RIBBLE VALLEY
BOROUGH COUNCIL

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

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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

Woodgates Lodge

Startifants Lane

Chipping

PR3 2NP

Ordnance Survey Grid Reference

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.

The roof is a substantive modern structure with slate effect tiles on wooden trusses. The roof

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Needs no work to it to ensure that it a converison could take place.

Roofs;

Alteration/repair/removal:

No work required

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.

The building contains three walls at present each with external stone work and internal breeze block.

The walls are modern and of substantial construction.

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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

No walls need any demolition works to them. The front elevation (eastern) will require construction from the ground up as it is currently open. The other three walls , north south and west, will reamin as now except that openings for windows will be inserted.

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D. Details of demolition work;

Total wall area , measured externally 0

Total wall area to be demolished 0

% of walls demolished 0

(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.

Internally walls will be provided to sub divide the building into seperate roooms, none will load bearing walls

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D. Walls;

Formation of internal lining walls:

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

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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

Existing concrete floors have been cosntructed to a depth to support the existing structure. With no additional floors and only one additional wall the foundations are suitable to support the conversion without any extra works required.

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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

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Services:

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

Building has existing water and electricity supplies as a garage. Proposal would be to link drainage to existing house and septic tank

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

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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.

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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

No parts of the building are to be demolished, construction of fouth elevation to take place along

Openings in other windows to be inserted as per plans

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

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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:

No sequence of works required, proposal is the conversion of a modern single storey building

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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

No demolition to take place

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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.