

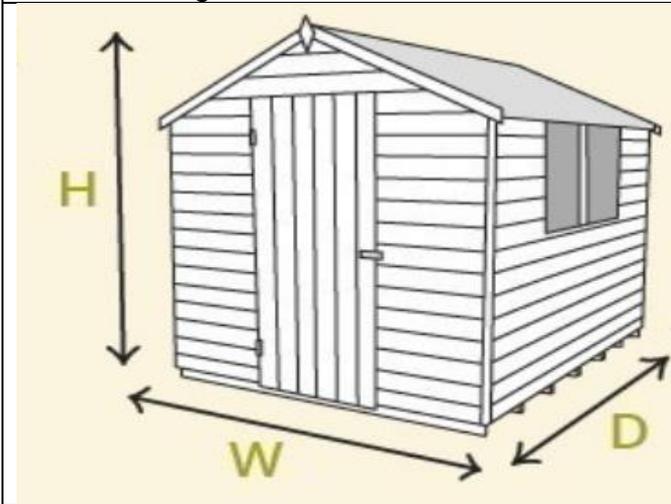
**Guidance for installing Outbuildings**  
**(Sheds, Greenhouses, Garages, Kennels, Summerhouses & Aviaries)**

Tenants must ask our permission before installing any outbuilding. These are known as 'ancillary buildings'.

**Pre-built ancillary buildings**

If you wish to erect a pre-built shed or greenhouse that you can purchase from garden centres or DIY stores you will first require written permission from Ongo Homes.

Sheds/greenhouses or any other ancillary buildings must not be used as a utility room to house electrical appliances such as freezers, tumble dryers and washing machines, nor should they be used as living accommodation.



- In certain circumstances and when permission is requested by the tenant, Ongo Homes would permit a small garden shed (or other ancillary buildings) to be installed with the following maximum sizes:
- W: 2.5m x D: 3.0m.  
Maximum height H: 2.5m.  
(In feet this would be 8ft by 10ft and height 8ft)

**Considerations**

Some factors that will be taken into consideration in considering your application includes the following:

Choice of materials – whether it is a timber outhouse (bought from a DIY store) or a pre-cast built outhouse. We'll require more specific requirements for a pre-cast unit.	
Does it comply with the “permitted development rights”?	Is Planning Permission required?
Is Building Regulations consent required?	Effect upon neighbours
Location and how much of garden area it takes up as no more than 50% of garden area can be used for all outbuildings.	

Certain applications are automatically declined by Ongo Homes where the alteration requested cannot be insured by Ongo or the tenant and therefore presents risk to the occupation of the property. This list includes (but is not exhaustive):

Treehouses	Verandahs	Conservatories
Raised decking areas	Buildings for people to sleep in	Sauna Cabins

### Custom built garages and sheds

In considering whether to grant permission to undertake any additions, alterations or improvements to your home Ongo Homes shall have due regard to Planning Regulations. However, the applicant is always responsible for ensuring that any appropriate planning permission or building regulations consent has been sought and received.

### Planning Permission

Residents in England and Wales do not have to apply for planning permission for a shed, garden room or structure provided it meets the following criteria (all measurements are external):

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| <ul style="list-style-type: none"> <li>Your shed should not be positioned forward of a wall that forms the principal elevation of the property.</li> </ul>  |
| <ul style="list-style-type: none"> <li>All sheds should be single-storey in nature. The eaves height should be no higher than 2.5 metres. The maximum overall height should be no higher than 4 metres for a dual pitch roof (all other roof options have a max height of 3 metres).</li> </ul> |
| <ul style="list-style-type: none"> <li>The shed has no veranda, balcony or raised platform.</li> </ul>  |
| <ul style="list-style-type: none"> <li>If the shed stands less than 2 metres from one or more boundaries of the property, the overall height should not exceed 2.5 metres.</li> </ul>   |
| <ul style="list-style-type: none"> <li>It must be built at least 2.5 metres from the main property. No more than half the area of land around the “original house” should be covered by additions or other buildings.</li> </ul>  |

## Building Regulations

Don't forget about building regulations. These are minimum standards for design, construction and alterations to virtually every building. They're developed by the Government and approved by Parliament.

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| <ul style="list-style-type: none"><li>• You don't normally need Building Regulations Consent for a basic shed or outbuilding provided it's under 15 square metres (Up to 30 square metres may fall under permitted development providing that other conditions are also met).</li></ul> |
| <ul style="list-style-type: none"><li>• The shed or outbuilding is for domestic use only, by those who occupy the house and contains no sleeping accommodation.</li></ul>   |

It's always worth double-checking the design of your shed or outbuilding meets the criteria for permitted development relating to planning permission or building regulations approval. If in any doubt contact North Lincolnshire Council for clarification. Further guidance can be found at <https://www.planningportal.co.uk>

## Additional Considerations

You're usually permitted to keep certain pet animals and birds in an outbuilding as long as you have received permission to keep pets from our Housing Team according to **Ongo Homes Pet Policy** as pets must be kept for the domestic needs or personal enjoyment of the occupants of the dwelling house and they must not be kept for breeding or any commercial or illegal purposes.

The care of pets is governed by the Animal Welfare Act 2006 and you can be guilty of an offence if you don't take reasonable steps to ensure the needs of the animals are met.

If any animals create a constant noise or smell it could constitute a nuisance if it unreasonably and substantially interferes with use or enjoyment of a home or other premises.

You must keep the area clean and in a good state of repair. In addition to this being a breach of your tenancy conditions and putting your tenancy at risk if it is deemed a nuisance, an abatement notice may be served. You must not allow the animals to annoy your neighbours or cause a nuisance. The penalty for non-compliance can include an injunction or a fine.

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## How to apply

As with any alteration or improvement you may wish to make to your house or garden you need to obtain our prior written permission to erect an outbuilding. To assist you with the completion of your application, there are specific requirements for erecting any outbuilding.

**\*\*Please note\*\***

**We do not allow sheds or greenhouses to be built on amenity land and nor do we allow any electrical supply to any outbuilding**

<p>1) A permission form must be completed with full details of the outbuilding you would like to build including a copy of your Planning Permission and Building Regulation Approval (if it has been necessary to obtain it).</p>	
<p>2) A sketch must be submitted giving dimensions of the proposed outbuilding, indicating its position in the garden and distance from the house, boundaries, other structures and any manhole covers.</p> <p>Please provide as much supporting information as possible to help us process your application quickly.</p>	<ul style="list-style-type: none"> <li>• Sketch of the garden should show the proposed position of the outbuilding. It cannot be erected closer than 1 metre to any existing fencing and closer than 2.5 metres to the house.</li> <li>• The outbuilding should be positioned within your boundaries and to the rear or side of your home. It must be no further forward than any front wall of your home which faces a highway.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Must not take up more than 50% of the usable garden area as 50% of garden area can be used for all outbuildings.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Permission can only be given for a maximum of 2 structures in a garden at any one time.</li> </ul>
<p>3) Type of construction.</p>	<ul style="list-style-type: none"> <li>• You must also state from what material the structure is to be made (whether it's timber or pre-cast units for example).</li> </ul>
<p>4) For what purpose it is to be used.</p>	<ul style="list-style-type: none"> <li>• The outbuilding must not be used for sleeping accommodation. It must be used only as a summer house, aviary, greenhouse, coal shed, garden tool shed or cycle shed and must be wholly detached from any other building and must be only single storey.</li> </ul>
<p>5) Full dimensions including the height.</p>	<ul style="list-style-type: none"> <li>• The outbuilding must not be more than 2.5 metres in height whether flat roof or pitch</li> <li>• The maximum floor area of the structure must not exceed 30m<sup>2</sup> (320 sq ft) and must not be in excess of 30m<sup>3</sup> (1,000 cubic feet).</li> </ul>
<p>6) Proposed construction of the base.</p>	<ul style="list-style-type: none"> <li>• The base for the outbuilding should be semi-permanent and easily removed. Slabs laid on sand are ideal.</li> </ul>
<p>7) We require this work to be carried out by a qualified trade person or a competent person. Please confirm on permission form who will carry this work out.</p>	<ul style="list-style-type: none"> <li>• If you are doing the work yourself you must provide us with detailed information on how you intend to build it and the materials you will use.</li> <li>• If the work is being done by a company you must tell us its name, address and telephone number.</li> </ul>
<p>8) Any pictures (if required) taken via phone can be emailed if necessary to Enquiries@ongo.co.uk. Please use your first line of address as reference e.g. 'Permission request for 20 Ongo Road'</p>	
<p>If you make an application without taking the above into consideration it will be refused. However you are free to re-apply at any point.</p>	

## Guidance for application to erect an outbuilding

- The standard of workmanship must be to the satisfaction of Ongo Homes, and carried out by qualified and competent trade person.
- The asbestos report will be checked to ensure Asbestos Containing Materials' (ACM's) are not being removed or encapsulated. Any removal required will be undertaken by Ongo Homes at your expense.
- If replacing a brick built outbuilding a demolition license must be sought and provided within the application and you must refer to our demolition permission guidance.
- The Local Authority planning and building regulations must be satisfied and evidenced within the application and this must be obtained before any work is commenced.
- Regard should be made to potential impact upon electric, plumbing and drainage.
- The base of the structure must be adequate for its purpose that can be easily removed – e.g. slabs or timber.
- Rainwater run-off from the roof of the shed must be directed away from any boundaries and from your home.
- All rubbish and debris relating to the works must be removed by the tenant to an appropriate disposal or recycling facility.
- Works must be carried out in a manner to ensure minimum disruption to your neighbours and in line with relevant Health and Safety guidelines.
- The structure must be constructed of good quality suitable materials and must be kept in good order at all times. You will be responsible for the maintenance of your shed/greenhouse and for keeping it in good condition.
- All outbuildings together with any base, must be removed and the ground made good immediately at the request of Ongo Homes, or in any case at the termination of the tenancy, unless arrangements are made for the ingoing tenant to take over the structure. In this case, formal consent from Ongo Homes must be first obtained. Failure to remove the outbuilding together with any base will mean a recharge for removal and the reinstatement of the area in line with our recharge policy.
- The work must be completed within 3 months of the initial request. Failure to do so will mean you having to apply again for permission.
- The Association may inspect approved installations on completion to ensure they comply with all required conditions. Any remedial works required will be made at the expense of the tenant.

- Sufficient anchorage must be provided to prevent the structure damaging any property through the structure's instability. Should any damage be caused to any property managed by Ongo Homes as a result of the presence of the structure, you will be held liable for paying for the cost of remedying the damage.
- Should any nuisance or annoyance be caused to neighbours by the structure or its contents, Ongo Homes reserves the right to require the immediate removal of the structure.
- You are responsible for moving the shed if it impedes access for Ongo to carry out essential maintenance to your home. It is also your responsibility to move the shed back to the original location. Manholes and inspection chambers should not be covered. If you obstruct access to these you will be recharged for any works required by us or our contractors in gaining access.
- You must comply with any extra conditions made by Ongo Homes regarding the structure.

### **Retrospective Permission**

If at any time it becomes clear that an outbuilding had been built without permission, then the tenant will be contacted and retrospective permission will be granted provided that the necessary paperwork is completed and returned confirming that all of the above conditions have been met. We may ask you to remove any outbuilding we have not approved especially those that require planning or building regulation approval.

### **Frequently asked Questions**

#### **I would like to build my own garage/workshop. Would you allow me to do this?**

There are a lot of factors to consider when dealing with this request (this list is not exhaustive). Firstly does the property already have a dropped Kerb? If not you would need to apply and pay fee for a dropped kerb via North Lincolnshire Council. Is there a purpose made surface with a subbase leading from the drive to the garage if a vehicle was to be kept here.

We will also look at the effect the outbuilding will have on neighbouring properties along with all standard conditions already listed in this guidance sheet. Proof of all the above, if required will need to be sent in with a completed permission form and we would then be able to look at this request.

#### **Would you grant me permission to put up a shed or greenhouse on amenity land?**

We would be unable to grant you permission in this case. We have received guidance from North Lincolnshire Council that any outbuildings on amenity land require a full planning application completed with the appropriate fee payable before any outbuildings can be considered for installation.

Should you still wish to install this shed on amenity land, you will need to apply for planning permission from North Lincolnshire Council (NLC) and pay the appropriate fee for this application. You can then send the NLC planning permission proof along with a completed Ongo permission form and we would then be able to look at this request.

#### **Disclaimer**

Please note that the content on these pages does not constitute legal advice, and all planning permission decisions are dependent on local authorities. Please contact North Lincolnshire Council for more information as the planning department can demand that we take the building down.