

BUILDING NOTICE FOR DOMESTIC WINDOWS / GLAZED DOOR REPLACEMENTS



Building Control Partnership

Place, Growth and Prosperity
 North Staffordshire Building Control Partnership
 Civic Centre, Glebe Street,
 Stoke-on-Trent, ST4 1HH.
 Telephone : 01782 232459 or 238685
 Email: bas@stoke.gov.uk
 Web: stoke.gov.uk/buildingregulations

THE BUILDING REGULATIONS 2010 as amended
 THE BUILDING ACT 1984

Please use type or BLOCK capitals and submit one copy of this form

You should find out whether your proposal needs separate planning permission -Council employees are not allowed to prepare for submission any part of a Building Regulations, or Application to this Authority.

Please make all cheques payable to Stoke-on-Trent City Council

Applicants details

Name:				Telephone:		
Address:						
	Postcode:			Email:		

Agents details (if applicable)

Name:				Telephone:		
Address:						
	Postcode:			Email:		

Location of Building to which works relates

Address:						
	Postcode:			Telephone:		

ELEVATION	ROOM SERVED	FLOOR LEVEL	TYPE OF GLAZING (1)	VENTILATION	SAFETY GLAZING (3)	MEANS OF ESCAPE (4)
EXAMPLE front	bedroom	1st	PVC +4,20,4 Low E	1/20 +5000mm ² trickle vent	no	yes

Estimated cost of works £

See page on charges which tells you what should be included in the estimated cost . It also tells you about exemptions for work for the benefit of a disabled person

Declaration

I / We in accordance with Regulation 12 (2A) (a) submit a Building Notice and confirm that the work will be carried out in accordance with the details given in this notice

NAME _____ DATE _____

ELEVATION	ROOM SERVED	FLOOR LEVEL	TYPE OF GLAZING (1)	VENTILATION	SAFETY GLAZING (3)	MEANS OF ESCAPE (4)

Guidance notes:

I thought replacing windows did not need Building Regulation consent?

From 1 April 2002 all property owners replacing windows need to consider building regulation consent, and the new windows have to meet the requirements of the Building Regulations. So even if you are replacing only one window with one bought from a local DIY centre, you still need to follow the guidance below.

Householders in particular need the necessary consent as solicitors will make a specific check for this on future sales.

What do I have to do?

You have a choice, you can either

1. Use an installer registered under the FENSA scheme run by the Glass and Glazing Federation, in which case you do not need to make a Building Regulations application to the council. Your installer will ensure your windows comply fully with the Regulations and will supply you with a certificate confirming this when the installation is complete. You will also be offered the option of taking an insurance-backed guarantee. Please ensure that your **installer** is properly registered under the scheme before placing an order. You can check this and find more details of the Scheme by visiting the Glass and Glazing Federation website at www.ggf.org.uk
2. Make a Building Regulations application to us. In most cases the simplest way of doing this will be to submit a Building Notice. You should complete a Building Notice form and return it to us together with the appropriate charge **at least** two working days before removing your old window (s). If all is found to be satisfactory we will approve the work. This may involve a surveyor calling at your property to check the installation of the new windows. You are likely to be asked by your solicitor to produce evidence of this approval if you sell your property, so guidance given by us must be followed to ensure an approval certificate can be issued for the work

How much will it cost?

If you use a contractor registered under the FENSA scheme the cost should be built into the quotation you are given for the works. In all other cases we (the council) will make a charge for dealing with your Building Notice application based on the total cost of the replacement work undertaken. Contact us on 01782 232459 to find out the charge for your scheme.

What regulations do the windows have to comply with?

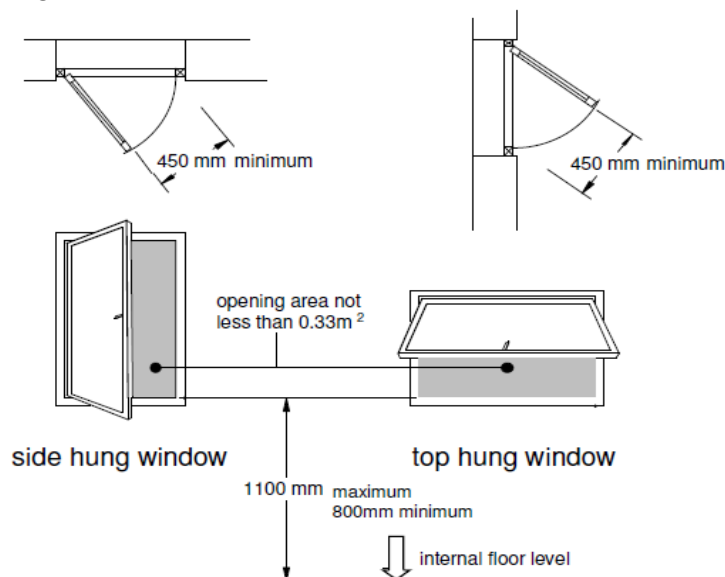
The replacement windows with need to meet the thermal insulation requirements of the Regulations. The glazing need to achieve a maximum U-value of 1.6W/m²K. **Please note that these values are very difficult to achieve and many double glazing units currently on sale will not meet these standards.** Take care when ordering new windows that your supplier can **prove** the glazing units used will satisfy this requirement, as the Building Control Officer will need to see this proof before issuing a Completion Certificate. **We would particularly recommend that you leave any labels on the glazing in place until after a satisfactory inspection has been carried out by the Building Control Officer.**

Are there any exemptions?

If you own a listed building or a building in a Conservation Area you may not need to satisfy the thermal insulation requirements. However, you will still need to apply for consent for alterations through us or the FENSA scheme. Please remember that separate Planning Permission may also be required from the local authority Planning department for these works.

Means of escape

All first floor windows in dwellings should ideally have opening lights large enough to allow you to escape through them if you were trapped in the room by a fire. This also applies to rooms in bungalows which open into a hall (unless the hall itself has an external door through which you could escape). To meet this requirement all such windows should have an unobstructed openable area of at least 0.33m^2 and be not less than 450mm high and 450mm wide (the route through the window may be at an angle rather than straight through). The bottom of the openable area should be less than 1100mm above the floor.



Safety Glazing

If your existing windows do not have opening lights which meet the above requirements, it is recommended on safety grounds that you take the opportunity to provide them in the replacement windows. This is not however a requirement of the Regulations, which simply state that the replacement windows must be no worse than those they replace in this respect. Where the existing windows already have opening lights which are larger than the above requirements, those in the new windows can be reduced in size provided they are not reduced to less than the dimensions above.

Structural safety

If the replacement windows are wider than those they replace or involve the replacement of bay windows, then proper structural support is required above the window. In older buildings, the timber frame of the window was often sufficiently strong to carry the load of a wall or roof above it without a lintel. In these cases either a lintel needs to be installed when the window is replaced, or the new frame should be reinforced to carry the load. You can get more advice on this from us, or any member of the FENSA Scheme.

Ventilation

The Building Regulations require that adequate ventilation is provided for people in the building. This should be considered when deciding of the size of opening lights in the replacement windows. For most rooms, one or more opening windows totalling 5% of the floor area, with background "trickle" vents totalling 5000mm^2 is adequate. For kitchens, utility rooms and bathrooms an extract fan is also normally required. In some cases the existing windows may contain a permanent vent to supply combustion air to a heating appliance, although this is now rare. If this is the case you **must** ensure that either the replacement window contains a similar permanent vent, or that some other means of providing the required ventilation is installed at the same time.