

BUILDING NOTICE.

(The Building Regulations 2010 as amended).

Replacement windows, doors and rooflights to dwellings.**(Not to be used for regularisation of already completed replacement window schemes).**

Use this to notify the council of your intention to install replacement windows / external doors. If however your contractor is registered with an approved 'Competent Persons Scheme' - he may self-certify that the work complies with the relevant regulations and no application need be made to the council.

1 Applicants details

Name: _____

Address: _____

Post code: _____

Tel: _____

Fax / E-mail _____

2 Agent / Installer's details

Name: _____

Address: _____

Post code: _____

Tel: _____

Fax / E-mail _____

3 Location of building to which the notice relates

Address: _____

4 Proposed work: Installation of replacement windows / doors / rooflights / roof windows*. (*Delete as appropriate)**5 Location and number of windows or doors being replaced:**

Location	Number of windows / rooflights to be replaced.	Doors.
Front elevation		
Side elevation		
Side elevation		
Rear elevation		

6 Charges: I enclose a payment of **£108.00 incl VAT** (for upto 10 doors and windows)* or **£204.26 incl VAT** (11 - 20 doors and windows)* (*Delete as appropriate). **Cheques to be made payable to 'Tameside M.B.C'**

For multiple installations on the same street or block of buildings discounts may apply and where the replacement scheme exceeds 20 door and / or windows - ring for the charge payment to be determined.

7 Statement: Having read the attached guidance notes I confirm the following:

- a. **The replacement scheme has not commenced** and before works start I will give a minimum 48hrs notice to the council.
- b. The replacement will achieve a U-value of 1.6w/m²k or WER Band C for windows, or 1.8w/m²k for doors.
- c. All frames will be suitably draught-sealed and where ever possible insulated cavity closers will be provided.
- d. Glazing within critical locations will be replaced with appropriate safety glass.
- e. Existing measures for background and natural and mechanical ventilation will be retained.
- f. Where no ventilation openings exist - opening lights will be provided as follows: Habitable rooms – 5000mm² equivalent area / Kitchens / utility rooms /bathrooms (with or without w.c.) – 2500mm² equivalent area.
- g. Existing measures for means of escape from relevant rooms will be retained (changes to the existing window pattern may affect means of escape).
- h. If rooms where window/door replacement is to be undertaken contain open flued appliances the adequacy of combustion air supply will be checked by a suitably qualified person
- i. If necessary, a suitable means of support will be provided above the replacement window / door.
- j. Where the dwelling has existing easily accessible thresholds and entrance doors these will be maintained.

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

Name _____ Signature _____ Date _____

What regulations do the windows have to comply with?

1) Construction / thermal performances:

Fitting	Standard
Window, roof window and roof light	WER Band C or better or U-value = 1.6 W/m².K
Doors with more than 50% of their internal face area glazed.	U-value = 1.8W/m².K
Other doors	U-value = 1.8W/m².K

WER (window energy rating) – you will need to provide manufacturers WER declarations to indicate compliance.

Doors / windows / roof lights – must also be fully draught proofed and insulated cavity closers should be installed.

Please note that standard double glazed units with low emissivity coating now ‘do not meet these values’ – make sure your supplier can prove the glazing units achieve the required u-values, please leave any labels in place until the final inspection is carried out to allow this to be verified by building control.

2) Structural safety: If the replacement windows are wider than those they replace, or involve the replacement of bay windows, then proper structural support must be provided above the window and in bays ensure that the support corner posts are adequate. In many 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. Obviously in these cases either a lintel needs to be installed when the window is replaced, or the new frame carefully reinforced to carry the load.

3) Safety Glazing: Low level glazing areas within 800mm of floor level, glazing in doors and within 300mm of door edges less than 1500mm above floor level should generally be of a type so that if broken, it will break safely. In practice this means such glazing should be either laminated or toughened. Ordinary glazing can still be used in small pane sizes however, provided the glass is sufficiently strong to resist breakage. **Refer to our Safety Glazing leaflet number 04.**

4) Means of escape: All first floor windows in dwellings should ideally have opening lights large enough to allow escape through them if you were trapped in a fire. This also applies to ground rooms where they do not open directly into a hall leading to an external door through which you could escape. To meet this requirement all such windows should have an unobstructed openable area of at least **0.33m² and be not less than 450mm high and 450mm wide** (the route through the window may be at an angle rather than straight through). Some windows will not fully open to achieve these escape dimensions without installing proprietary escape hinges and top opening casements and roof windows) should be designed to remain open without needing to be held by a person making their escape. Make sure you specify them.

If your existing windows do not meet the above escape requirements, we would strongly recommend for your own safety, that you take the opportunity to provide them in the replacement windows. **This is not a 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 larger opening lights 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.

5) Ventilation: you are required to provide adequate ventilation to rooms, so you must not worsen the existing room's ventilation provisions. If your original windows have background trickle ventilation, then the replacements should also be fitted with them to at least the same equivalent area as the ones replaced. Though you are recommended to have trickle ventilation fitted anyway in accordance with these requirements: Habitable rooms – 5000mm² equivalent area; Kitchens / utility rooms / bathrooms (with or without w.c.) – 2500mm² equivalent area.

Opening Lights clear opening sizes must not be any less than the ones being replaced (see escape window sizing guidance above) **Note – window restrictors will reduce the effective ventilation opening sizes and supplementary ventilation may be required.** However when replacing windows or replacing windows with no opening lights - consider bringing the opening lights upto to the current standards e.g. clear opening lights areas of at least 1/20th of the room floor area (multiple opening lights within a room can be added together).

Windows replaced as part of a material change of use must comply with the full new window guidance.

For kitchens, utility rooms and bathrooms an extract fan is also normally required, so if you are removing window fans these must also be reinstated.

6) Combustion air to fires and heating appliances: In some cases the existing windows may contain a permanent vent to supply combustion air to heating appliances, also you may find the removal of ill fitting windows which previously let air filter into the room could cause problems to your heating appliances. If this is the case you should 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.

It is advisable to have your appliances checked out by a registered installer e.g. Gassafe for gas appliances.

7) Retention of disabled thresholds: Many newer properties are now provided with level access thresholds and your new doors must not worsen this access, nor reduce the doors clear opening width.

8) Protection from falling: For opening windows less than 800mm above floor level where you can fall more than 600mm – the openable window should be fitted with a restrictor to prevent children falling out - over rideable in a fire situation - ask your installer for suitable guidance. **Note – window restrictors will reduce the effective ventilation opening sizes and supplementary ventilation may be required.**

9) Planning Permission: Where windows are to be installed in a listed building, or in a building in a conservation area, it may not be necessary to comply fully with all the requirements below - please contact us for advice and remember that **you may also require Planning or Listed Building Consent. (Please note reduced standards may be applicable for windows in Listed Buildings – speak to Building Control to discuss further).**