

Guidance Notes

THIS NOTICE SHOULD BE USED WHEN REPLACEMENT WINDOWS/DOORS ARE BEING FITTED AS A SINGLE CONTRACT, NOT WHERE THE FITTING IS PART OF AN EXTENSION OR NEW DWELLING

General Notes

1. These notes are for general guidance only.
2. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
3. One copy of this notice should be completed and submitted to the local authority.
4. From 1st April 2002 the Building Regulations include replacement glazing as a "...*controlled service or fitting*..." and an application should therefore be made for approval prior to commencement.
5. If replacement windows are to be installed by a person or company certified under a competent persons scheme, no building regulation application is required. For new or larger window openings, however, an application will always be necessary.
6. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
7. The building notice charge is calculated in accordance with current charge regulations and must accompany the applications.
A Guidance Note on Charges is available upon request.
8. Further information and advice concerning the building regulations may be obtained by contacting the local authority Building Control Service (01353) 665555.
9. A Building Notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the Local Authority, unless, before the expiry of that notice:
 - 9.1 (a) The building work to which the notice relates was commenced; or
 - 9.1 (b) The material change of use described in the notice was made.
10. A full statement of the regulations may be found in The Building Regulations 2010. Particulars regarding the submission of Building Notices are contained in Regulation 13 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010. Additional information may be found in the Building Regulations Approved Documents published from time to time by The Stationery Office.
11. Persons proposing to carry out building work are reminded that permissions may be required under the Town and Country Planning Acts.

The following requirements *must* be complied with.

Requirement L1 – U Values

Window, roof window or roof light – WER Band C or better or U-value = 1.6 W/m²K

Doors with >50% of internal face glazed – U-value = 1.8 W/m²K.

Requirement N1 - Safety glazing in critical locations ie. Where glazing occurs in doors within 1500mm above floor level (and in panes of glass within 300mm of door) or elsewhere within 800mm from floor level.

The following requirements *must not* be adversely affected.

Requirement A1 - The structure of the building must not be impaired. Any removed lintels must be replaced and where no existing lintel is present a new lintel should be inserted unless the new window has a structural frame certified by the manufacturer.

Requirement B1 - The size of opening lights should not be reduced such that the means of escape is made worse by the introduction of new window units. The height above floor level should also be considered.

Requirement F1 - The size of opening lights should not be reduced such that the ability to rapidly ventilate a room is made worse. Note that trickle vents may be required for background ventilation.

Requirement J2 - "Leaky" windows sometimes provide a supply of air for fireplaces and the installation of sealed double-glazed units would prevent this. Airbricks or other suitable ventilation may be required.

Requirement K2 - The installation of replacement glazing should not increase the likelihood of a person falling through an opening.

Requirement M2 - The entrance into the building should be no worse for access by disabled people.