

Building Standards Section

ANNEX 1

CONVERSION TYPES SPECIFIED IN BUILDING SCOTLAND REGULATIONS

Any change in the occupation or use of a building which falls into one of the following descriptions is

considered a conversion to which the building regulations apply

Change in the occupation or use of –

1. a building to create a dwelling or dwellings or a part thereof
–e.g. convert a hotel, barn, office etc. to a dwelling or a garage to a “granny flat”
2. a building ancillary to a dwelling to increase the area of human occupation
–e.g. convert a garage to a room or a roof space to a room
3. a building which alters the number of dwellings in a building
–e.g. the sub-division of a house into two flats or conversion of two houses into one
4. a domestic building to any other type of building
–e.g. convert a house to shared residential accommodation or a house to an office (or indeed to anything)
5. a residential building to any other type of building
–e.g. convert a hostel or hotel to offices
6. a residential building which involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building,
–e.g. convert an hotel to residential care home (in this example, the occupants mobility, understanding and awareness of danger is significantly different from that in an hotel) or which significantly increase the number of people occupying, or expected to occupy, the building
–The Scottish Building Standards Agency have initially set this increase at 25% of the original occupancy (see Clause 0.4.1 of the technical handbooks)
7. a building so that it becomes a residential building
–e.g. convert offices to a back-packers hostel or hotel
8. an exempt building (in terms of schedule 1) to a building which is not so exempt
–e.g. convert a railway signal box to a house
9. a building to allow access by the public where previously there was none
[Clause 0.4.1 of the technical handbooks clarifies what is meant by public access to buildings. Access by the general public means “permitting members of the **general public** to enter the building during **opening hours** and allowing them to **access all parts** of the building, **other than those parts restricted to staff only**”]
–e.g. convert a storage building to a retail trade outlet
10. a building to accommodate parts in different occupation where previously it was not so occupied.
–e.g. division of a shop to two different occupancies or creation of office space within a factory