

The Process

REQUIREMENT

1: Architect Drawings

Architect drawings are a must for you to get a sense of space and layout of your loft before construction starts and even more important for the council to assess your plans and for the builders implement them. Early discussion on your personal requirements with your architect will speed up the drawings process and minimise the need to make alternations. Consider these points when instructing your architect to commence working on your plans.



Increase loft room space by removing the chimney breast. Bear in mind that some homes have more than 1 chimney breast positioned with the unconverted loft space.



We recommend allowing as much lighting into your loft room as possible and would advise that you consider sizes and quantities with your architect to achieve this.



Think how important outside space is for you. Will the outside space open out to quiet lush green fields, overlook into neighbouring homes or look into a back garden with high road traffic noise?



There is no doubt that balconies are the best form of lighting but consider the space it will take up vs the space you need within the loft room.



Installation of fire safety features such as smoke alarms, fire retardant doors and interlined alarms



Building a staircase from top floor landing to loft room



Stairwell skylight

* *Velux Cabrio Balcony – ideal for Velux loft conversions and opens out giving you a sense of outside space.*

* *Juliet/French doors with an exterior metal or glass balustrade – used for dormer loft constructions. Doors open inside your room so the architect will need to allow for opening clearance.*

* *A true balcony/terrace – will create you're luxury outside space and great for studio flats when outside space is limited (maybe subject to planning permission). You may wish to supply us with your own plans or consider working with our architects that specialise in loft conversions to get the best out of your space.*



It is possible to do a loft conversion without retiling your roof however; retiling your roof will be a cheaper solution while the scaffolding is in place for your loft conversion so it's worth.

2: Party Wall Agreement

Home owners who are wishing to convert their loft should give written notice, detailing their intent to each side of its adjoining neighbours as outlined in the Party Wall Act 1996. It is the home owner's responsibility to serve this notice prior to any works commencing. There are no legal enforcements on the home owner if a notice hasn't been served however, Live in Lofts would recommend serving the notice to avoid conflict with neighbours at a later stage. Although, neighbours cannot refuse a right to convert a loft, they can delay the build process to obtain clarity and stipulate build type and working conditions.

A more detailed explanation and downloadable notice can be obtained from <https://www.gov.uk/party-walls-building-works>. Serving the notice and getting approval should be straight forward but in some cases, the neighbour/s may demand for a Party Wall Surveyor to assess the plans and potential losses/damages to their homes that can arise from building the loft conversion. Unfortunately, such surveyor costs are payable by the home owner and should be budgeted for.

The Party Wall Act 1996 does outline a framework to minimise conflict between neighbours and has described the following conditions as acceptable:

- Building a new wall on or at the boundary of 2 properties
- Cutting into a party wall - commonly needed for installing a beam in loft conversions
- Making a party wall taller, shorter or deeper
- Removing chimney breasts from a party wall
- Knocking down and rebuilding a party wall
- Digging below the foundation level of a neighbour's property

Source: www.gov.uk



3: Planning permission for loft conversions

Planning Permission for loft conversions is usually not necessary (as it falls under permitted development) as long as the build is within 50 cubic metres for semi-detached and detached properties and 40 cubic metres with terraced properties. Exceptions apply to side and front facing outward loft buildings such as dormer conversions or when the loft conversion exceeds the size stipulated. It usually takes 4-6 for planning permission to be approved if this is required.

4: Building regulations



A Framework for Architects and Builders to Adhere to

Every loft conversion will need to keep within the statutory design and building requirements set by Building Regulations because the property will be in constructed and extended for extra space. It is a legal requirement to ensure application is made and acknowledged before construction takes place.

The frameworks forms a 14 part guideline taking consideration into materials used for fire and noise proofing to ventilation, sanitation, access, glazing, electrical, etc., and our job as loft convertors are to ensure that these standards are met for Building Regulations to sign off and approve the build as safe and habitable at every stage of construction assessment.

Building Control approval is usually conducted by the local authority for loft conversions or you may want to consider a privately commissioned inspector. Both services come at a fee and can change so it's worth contacting the service providers to get a direct quotation.



What does the process involve?

1. Either you or Live in Lofts will submit a full plans application, to include the correct fee and full plans
2. As long as the plans are considered fit for purpose, a preconstruction approval notice will be issued
3. Building Control will assess the building works at particular stages to ensure compliance is met at every stage. Live in Lofts will manage liaison with Building Control to advise them to inspect and approve the construction at milestones before moving onto the next stage.
4. Building control will inspect the completed loft conversion to go through final checks, before issuing a Completion Certificate. The completion certificate is usually issued within 5 to 8 weeks as long as compliance is met.



The Completion Certificate

The certificate will give you confidence that the loft conversion has met the compliance standards set by Building Regulations. The certificate may also be used as proof of successful completion when re-mortgaging and selling the property so it's important to keep the document safe.

Visit for more information: www.gov.uk

Loft conversion process

1. Call our friendly team to book a site survey or with our Loft Conversion Consultant
2. Site Survey at your convenience will listen to your personal requirements (see Loft Conversion Ideas), assess feasibility and can assess your plans if you have them ready
3. A quotation will be emailed summarising your requirements and the materials/installations for your loft. Feel free to discuss your quotation with your consultant and adjust your requirements to fit within your budget before your final decision.
4. Gain even more confidence by viewing our completed loft conversions and ones in progress.
5. A deposit of £5k is payable to Live in Lofts at the time of signing contracts.
6. If your loft plans haven't been created, our architect will visit your property and measure your loft space and discuss your specific requirements in more detail, window sizes, positions, shower room essentials, staircase etc. The architect will determine if Planning Permission is required or if Building Regulations on its own is adequate requirement for your loft conversion. Allow 5 working days for the first stage drawings to be submitted to you.
7. Final adjustments and client approval within 5 days.
8. We will send drawings with application and fee to Building Control and/or Planning Permission where relevant. Allow 5 to 7 working days for Building Regulations to acknowledge plans and works.
9. Gain written consent from neighbours affected by Party Wall Agreement.
10. Once approval is received, Live in Lofts will erect scaffolding to your property. This is essential so the builders gain access without walking through your house. A skip will also be placed on your drive or on public road for rubble disposal.
11. Ensure all valuable contents are removed from your loft to prep your property for your loft demolition.
12. Your loft conversion could take as little as 5 weeks and a maximum of 8 weeks to complete.

