiers of properties to the rear, side and opposite your house.

**N.B.** *This procedure varies between LAs and should be checked to see if registered mail is required.*

### Application support, fees and consultation process

As for England and Wales, with support from the Social Work Department. The Planning Department will also consult the local Community Council, Transport Department and Historic Scotland (if the building or area is listed).

### Approval Refusal

As for England and Wales, but an appeal would be made to the Scottish Executive.

## Building Warrant

There are a number of factors to be considered:

- ⇒ whether a Building Warrant is needed;
- ⇒ method of obtaining a Building Warrant;
- ⇒ the parts of the Building Warrant that are of particular relevance to adaptations;
- ⇒ The *Party Wall Act 1996*.

### Whether a Building Warrant is needed

As for Building Regulations (England and Wales).

If it is thought that a Building Warrant is not required, obtain a letter from the LA confirming this, and keep it in a safe place, as it may be needed when the property is sold.

### Method of obtaining a Building Warrant

As for England and Wales, but Building Notice procedures are not used in Scotland.

### The parts of the Building Warrant that are of particular relevance to adaptations

The architectural designer will be familiar with all the Building Warrant requirements, but some regulations that may be of particular interest to families and OTs, are as follows:

- ⇒ ramped access;
- ⇒ natural ventilation;
- ⇒ daylight;
- ⇒ ventilated lobbies.

#### Ramped access

The regulations are the same as for England and Wales, with the exception of the following:

- a continuous suitable handrail on the open side of flights and landings, if the drop exceeds **600mm**.

#### Natural ventilation

As for England and Wales, except that when an extension or alterations to existing rooms within a house are planned, the Building Warrant stipulates that:

- 'habitable rooms' (living rooms and bedrooms, but not kitchen or bathroom) will have rapid ventilation (e.g. opening windows) of  $\frac{1}{30}$ <sup>th</sup> of the floor area of the room and background ventilation, through trickle vents in windows, of **8000sq mm**.

#### Daylight

As for England and Wales.

#### Ventilated lobbies

As for England and Wales.

## The Party Wall Act 1996

This Act is only just coming into force in Scotland. Full details are not yet understood, but are likely to be similar to those for England and Wales.

In general, Scotland is in a period of change as the policies of the devolved Parliament come into force. Any notes are likely to be out of date very quickly and therefore the current situation needs checking with the architectural designer.

## Northern Ireland

*The Building Regulations (Northern Ireland) 2000 Part R – Access and facilities for disabled people* applied to all ‘non-domestic’ buildings – and from April 2001 included domestic property.

## References

1. *The Building Regulations 1991*. HMSO, 1991. (Also subsequent amendments.)
2. *The Building Standards (Scotland) Regulations*, 1990. HMSO, 1990. (Also subsequent amendments.)
3. *The Building Regulations (Northern Ireland) 1994 Part R – Access and facilities for disabled people*.
4. *The Party Wall Act 1996*. The Stationery Office, 1996.