



Building Request for Confirmation of Exemption Application Form (England)



Should you require specific written confirmation that your proposed building work is exempt from building regulation approval, please complete and return this form and a confirmation letter can then be sent to you. The form should be accompanied by a location plan and sketch drawings showing the extent of the building work. There is a fee for this service and you will be contacted by our business support team for payment. Please email your completed form and plans to buildingcontrol@shropshire.gov.uk.

1. Enquiry made by:

Name

.....

Address

.....

Postcode

.....

Telephone

Mobile

.....

E-mail

.....

2. Address of property if different from above

3. Description of proposed works

4. Statement

I confirm that the proposed works are either:

Tick as applicable

1. A detached building of less than 15m² internal floor area and containing no sleeping accommodation.
2. A detached single storey building of less than 30m² internal floor area at least one metre from any boundary unless constructed of non-combustible materials.
(NB. A timber and felt flat roof without stone chippings is considered combustible)
3. An extension to a building at ground level consisting of either:
 - A 'porch' of less than 30m² internal floor area and separated from the house by an external type door.
 - A 'carport' open on at least two sides or a covered way of less than 30m² internal floor area.
 - A 'conservatory' of substantially clear or translucent material, separated from the house by external quality doors and less than 30m² internal floor area.
(Any glass within critical locations should be safety glass and comply with Part N)

Signature

.....

Print name

.....

Date

.....

Please submit your form to buildingcontrol@shropshire.gov.uk