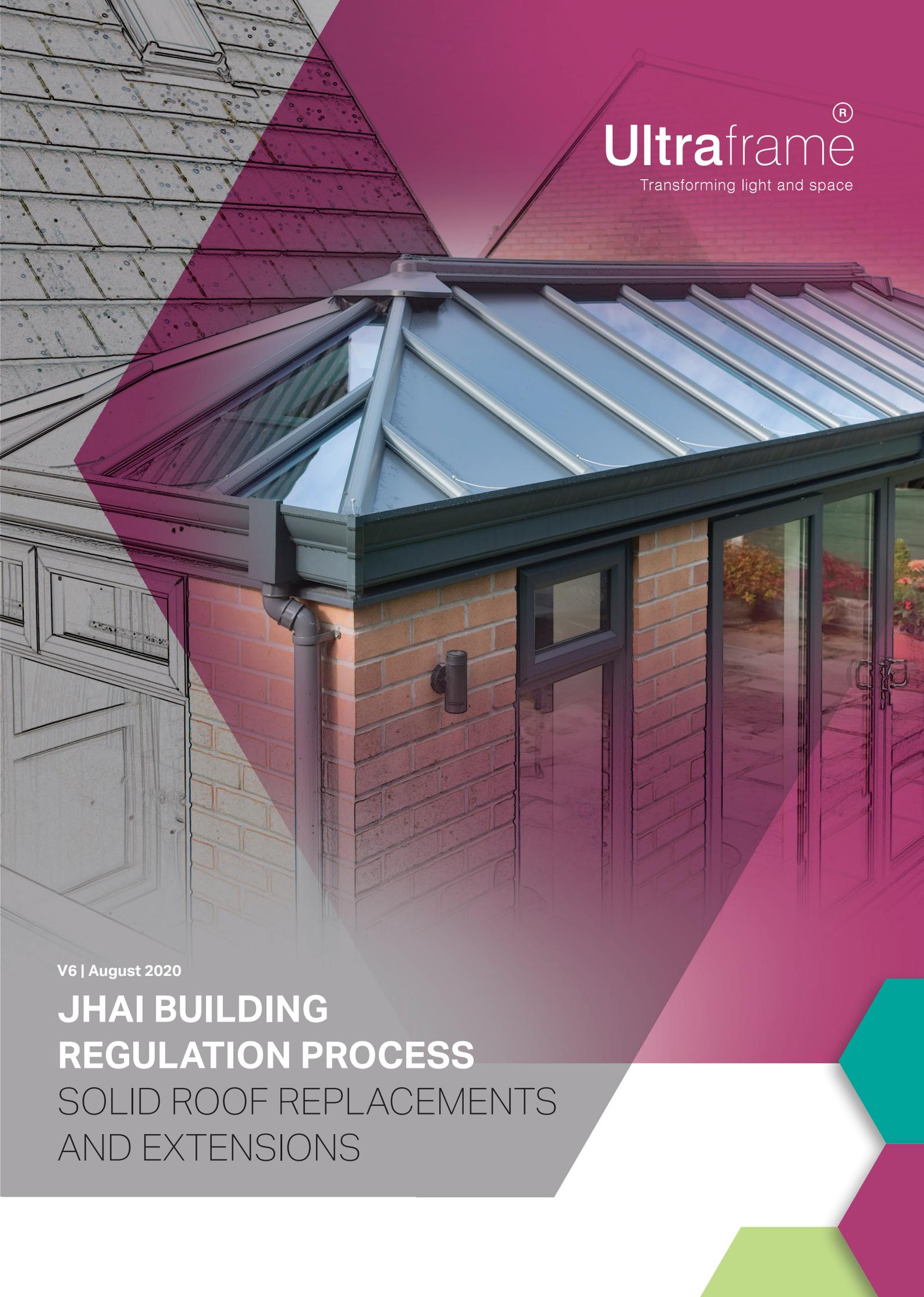




Ultraframe<sup>®</sup>  
Transforming light and space



V6 | August 2020

# JHAI BUILDING REGULATION PROCESS

## SOLID ROOF REPLACEMENTS AND EXTENSIONS



# Livinroof & Ultrarroof

## Building Regulation compliance

This brochure outlines the benefits of using approved inspector jhai Ltd

### Introduction

**For purposes of this document, we are assuming Livinroof or Ultrarroof are being used to replace an existing glazed conservatory roof. The previously exempt conservatory will now fall within scope of Building Regulations, Livinroof and Ultrarroof can also be used on new builds extensions. The retailer currently has a number of options;**

1. To appoint Local Authority Building Control (LABC) England and Wales.
2. Appoint an Approved Inspector of your own choosing.
3. Ultraframe have set up a separate partnership and system approval with Approved Building Control Inspector jhai Ltd.
4. Please note: Local Authority Building Control must only be used in Scotland, Northern Ireland, the Channel Islands and the Isle of Wight.

### What is an Approved Inspector?

Building control is a service traditionally provided by individual local authorities who are not able to control work outside their geographical area making it difficult for a retailer who works across multiple Local Authority areas – consistency of approach can even be an issue within the same LA.

Ultraframe has created the option to submit applications to a single approved inspector such as jhai Ltd. They are licensed through the CIC (Construction Industry Council) to carry out this regulatory service and are able to operate throughout England and Wales.

### Who are jhai Ltd?

jhai are one of the largest Approved Inspectors with around 100 surveyors operating out of regional offices in England and Wales meaning that they are able to offer a viable alternative to using Local Authority building control.

jhai have worked closely with Ultraframe reviewing the Livinroof and Ultrarroof products and together they have developed a tailored system approval allowing you to submit all applications to a single point of contact without additional justification. See page 4 for an application form to submit a 'live' project.

Their professional staff are there to assist you throughout the compliance process.

### Definition of coverage

See jhai System Type Approval & Schedules – page 9-11

### Contacts

Ultraframe  
Mark Bowler – Product Manager  
[mark.bowler@ultraframe.co.uk](mailto:mark.bowler@ultraframe.co.uk)  
**01200 443311**  
**07740 067070**

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**07807 078454**

Completed application forms  
[Ultraframe@jhai.co.uk](mailto:Ultraframe@jhai.co.uk)  
**0800 121 6062**

# What have Ultraframe created with jhai Ltd?

The two parties have created a framework agreement for the Livinroof and Ultrarof products to demonstrate compliance. In effect it's a system approval that covers the patented system and how it interacts with the existing conservatory framework.

The traditional route to demonstrating Building Regulation compliance is by a plan appraisal and a series of site inspections. This overly burdensome process has been streamlined by the jhai System Approval.

To back up the compliance process jhai have interrogated the Ultraframe production and on site with a simplified inspection regime.

This allows the refurbishment of an existing conservatory and new build projects to be completed to Building Regulations compliance standard using the Livinroof or Ultrarof system used within the constraints detailed to be built without challenge or justification anywhere in England and Wales.

## Retailer application process

jhai and Ultraframe have compiled a dedicated application form and combined checklist. See pages 4-5 for the application form.

Alternatively you can send an email to [ultraframe@jhai.co.uk](mailto:ultraframe@jhai.co.uk) with your contact details; the name and address of the householder: describing the work being done and your proposed start date, giving seven days notice. New build projects will require relevant drawings and a site location plan.

Upon receipt of the form or email, jhai immediately register your project with an 'initial notice' before works commence on site. This also ensures the works show up on local search applications should the property be sold in the future.

Local Authorities manage a public register of building work and have different methods in processing these notices and jhai recommend that this is submitted to jhai 7 days prior to works commencing on site. Local Authorities' have been known to reject the notice if insufficient time is given.

## Fees

Fees for replacement roof projects are £350 plus VAT. New build projects are £480 plus VAT. All fees are subject to a 20% surcharge within the M25.

The invoice for the full amount will be triggered upon submission of the application form and jhai terms are 30 days from date of invoice. All payments are to jhai Ltd.

Please contact jhai for competitive rates on commercial projects.

## Site visits

Once the application form is received centrally at jhai it is assigned to a site surveyor in the local area and their contact details will be emailed to the retailer.

jhai will ensure that the site surveyor is fully briefed about any issues pertinent to the product and provide the retailer with a consistent and pragmatic approach on site.

A pre-plaster inspection is done remotely via photographs which the installer must submit to jhai. On occasion the pre-plaster inspection may require a site visit from jhai. Work cannot continue until the jhai have completed the pre-plaster inspection and issued the site report.

Once the project has been completed, please inform jhai who will arrange a post completion inspection directly with the homeowner.

On satisfactory completion of the inspection a completion certificate will be sent to you, enabling you to forward the certificate once the retail customer has paid.

New build projects may require up to 6 visits, depending on the complexity of the project. You should arrange visits to inspect the trench for foundations, foundation laid, dpc, etc.

Please contact jhai if you have any concerns about issues on site. They can offer practical advice to overcome on site problems.



**Please complete this form in full as your instruction for jhai to carry out the Building Control function as a Corporate Approved Inspector under the Building Act 1984 and the Building (Approved Inspectors) Regulations 2010.**

The completed form and associated plan should be returned a minimum of 7 days before works commence on site by email to: Ultraframe@jhai.co.uk Tel: 0800 121 6062

If you don't want to use the form, please email details to: Ultraframe@jhai.co.uk

# Building Control Application Form

## Project Details

Description of works (including system type)			
Anticipated Start Date		Project Duration (approx)	

## Property Owner Details

Name	
Address	
Tel/Contact Details	
E-mail	

## System Installer Details

Name	
Address/ Company	
Person responsible for project	
Tel/Contact Details	
E-mail	

## Invoice Details (Please indicate to whom the fee should be invoiced)

Please indicate to whom the fee should be invoiced	Name Address/Company	
	Tel No.	
E-mail		
Signature	Print Name	Date

**Your application will not be registered unless all the above details for the building owner have been provided. The form and associated plans/photographs must be returned at least 7 days before works commence on site.**

**Signing this form confirms that you have made the property owner aware of our appointment as the Building Control Body and that they authorise jhai to sign the Initial Notice on their behalf.**

## Contacts

Ultraframe  
Mark Bowler – Product Manager  
**mark.bowler@ultraframe.co.uk**  
**01200 443311**  
**07740 067070**

jhai Ltd  
Andrew Wilkes  
– Pre application advice  
**andrew.wilkes@jhai.co.uk**  
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**This checklist outlines the things that the installation company should be aware of when making a Building Regulations application to jhai for the replacement of a fully glazed conservatory roof for the Ultraframe Livinroof or Ultrarroof. You will need to evidence that the installation will meet the points set out below.**

If the answer is no to any of the questions below please consult jhai to discuss options that may be required for certification to proceed. Tel: 0800 121 6062 email: ultraframe@jhai.co.uk

## Ensuring adequate structural support

(for the new roof)

Tick box that applies

<p><b>Is the existing base and foundations suitable for carrying the additional loads?</b></p> <p>Note: at the point of sale the base should be visually inspected to ensure that any brickwork to the base is not cracking or that the base is not moving away from the house.</p>	Yes
<p><b>Photographic evidence to be provided at the point of application.</b></p> <p>The building control surveyor may ask to see a trial hole to ensure that suitable foundations are present <b>IF</b> cracking is evident in the structure.</p>	No

## Frames

Tick box that applies

<p><b>Are the frames fully reinforced?</b></p> <p>Existing frames should be fully reinforced. If not reinforced, it may be necessary to install internal support posts in-line with existing vertical mullions. New frames should be fully reinforced. The installer will need evidence to retain documentation to demonstrate that the frame(s) have been suitably reinforced and this may be requested by jhai as part of the certificate process.</p>	Yes
	No

## Approved Document L

Ensuring thermal isolation of the conservatory

Tick box that applies

<p><b>Is the conservatory separated from the house by an exterior grade doors/ frames?</b></p> <p>Photographic evidence of this must be provided at the point of application. If the householder wishes to remove the separating door from the house, thereby removing the thermal isolation, then a separate application should be sent to jhai Enerji+ requesting a whole property SAP calculation to be done. Please note additional work and cost may be required to ensure compliance.</p>	Yes
	No

## Heating

Tick box that applies

<p><b>Is there heating within the conservatory?</b></p> <p>If the house 'wet radiator' heating system has been extended into the conservatory, independent temperature controls/thermostatic radiator valves must be evident.</p>	Yes
<p>If new build, the dwellings 'wet radiator' heating system must not be transferred into the conservatory.</p>	No

The questions above deal with the basic elements that jhai will consider when processing your building control application and will be considered during the inspection process. For more details regarding box gutters, gallows brackets, tie-bars, glazing positions and limits please refer to the Livinroof System Overview & Design Guide or Ultrarroof The Complete Guide.

# Ultraframe Livinroof/ Ultrarroof replacement roof - jhai Checklist

## Contacts

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## Frequently asked questions

### Contacts

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## Who are jhai and what do they do?

They are an approved inspector providing you with over 100 surveyors operating throughout England and Wales. They provide a consistent and pragmatic alternative to using the local authority for building control.

## Do I need Building Regulations consent?

### **(If I want to replace my conservatory roof with Livinroof or Ultrarroof)**

Conservatories are generally exempt from building regulations. However there is some ambiguity as to whether the general exemption will still apply when replacing a glazed roof with a solid one.

To clear this ambiguity and in order to provide a completion certificate jhai like LABC are treating such work as a 'change in energy status' and 'material alteration' triggering an application and allowing us to issue a completion certificate.

In any case it is accepted that certification will probably be requested by a conveyancing surveyor at point of sale. Not having a completion certificate could potentially hold up the sale of the property, resulting in a retrospective application being submitted to the council who may or may not accept the system.

## Do I need to upgrade the insulation?

### **(In the existing floors and walls if I replace my conservatory roof with Livinroof or Ultrarroof)**

We only need to be satisfied that the thermal efficiency is no worse than it was before the work was carried out.

Livinroof or Ultrarroof are a highly insulated roofing systems which surpass the efficiency of the glazed roof it replaced, making the overall building better thermally.

Livinroof or Ultrarroof insulation values exceed current minimum insulation values for England & Wales. For Scotland additional insulation may be added to the underside of the roof before fixing plaster boards if specified by your thermal engineer. This is typically only required to offset poorer thermal performance elsewhere in the structure.

## Do I need to replace existing glazing?

### **(with fire rated materials close to the boundary if I want to replace my conservatory roof with Livinroof or Ultrarroof?)**

There is a limit of 1m<sup>2</sup> area of glazing permitted close to a boundary and the purpose of this is to prevent fire spreading to the boundary to work which is controlled under the Building Regulations.

However jhai are only considering proposals in terms of the change in energy status and as such there is no control over the amount of glazing in relation to the boundary other than to say that it shouldn't be made worse than existing.

## Do I need to upgrade the structure and foundations of the existing conservatory?

**(If I replace my conservatory roof with Livinroof or Ultrarroof)**

Both are lightweight systems with a similar construction to a conservatory and jhai are purely dealing with a change to the energy status.

The installer will be expected to follow jhai/Ultraframe qualifying criteria on the application form prior to placing the order and this will be based upon a visual inspection of the existing walls, floors, frames to identify whether there is any existing settlement. If this process is followed Jhai will not expect the installer to expose the foundations.

## Do I need to provide a cavity tray/ barrier in the existing wall?

**(If I want to replace my conservatory roof with Livinroof or Ultrarroof)**

There is a risk that driving rain could penetrate the wall and discharge inside the conservatory if a cavity tray is not installed. However if this was likely it would have manifested itself with the former roof.

On this basis it is considered reasonable for the installer to make an assessment on site based upon physical evidence (staining against the host structure, etc).

## Can I extend the heating system into the conservatory?

**(If I replace my conservatory roof with Livinroof or Ultrarroof)**

If the existing doors/windows are removed, effectively opening up the structure to the main house, the conservatory is no longer considered as an exempt building and will need Building Regulations approval – contact jhai for more information.

If the removal of the doors/windows forms part of the roof replacement contract a SAP thermal efficiency calculation will have to be provided to demonstrate that the building as a whole meets the minimum thermal performance requirements of the Building Regulations.

## Do I need to do anything if there is already a heating system in the conservatory?

**(If I replace my conservatory roof with Livinroof or Ultrarroof)**

Provided the heating system has independent heating controls for the conservatory no further action is required. There is an improvement in the overall thermal efficiency of the conservatory.

## Contacts

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## Frequently asked questions

### Can I remove the Thermal Separation?

If the existing doors/windows are removed, effectively opening up the structure to the main house, the conservatory is no longer considered as an exempt building and will need Building Regulations approval – contact jhai for more information.

If the removal of the doors/windows forms part of the roof replacement contract a SAP thermal efficiency calculation will have to be provided to demonstrate that the building as a whole meets the minimum thermal performance requirements of the Building Regulations.

### Can jhai provide these calculations?

Jhai have a proactive, in house team of Energy Assessors who can provide assistance in all aspects of thermal efficiency. Their service includes a guaranteed pass for SAP calculations meaning that you offer this as a selling point to your customers, giving you a competitive edge. You should make the homeowner aware that certain improvements may be required to achieve this pass but these works enhance the energy efficiency of the property, saving money on energy bills, and could even provide you with an opportunity to up-sell.

#### Examples of these improvements include;

Additional loft insulation	Replacing old windows
Installing LED lighting	Boiler replacement

You will have to provide some basic information about the existing house to allow jhai to generate a 3D model of the building - It is worth adding this to your surveyors checklist. Jhai can provide you with a list of this information which includes the following;

- Building footprint (width/depth/etc)
- Approximate date of construction (decade)
- Heating type (radiators/underfloor)
- Secondary heating type
- Ceiling heights
- Type & size of windows and doors
- Wall construction
- Fuel type (gas/electric/oil)

### What if the conservatory is already open to the house?

If the householder or someone acting on behalf of the householder has removed the doors previously jhai can only assume that the works were controlled and that the works comply with the standards in place at that time. The installation of Livinroof or Ultrarroof will constitute a significant improvement in thermal performance of the existing building and a SAP thermal efficiency calculation will not normally be required.

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# Terms and Conditions of jhai system approval

4.1 The Ultraframe Ltd Livinroof and Ultrarroof systems as assessed by this process is suitable for use in single or multi occupancy residential buildings. The details and information contained within this approval may be suitable for buildings in other purpose groups where appropriate and upon further consideration and assessment by jhai.

4.2 An assessment of the existing roofing system should be undertaken by the installer in line with the conditions set aside by Ultraframe outlined in the Ultraframe technical guides for each roofing system.

4.3 The system is suitable as a direct replacement for glazed roofing systems and single storey new build projects.

4.4 Assessments of foundations and other associated works for existing roofs with a loading less than 17kg/m<sup>2</sup> shall be site and project specific. These should demonstrate that all the requirements of the relevant Building Regulations and Eurocodes have been met including at least the following:

- Frame design including distribution of loadings to the existing foundations
- Foundation design;
- Other associated works; and
- Cladding systems

4.5 These aspects shall be assessed for each use on site and any variations from either Ultraframe Ltd or Building Regulations (and associated) standards shall be assessed by a competent and qualified structural engineer experienced with the Livinroof and Ultrarroof system.

4.6 This system approval relates to the Livinroof and Ultrarroof system as described in the technical guide LivinRoof, Solid Roof System Overview Guide. Ultrarroof, The complete guide to selling, surveying and specifying. It is subject to the same exclusions contained there in and all other components and working practices are subject to the requirements of the Building Regulations, manufacturers installation guides and associated standards.

4.7 This is a pre-fabricated system and as such an assessment of Ultraframe Ltd QA process has been carried out as part of the technical audit for the Livinroof and Ultrarroof systems. This will be reviewed and further audits carried out on a periodic basis.

4.8 It is acknowledged that the U-Design software is used to provide a structural assessment of standard components and that this software factors in such things as specific geographic constraints. An audit of this process will be added to the periodic QA review.

4.9 It is understood that some installers may use their own version of the U- Design programme. This certificate relates to calculations produced by Ultraframe only – other users may be included but subject to ongoing review.

4.10 An assessment of the QA process between Ultraframe Ltd and the installers will be carried out at an agreed frequency to demonstrate that the components are being used in accordance with Ultraframe recommendations. This is in addition to the site visits required to demonstrate compliance with the Building Regulations and associated standards.

4.11 No cutting or alteration of the structural members on site are permitted without obtaining written approval from Ultraframe Ltd.

4.12 The Livinroof and Ultrarroof systems are constructed in factory conditions and as such are designed to be erected within a short period of time. Construction should be continuous and preferably scheduled during periods of sustained dry weather through to the provision of the permanent roof covering as soon as reasonably possible.

4.13 Each extension will need to be appraised individually for compliance with current Building Regulations.

4.14 An assessment as to whether the external cladding achieves a Class 0 (or classB-s3, d2) will be carried out on an individual basis based upon the site specific cladding/infill panel selection.

4.15 The external cladding and glazed area will be assessed for each individual project based upon the specified materials (unprotected areas) and boundary locations as referenced in Ultraframe System Overview.

4.16 The system approval is limited to single storey buildings and as such fire resistance test standards of Part B of the Building Regulations and BS 476: Parts 20, 21 and 22 (as appropriate) will not be applicable.

4.17 New build project: The glazed area of the extension should be limited to 25% of the floor area + the area of any existing windows/doors enclosed by the extension. An assessment of whether this requirement has been met will be carried out for each individual project. Offset calculations can enable higher glazed areas, contact jhai for more details.

4.18 Note that this is a system approval of the Livinroof and Ultrarroof Solid Roof Conservatory Conversion only and additional site specific information may be requested that is not encompassed by the detail contained in the approval.

Signed on behalf of Jhai Ltd.



Andrew Crooks  
Chief Executive



# System Type Approval Certificate

Certificate Number *jhai 14018BM*

This is to certify that the

**Living**<sup>TM</sup>roof  
By Ultraframe

Conservatory Conversion system provided by

**Ultraframe (UK) Ltd,**  
Salthill Road,  
Clitheroe,  
Lancashire,  
BB7 1PE

Meets the technical requirements of the elements  
of the Building Regulations 2010 specified in the  
attached schedule

Date of Issue  
**20<sup>th</sup> November 2019**

Signed on behalf of jhai Ltd

A handwritten signature in black ink, appearing to read 'Andrew Crooks', written over a horizontal line.

**Andrew Crooks**  
Director of Technical Services & Learning

The jhai limited logo, consisting of the word 'jhai' in white with a green dot above the 'i', and 'limited' in green below it, set against a dark grey background.

jhai  
limited





# System Type Approval Certificate

Certificate Number *jhai 14050BM*

This is to certify that the



Conservatory Conversion system provided by

**Ultraframe (UK) Ltd,**  
Salthill Road,  
Clitheroe,  
Lancashire,  
BB7 1PE

Meets the technical requirements of the elements  
of the Building Regulations 2010 specified in the  
attached schedule

Date of Issue  
**20<sup>th</sup> November 2019**

Signed on behalf of jhai Ltd

A handwritten signature in black ink, appearing to be 'ACD' followed by a flourish.

The jhai limited logo, with 'jhai' in black and 'limited' in green, positioned in the top right corner of the page. The background of the page features a vertical green stripe and a black and white photograph of a conservatory structure.

[www.ultraframetrade.co.uk](http://www.ultraframetrade.co.uk)

**Job No.: 3603 08/20 v6 LRII001**

It is Ultraframe's policy to continually seek to improve its products, processes and services, and we reserve the right to change specifications without prior notice. Ultraframe is a trading name of Ultraframe (UK) Limited.



**Ultra**frame  
Transforming light and space