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| **Request** | **Conditions of approval: installation requirements** | **Conditions of approval: Responsibility for maintenance** | **Reference to external guidance** | **Once you have completed the work** |
| **Boarding out Lofts for Storage Only** | A loft is a storage space under the roof usually accessed by a ladder, and as such, any alteration that is structural, or use that will see a heavier than usual load on the ceiling joists will need to have a Building Control notice in place.  Boarding out lofts will only be allowed following a fixtures and fittings application providing the work is for light storage only, such as the storage of suitcases and Christmas decorations. Please contact the Fixtures and Fittings team if you require any further advice.   * The storage of materials heavier than what would ordinarily be stored in a loft not boarded out is not allowed. * Any flue pipes shall not be affected by the boarding. Applicants shall be aware that it is an offence for a person who is not Gas Safe registered to do gas work. * It is incumbent upon the applicant to ensure that the installation should not prevent any necessary future works such as repairs and maintenance, and areas that are subject to maintenance are accessible. * Any alteration to the roof structure or building structure will need Building Control to be notified and any paperwork must be in place before applying for permission from the Fixtures and Fittings team. * Boarding must not compress any loft insulation or decrease the thermal efficiency of the property. The installation should not allow air leaks to affect the performance of the insulation. Current building regulations should be considered if the installation requires a new loft hatch. Applicants must meet the requirements of Approved Document Part L, *Conservation of fuel and power* when considering boarding a loft. * Boarding must not prohibit the prerequisite amount of ventilation to the loft area to avoid condensation forming. * Any electrical work involved requires prior permission from the Fixtures and Fittings team and will need to be undertaken by a qualified electrician and, on completion of works, a copy of the safety certificate sent to the Fixtures and Fittings team. * No electrical sockets are allowed for lofts boarded out. * No change of use is allowed without first consulting Planning or Building control as required. See our conditions and guidance for loft conversions. * The tenant is responsible for the repairs and maintenance of the installation for the first 12 months (unless the work comes with a longer warranty from the installers). See *Conditions of approval: Responsibility for maintenance.* * **The asbestos register must be consulted before work commences. Asbestos Coordinator 0191 643 7808** | **TENANT** – for the first 12 months (unless warranty extends beyond 12 months).  After that time, subject to any guarantees, **North Tyneside Council** will maintain and repair, if you had gained our permission for the work in the first place and, when inspected after completion, they were passed fit (see Tenancy Agreement, Section 9.3.4). Factors involving cost, availability and suitability will be considered by North Tyneside Council in instances of part replacement; where it is not practicable to install an identical part, a like-for-like replacement will be selected.  Boarding out the loft does not qualify under the Compensation for Improvements Regulations. | [Approved Document L, Conservation of Fuel and Power](https://assets.publishing.service.gov.uk/media/63d8ed5de90e0773d8af2c97/Approved_Document_L__Conservation_of_fuel_and_power__Volume_1_Dwellings__2021_edition_incorporating_2023_amendments.pdf) | Please email us with the completion details, any necessary certificates and warranty details. We may contact you to carry out a post-inspection. |