



RIBBLE VALLEY
BOROUGH COUNCIL

**This form should accompany
all planning applications
for change of use
of rural buildings to dwellings**

1. GUIDELINES FOR THE PREPARATION OF THE CONVERSION ASSESSMENT AND METHOD STATEMENT

GENERAL NOTES

In the preparation of the conversion assessment and method statement, consideration should be given to the following observations:

Roof Structures

The removal of roof structures has a great influence on the overall stability of the walls, the removal of the roof therefore increases the risk of damage and/or failure of part or whole of the existing structural elements.

Removal of the roof structure should only be considered when works to stabilise the existing walls have been completed and following a full risk assessment identifying all precautions to be taken during these operations

Walling Materials

The assessment of existing structures where the wall construction is that of random stone requires special consideration. This type of wall generally relies on the mass of that wall and its material for load sharing qualities and structural integrity; alterations to walls and in particular the insertion of new openings, their size and location/method of installation has considerable bearing on their future ability to sustain loading conditions.

The Council's design requirements in general seek to reduce to a minimum the number of new openings. In order to sustain the future viability that is to retain those parts of the existing structure, openings should, therefore, be kept as small as is practical, the number of new openings in each elevation should be decided with sensitivity having regard to the integrity of the structure.

Details should also be given of the nature, source and method of integration of any new materials to be used both for repair and reconstruction.

Building over existing structure

Building on top of existing structures should be avoided, the design scheme should always aim to utilise the existing structure with the minimum effect and alteration.

Building on top of the existing structure by increasing the height of the existing walls can cause failure of the existing structure or its foundations. Furthermore the new wall is likely to be constructed in modern materials over masonry construction; the mixing of differential materials can itself cause serious problems in the life cycle of that structure.

External features

The proximity of watercourses, trees, and external services should always be taken into account in the conversion assessment.

General advice

It is further recommended that conversion works should only be carried out by a competent person with knowledge and experience in conversion work. Those carrying out the works should hold the necessary insurances including for financial loss.

Works should always be carried out following good practice following an identified sequence, incorporating adequate precautions so as not to prejudice or weaken any part or whole of the existing structure.

Those responsible for carrying out conversion operations should take the responsibility to consult with the local authority where there is any doubt with regard to any part of demolition or part of the repair process or indeed when an unknown defect presents itself.

2. CONVERSION ASSESSMENT

The conversion assessment must draw together all the elements in the conversion/construction process (having regard to the condition of the existing structure), which have an influence on the stability and/or integrity of the structure

The assessment must be distinctive and specific to that project.

The report should follow this general format and headings; the space between the headings is mainly indicative; you may wish to expand or extend the information provided under a particular heading.

Site/Location Address

Bailey Hall Barn, Hurst Green, Lancashire

Ordinance Survey Grid Reference

Easting: 367784 Northing: 437335

CONDITION OF EXISTING STRUCTURAL ELEMENTS

List the condition/type of construction/materials of each structural element separately, along with your intentions to alter/repair/extend or demolish elements in connection with this conversion.

A. Roofs;

Condition of existing roof/roofs:

Including the type of construction and roof covering, condition of trusses, purlins and rafters. The degree of attack by wood - boring insects should be assessed together with remedial measures.

Please refer to Structural Appraisal undertaken by DAC Wood

Continue on next page/

Structural Engineer and Brief Statement of Condition undertaken by Woodhall Planning and Conservation

Roofs;

Alteration/repair/removal:

Carefully remove roof covering and stone and glass slates to be carefully removed, sorted and stored for re-use..

Repair / strengthen roof structure in accordance with Structural Engineer's appraisal. Re-slate roof incorporating insulation etc.

For details please refer to the latest revision of WPC drawing no's:

2647 -01 -001

2647 -01 -003

2647 -01 -006

B. Walls;

Condition of existing walls:

Including type of construction and materials; list each elevation separately eg north, south, etc in conjunction with the accompanying plans

Any defects (ie cracks and bulges etc) should be clearly identified and marked on the accompanying plans

Walls significantly out of plumb also need identifying together with an assessment of their effect on the overall integrity of the structure. The method of repairing defects should be fully specified in the paragraphs below.

Please refer to the Structural Appraisal undertaken by DAC Wood Structural Engineer and Brief Statement of Condition undertaken by Woodhall Planning and Conservation.

Continue on next page/

C. Walls;

Alteration/repair/extension or demolition:

Indicate type of construction and materials.

List each elevation in sequence eg north, south, etc in accordance with the accompanying plans.

The formation of each new or altered opening should be assessed having due regard to the size and position of the opening with respect to the overall structural integrity of the building.

For details of all new openings please refer to the latest revision of the following WPC Repair and Alteration drawing:

2647-01-200

Continue on next page/

Continue on next page/

D. Details of demolition work:

Total wall area , measured externally[illegible]**Total wall area to be demolished**[illegible]

% of walls demolished

[illegible]

(refer to guidance notes on method of calculation)

E. Walls;

Formation of internal lining walls:

Indicate if it is the intention for new walls to provide additional support to the existing structure.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

[illegible][illegible][illegible][illegible]

Continue on next page/

D. Walls;

Formation of internal lining walls:

Indicate if it is the intention for new walls to provide additional support to the existing structure

No. For details of the proposed works please refer to the latest revision of WPC drawing no's:

2647 -01 -001

2647 -01 -003

2647 -01 -004

Continue on next page/

E. Floors;

Existing/proposed floors:

Include construction materials and relationship to internal and external ground levels, also relationship to depth of existing and proposed foundations.

Identify where upper floors are to be used to provide additional support to the existing structure

For details of the proposed and existing floors please refer to the latest revision of WPC drawing no's:

2647 -01 -001

2647 -01 -003

2647 -01 -004

In addition, for details of the condition of the existing floors please refer to the Structural Appraisal undertaken by DAC Wood Structural Engineer.

Continue on next page/

F. Ground works;

Identify all external or internal ground works which may require alteration and the effect on the existing structure and the conversion process. These should include:

Foundations:

Including any remedial works ie underpinning or retaining walls.

The assessment should consider the level of the existing foundations in relation to existing and proposed ground floor and external levels

Any proposal to reduce external levels should identify how adequate cover is to be maintained to the foundations

All underpinning to be undertaken in accordance with the
Structural Appraisal undertaken by DAC Wood Structural Engineer.

Continue on next page/

Services:

Identify all service excavations in close proximity likely to affect the existing structure. Include existing/proposed drainage arrangements

For details of proposed drainage arrangements and services please refer to the latest revision of the following drawings:

2647-01-001

G. Other factors;

Include all other features which you feel either have a bearing on the structural conversion assessment and/or should be brought to the attention of the developer. Including:

- Assumptions made which must be proven by further investigation.
- Items which require specific cross reference to the method statement

N/A

Continue on next page/

3. METHOD STATEMENT

The method statement must demonstrate that works will be carried out in such a manner, following an identified sequence, incorporating adequate precautions, so as not to prejudice or weaken any part or whole of the existing structure.

Where parts of the structure have been identified for demolition, those demolition processes to form part of this method statement

The assessment must be distinctive and specific to that project

The report should follow this general format and headings, the space provided between the headings is merely indicative; you may wish to expand on the extent of information provided under a particular heading.

Site/Location Address

Bailey Hall Barn, Hurst Green, Lancashire

Ordnance Survey Grid Reference

Easting: 367784 Northing: 437335

Continue on next page/

A. Initial Procedures;

Identify the initial procedures which must be carried out prior to any works commencing on site.

This to include; notifications and familiarisation with the site conditions and construction elements.
Areas of the building which are to be retained and those which are to be demolished

Please refer to the Structural Appraisal undertaken by DAC Wood
Structural Engineer and the Design and Access Statement.

B. Initial Precautions;

Indicate clearly all walls and other structural elements to be propped and/or provided with raking shores. Itemise the full extent of those operations and the method to be employed; the location of props and shores to be marked on the accompanying plans and elevations

Please refer to the Structural Appraisal undertaken by DAC Wood
Structural Engineer.

Continue on next page/

C. Sequence of Works;

Clearly identify the sequence in which the works are to be carried out; including the precautions to be taken. This should be carried out having regard to the interaction of structural elements and operational procedures.

Particular reference should be made to works which require independent support measures ie the formation of openings in the existing structure. Where necessary make reference to the accompanying plans and elevations.

Sequence as follows:

Please refer to the Structural Appraisal undertaken by DAC Wood
Structural Engineer.

Continue on next page/

Continue on next page/

D. Special Considerations;

Demolitions

Clearly identify the areas of the existing structure which are to be removed in part or whole, these areas to be marked on the accompanying plans and elevations (areas to be removed edged red on the plan and elevation).

Make clear distinction where walls are being repaired ie parts of walls being removed for defective areas and where lengths of the walls full height are being demolished

The method statement should include these parts of the demolition by each structural element ie south facing wall, and shall include all necessary precautions to restrain and support the remaining structure during the course of these works

N/A

Continue on next page/

E. General

Attention should be drawn to all items of work which, although not identified specifically within the sequence of works, may have a bearing upon or influencing factor within the conversion process.

N/A