

A & S IRELAND

GUIDANCE NOTE

ALTERATIONS

Whether you are buying a new house or selling your existing property, the question of alterations can arise. The alterations which we most commonly encounter relate to:-

Patio doors

Removal of internal walls

Attic conversions

Kitchen extension

Lounge extensions

Velux windows

Conservatories

Porches

Double glazing

The transfer of the kitchen or bathroom from one part of the house to another

The installation of toilet or shower facilities in some new location within the house.

The firm specialises in conveyancing and all the partners are aware of the different rules which are likely to apply in different areas of Scotland and we are always available for advice if you need assistance.

This aspect of property purchase/sale can be affected by –

Planning regulations

Building Control regulations

Letters of Comfort

Exempt class of building

The area is complex and you can find that a single operation such as an extension or attic development can require **both** planning permission **and** building warrant (and remember that a building warrant **MUST** have a completion certificate).

If the property which you are purchasing has been altered and you are aware of this or it is brought to your attention in your survey report then it is vital that you tell your Solicitor at the earliest possible time. If you are purchasing and an alteration is mentioned by your seller, then do tell us. If you are thinking of placing your property on the market and you have altered your property then do tell us. If you personally have altered your property then you should always pass to your Solicitor the planning permission, building warrant, completion certificate and plans since these are vital documents which have to be lodged safely with your title deeds.

If you have carried out an alteration to your property or if your seller has carried out an alteration to his property and no action was taken at the time to obtain the proper Local Authority consents, then we can give guidance on the cost and the procedure for obtaining a Letter of Comfort.

A **LETTER OF COMFORT** is a document which many Local Authorities will issue in appropriate circumstances where if a house has been altered or extended and the appropriate permissions were not obtained, then they will come back and visit your property for a fee, issue a letter which confirms to all future purchasers that they have seen the alteration, they have inspected it and found it to be safe. The Letter of Comfort, while not as satisfactory as a set of plan, building warrant and completion certificate will be accepted by the majority of purchasers and their lenders as a satisfactory alternative.

This explanatory leaflet has been issued as part of the series of notes which we issue to clients in an effort to provide a **COMPLETE CONVEYANCING SERVICE**. There are other notes available on

GUIDE TO YOUR MORTGAGE FINANCE
PENALTY PROVISIONS
KEYS/CENTRAL HEATING/and other PRACTICALITIES

which are available on request.

Please let us know if you feel **GUIDANCE NOTES** on some other topic which concerned you would have helped in your move.

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