

APPLICATION CHECKLIST

ERECTION OF A CONSERVATORY

This checklist is applicable to all conservatories that come within the definition detailed in the Scottish Building Standards Technical Handbook on Conservatories. This may be viewed free on-line at <http://www.gov.scot/Resource/0048/00489870.pdf> (on the Scottish Government's Building Standards webpage under Technical Guidance). Please note that where the conservatory is to be sited less than one metre from the site boundary additional checks apply. These are indicated at the end of the list.

If you complete this checklist and submit all the information requested in accordance with the requirements of the Conservatories Technical Handbook 2nd edition your application will be vetted under the Council's fast track service.

Building warrant application form completed.	
Plans:	
Location Plan scale 1:1250	
Block/Site Plan scale 1:500 showing the position of the conservatory relative to its boundaries. Existing entrance/access routes and garden retaining walls or banking may also be relevant.	
Plans and details showing existing floorplan (<i>Scale 1:100</i>)	
Plans and details showing proposed floorplan (<i>Scale 1:50</i>)	
Section drawings (<i>Scale 1:50</i>)	
All proposed elevations (<i>Scale 1:50</i>)	
Building warrant application form completed.	
Notes/details should be provided on the drawing(s) to indicate:	
Foundations (<i>in compliance with section 5 of the Conservatories Technical Handbook</i>)	
Details of walls below floor level (<i>in compliance with section 6 of the Conservatories Technical Handbook</i>)	
Floor details (<i>in compliance with section 7 and 7a or 7b of the Conservatories Technical Handbook</i>)	
Details of walls above floor levels (<i>in compliance with section 8 and 8a or 8b of the Conservatories Technical Handbook, including methods of holding down the superstructure to the substructure</i>)	

Window details (<i>in compliance with section 10 of the Conservatories Technical Handbook</i>). Note also that a <i>conservatory</i> may be <i>constructed</i> over a window to a <i>room</i> in a <i>dwelling</i> provided that the area of windows to the internal <i>room</i> formed is at least 1/15th of the floor area of the internal <i>room</i> .	
Roof details (<i>in compliance with section 11 of the Conservatories Technical Handbook</i>)	
Drainage details (<i>in compliance with section 12 of the Conservatories Technical Handbook</i>)	
Electrical supply and connections (<i>in compliance with section 13 of the Conservatories Technical Handbook</i>). Note that at completion we will require test certification for electrical work from an electrical contractor approved by either SELECT, NICEIC or a similar UKAS accredited body.	
Details of connecting doors to the main house (<i>in compliance with section 14 of the Conservatories Technical Handbook</i>). It is simplest to provide a door that meets the thermal standards of an external door, as alterations to the existing house may be required otherwise.	
Steps to conservatory entrance (<i>in compliance with section 13 of the Conservatories Technical Handbook – note that a double door is to have at least one leaf capable of being bolted</i>).	
Details of cavity trays (<i>in compliance with section 16 of the Conservatories Technical Handbook</i>)	
Where the conservatory is less than one metre from the site boundary, provide details of:	
A wall construction providing medium duration fire resistance and non-combustible cladding, to the wall facing the boundary.	
Structural details and appropriate calculations or certification of design relative the stability of this fire resisting wall.	