Building Control specification /
contractor instructions
Project: Garage conversion to habitable lounge
Address: 8 East Street, Heanor, DE75 7NE
Client: Beata & Pawel Frela

This specification sets out the scope for converting the attached garage at 8 East Street, Heanor, into a habitable lounge for the exclusive use of the client, Beata & Pawel Frela. Only the creation of a lounge within the existing garage footprint is included; no utility room or any other area is part of this work. The garage door will be replaced with an insulated external wall and window. The floor, walls, and ceiling will be upgraded to meet habitable-room standards. Submitted plans show only the proposed lounge occupying the former garage space.

General contractor instructions

1. All dimensions, levels and existing construction are to be checked on site before work starts.
2. The issued drawings are not construction drawings. The builder must verify slab level, wall thickness, opening sizes, existing support at the garage opening, ceiling structure, and any damp issues before starting work.
3. Any discrepancy between site conditions and the drawings is to be reported before proceeding.
4. No structural, damp-proofing, insulation or service work is to be covered up until inspected, where required by Building Control.

Floor construction

Existing floor

Do not assume the existing garage slab is suitable for habitable use without verification. Confirm the following:

* slab condition
* existing floor level relative to the house floor
* whether any membrane is present
* whether the slab is dry and sound
* whether the proposed floor build-up will bridge the DPC (damp-proof course, a barrier against moisture in walls or floors).

Floor build-up

Provide new floor construction over the existing slab as follows, bottom to top:

1. Existing concrete slab, cleaned and prepared.
2. 1200-gauge polythene damp-proof membrane (DPM), lapped, sealed at joints, and turned up at the perimeter.
3. Rigid PIR thermal insulation, typically 70mm to 100mm thick, as per final requirement.
4. Install a separating layer if specified by the floor screed or deck system manufacturer.
5. 65mm sand/cement screed or approved floating deck system.
6. Floor finish by others.

Include DPM, insulation, and measures to address perimeter cold bridging.

Floor execution notes

* DPM (damp-proof membrane) to link to the DPC (damp-proof course) in the new front wall.
* Provide perimeter edge insulation where required.
* The final floor level should align with the adjoining house floor, allowing for threshold differences as needed.
* No screed to be poured until Building Control has had the opportunity to inspect the build-up, if required.

Front wall to the former garage door opening

General

Remove the existing garage door and construct an insulated external wall with a new window. Check the support or foundation below the opening before starting. If the existing base is unsuitable, provide new foundation support as approved by Building Control.

Wall build-up

Construct the new front wall from outside to inside as follows:

1. Facing brick outer leaf to match the existing house as closely as possible.
2. Cavity, nominally 100mm.
3. Fully fill cavity insulation or equivalent approved insulation (install insulation completely filling the cavity gap, or another type approved by Building Control).
4. 100mm blockwork inner leaf.
5. Internal plasterboard and skim finish.

External materials must closely match existing brick, mortar, window style, and detailing.

Window

Install a new front window within the infill wall, complete with:

* insulated frame
* double or triple glazing
* low-E glass
* trickle ventilators as required
* proper cill and weather seals.

Damp protection

Provide:

* DPC at base of wall
* linked DPM/DPC junction
* insulated cavity closers at jambs
* cavity tray and weep vents where required
* sealed junctions around the frame
* Confirm that no bridging of the cavity insulation occurs.

Retained garage walls

Upgrade any existing garage wall forming part of the heated envelope, as required. Check existing masonry walls for soundness, dampness, and suitability for lining. Retained external garage walls must be insulated to meet habitable-room standards, as noted in the submitted documents.

Internal lining to retained external walls

Where needed, line existing walls internally as follows: existing wall inward:

1. Existing masonry wall, prepared and repaired as necessary.
2. Treated battens or an independent lining frame.
3. PIR thermal insulation, typically 50mm to 75mm, or an insulated plasterboard system with equivalent thermal performance.
4. Install a vapour control layer and seal all joints with foil tape, if required.
5. 12.5mm plasterboard.
6. 3mm skim finish.

Insulate and seal all window reveals, corners, and wall junctions to reduce cold bridging.

Ceiling / roof

If an unheated void exists above the garage, upgrade the ceiling during the conversion. Review and insulate the ceiling and any roof void above the converted garage as appropriate.

Ceiling build-up

Where there is a cold roof void, provide:

1. Existing ceiling joists checked for adequacy.
2. Mineral wool insulation (fibrous insulation material for heat and sound) between joists.
3. Additional insulation over joists as required.
4. 12.5mm plasterboard ceiling.
5. 3mm skim finish.

If the roof structure varies, propose an alternative for Building Control approval:

Internal walls and finishes

* All new internal finishes must be suitable for habitable domestic use.
* Seal any gaps at perimeter junctions.
* Finish plasterboard, joints, wall edges, and service penetrations per manufacturer's instructions.

Fire safety

The conversion must not compromise the existing means of escape from the dwelling. Maintain the entrance hall and escape route, and ensure the new lounge does not affect circulation. Provide standard plasterboard linings to walls and ceilings unless another approved system is used. Review the smoke alarm provision as needed.

Smoke alarms

If requested by Building Control, extend or upgrade smoke detection to suit the revised internal layout.

Ventilation

Provide suitable background and purge ventilation for the new lounge.

Lounge ventilation requirements

Provide:

* openable window for purge ventilation
* trickle ventilators/background ventilation within the new window, or other approved equivalent
* ventilation openings installed in accordance with manufacturer requirements.

No utility room is included in this option, so no utility extract fan or plumbing ventilation is required.

Heating

The converted room must have fixed heating and form part of the dwelling's heated envelope. Provide one of the following:

* extension of the existing central heating system with a suitably sized radiator, or
* another fixed heating source acceptable to Building Control.

Portable electric heaters are not acceptable as the sole heating source for Building Control purposes.

Electrical installation

* suitable number of socket outlets (electrical plugs) for habitable use
* lighting point(s) and switch arrangement
* alterations to existing circuits as necessary
* RCD (Residual Current Device, a safety device that quickly cuts off electricity in case of a fault) protection and certification.

The submitted information already states that new sockets and lighting are required and must comply with Part P.

Materials and work. All materials must be new and suitable for their intended purpose unless otherwise agreed.

1. External brickwork is to match the existing dwelling as closely as practicable.
2. Install insulation, plasterboard, membranes, seals, and cavity closers strictly according to manufacturer instructions.
3. Ensure all floor, wall, ceiling, and window junctions are airtight and weather-resistant.
4. Avoid thermal bridging at:
   * floor perimeter
   * window reveals and cill
   * head of opening
   * wall/ceiling junctions.

Building Control inspections

The builder is to notify Building Control at the following stages:

1. Start of work on site
2. Foundation exposure/new support to front infill wall, if required
3. Floor preparation before covering DPM and insulation
4. Structural stage to front infill/opening/lintel
5. The insulation stage, before plasterboard or screed covers the work.
6. Completion inspection

Completion documents

* electrical installation certificate / Part P (approval certifying compliance with building regulations for electrics), compliance certificate
* window certificate, if applicable, or product data
* any structural confirmation requested by Building Control
* product information for insulation/glazing if requested.

Short builder instruction summary

Treat this project as a full conversion from an unheated garage to a habitable lounge. The builder must:

* remove garage door
* form a new insulated front wall and window
* Upgrade the floor with DPM and insulation.
* Upgrade retained walls as needed.
* upgrade ceiling/roof insulation
* provide fixed heating
* provide suitable ventilation
* Provide certified electrical installation.
* Coordinate all inspections with Building Control.

Issued for Planning application submission only. Not for construction or material ordering. The Principal Contractor is responsible for site measurements, construction drawings, and safe execution of the works.

This drawing shall be checked and verified by the contractor prior to commencement of works on site. Any discrepancy, inconsistency, or query identified shall be reported immediately to the designer and resolved before proceeding with construction. No work shall be undertaken based on assumptions or unverified information.

DRAWING DESCRIPTION: *Building control specification Garage conversion*

SITE: *8 East Street, Heanor DE75 7NE*

CLIENT: *Beata & Pawel Frela*

DATE: 06/03/2026 DWG NO: *8ES_BCS_03_26*
SCALE: N/A (as noted @A2) DRAW: *TZ*

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