

# BUILDING NOTICE FOR REPLACEMENT OF WINDOWS, DOORS & ROOFLIGHTS

The Building Act 1984  
The Building Regulations 2010

Building Regulations Number:

Receipt Number:

This form should be completed by the installer on behalf of the applicant.  
You need only make a Building Notice where the installer is not registered under a competent person scheme.  
\* Delete as appropriate

\* must be completed

## 1 Applicant's details

Title :\* Forename(s) :\* Surname :\*

Address :

Postcode : Tel : email :

## 2 Installer's details

Title :\* Forename(s) :\* Surname :\*

Company Name :

Address :

Postcode : Tel : email :

## 3 Location of building to which work relates

Address :

Postcode :

## 4 Contractors/Builders details (if known)

Full Name :

Company Name :

Address :

Postcode : Tel : Mobile :

email :

## 5 Description of replacement work

Tick	How Many	Frame type*	Glazing*	U Value/Manufacturer
Windows	.....			
Doors	.....			
Rooflights	.....			

## 6 Description of proposed work

Will there be any structural alterations (eg Widening of opening, Bay Window supports) YES  NO

If Yes, additional Building Regulation Charges will apply

Is the building concerned a private dwelling house? YES  NO

**If the building is not a private dwelling house, please give details. Note these regulations apply to ALL buildings**

Date the work will start :

## 7 Fees

For official use

Building Notice Net Fee	VAT	Total	Authorised by
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Please make cheques payable to Blackburn Office – Blackburn with Darwen Borough Council, Burnley Office – Burnley Borough Council.

## 8 Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(1). and is accompanied by the appropriate fee.

Installers Name : Signature : Date :

Applicants Signature : Date :

## Notes

The Approved Documents L1B & L2B, Conservation of Fuel and Power, which accompany the Building Regulations, indicate the degree of insulation required for replacement windows. *They draw attention for the need to comply with Part K - In relation to protection from falling, collision and impact and to ensure that compliance with any other applicable provisions of Schedule 1, in particular parts B, Fire Safety, F, Ventilation and J, Combustion appliances and fuel storage systems, are not made worse than previously.* The guidance below will assist to determine if these regulations will be met. It is suggested that you consider the following:

- 1 Is there a suitable lintel supporting the wall above the windows?
- 2 Is the ventilation provision in accordance with the table below?
- 3 Will the window have a Window Energy Rating (WER) Band C or better, or U-value 1.6 W/m<sup>2</sup>.K.
- 4 Is all the glass within 800mm of the floor level in windows, in doors and adjacent to doors, laminated or toughened to break safely?
- 5 Building Regulations require all bedroom windows at first floor level and all "inner rooms" at ground floor level to be "means of escape in case of fire windows" in dwellings. Are any of the windows being replaced "means of escape windows" and the replacements in accordance with The Building Regulations?
- 6 Do the existing windows have vents for gas appliances/gas fires, and has adequate permanent ventilation been provided in the new windows?

- 7 Will suitable access be available to clean both sides of the windows, and where necessary can ladders be safely used to clean the windows?
- 8 Can all the window catches and controls be safely reached?

**All the window installers should ensure that customers receive instructions concerning maintenance and adjustment of locks and hinges, and where replacement parts can be obtained.**

### 9 DATA PROTECTION ACT 1998

The information given on this form will be used for the purposes of the Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Lancashire Fire and Rescue (if relevant), United Utilities, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact: Information Governance Officer, Town Hall, Blackburn, BB1 7DY

Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept for a minimum 15 years.

Ventilation recommendations for dwellings					
Ventilation recommendations for rooms not containing opening windows				Ventilation recommendations for rooms not containing opening windows	
1	2	3	4	5	6
Room or space	Rapid ventilation	Background ventilation	Extract ventilation (fan rates)	Mechanical extract ventilation (fan rates)	Notes
Habitable rooms	Ventilation opening equal to at least 1/20th room floor area	8000mm <sup>2</sup>	*see note column 6	See BS 5720: 1979	*No recommendation given in Approved Document F1
Kitchens	Opening window any size	4000mm <sup>2</sup>	30litres/sec	Mechanical ventilation as column 4 with 15mins overrun	Care must be taken to ensure that ventilation does not cause flue spillage from heating appliances
Utility rooms	Opening window any size	4000mm <sup>2</sup>	30litres/sec	As above	As above. No ventilation needed if room entered from outside
Bathrooms	Opening window any size	4000mm <sup>2</sup>	15litres/sec	As above	Bathroom may or may not contain WC
Sanitary accommodation if separate from bathroom	1/20th room floor area	4000mm <sup>2</sup>	Air inlet needed into room such as a 10mm gap under the door		See also BS 5720: 1979