

## Purchasing loft space

Most of the Council's leases in respect of top floor properties exclude the loft space from the demise. Nonetheless, you should always refer to your lease for confirmation.

The Council may consider selling the loft space subject to certain criteria. Please note, that any disposal of a loft space can only be done in conjunction with a licence to undertake works to the loft, i.e. to convert it into habitable space.

To initiate the process you should approach your Estate Manager with your proposals for the loft. The requisite documentation in respect of obtaining consent will be:

- Detailed existing and proposed drawings, including dimensions and location of all alterations.
- Full details of the contractor(s) you propose to carry out the work including their name, address and contact details.
- All structural calculations relating to the removal of any load-bearing walls and the support to be put in place.
- A method statement setting out how the contractor(s) propose to carry out the works.
- Health and Safety policy of the contractor(s).
- Valid certificate of the contractor(s)' public liability insurance (minimum cover £5m)
- Valid FENSA or Certass Registration (in the case of replacement doors/windows).
- Planning permission (or written confirmation from the Planning Department that no permission is required).
- Building Control approval (or 'in principle' approval) or written confirmation that an application has been submitted (or written confirmation from Building Control that no such approval is required).
- Confirmation that you hold relevant legal protection insurance, which is usually provided within a home contents insurance policy.
- Undertaking to pay the Council's costs in the matter (currently £500 in Legal Fees and £1,000 for the Valuation).

The Estate Manager dealing with the application will be able to advise of any possible additional requirements over and above the information listed above.

Once all paperwork is received and if the Estate Manager and the Area Team are satisfied, in principle, with your proposals, the matter will then be referred to the Senior Leasehold and Procurement Officer (Leasehold & Procurement Team) to instruct a valuation. Upon valuation by the Council's Senior Residential Valuer, and formal agreement over the purchase price, the case will be passed to the Council's Legal Services who will process the surrender and regrant of the lease (to incorporate the additional space) as well as a licence allowing you to make the structural alterations. I should also point out that your lease percentage will change due to the increased habitable space.

You will be liable for our valuation and legal costs in this process, which are currently £1,000 and £500 respectively.