

BUILDING NOTICE

for works comprising solely of Replacement of Windows, Doors & Rooflights



The Building Act 1984
The Building Regulations 2010

This form should ideally be completed by the Installer on behalf of the applicant.
You need only make a Building Notice window replacement application where the installer is not registered under the FENSA scheme. If any structural work is included, eg. Increasing the opening width, replacing a window with patio doors, a Building Notice must be submitted.

**Please delete as appropriate*

1. Applicants details

Name: _____

Address: _____

Post code: _____

Tel: _____ Fax: _____ E-mail: _____

2. Installers details

Name of Installer: _____

Address of Installer: _____

Post code: _____

Tel: _____ Fax: _____ E-mail: _____

3. Location of building to which work relates

Address: _____

Postcode: _____

4. Description of existing work

| | <i>Tick</i> | <i>How Many</i> | <i>Frame type*</i> | <i>Glazing*</i> |
|----------------------|--------------------------|--------------------------|--------------------|----------------------|
| I will be replacing: | <input type="checkbox"/> | <input type="checkbox"/> | Metal/Wood/PVC-U | Single/Double/Triple |
| Windows | <input type="checkbox"/> | <input type="checkbox"/> | Metal/Wood/PVC-U | Single/Double/Triple |
| Doors | <input type="checkbox"/> | <input type="checkbox"/> | Metal/Wood/PVC-U | Single/Double/Triple |
| Rooflights | <input type="checkbox"/> | <input type="checkbox"/> | Metal/Wood/PVC-U | Single/Double/Triple |

5. Description of proposed work

| | |
|--|---|
| U Value (area weighted average).....w/m ² k | Background ventilation..... 8000mm ² /4000mm ² /or No |
| Double or Triple Glazed..... | Emergency egress window # Yes/No* |
| Gap between Panes.....mm | # (See guidance note 3) |
| Thermal Break incorporated in frames..Yes/No* | Metal Frames.....Yes/No* |
| Low Emissivity Glazing to be used.....Yes/No* | Wood Frames Yes/No* |
| Emissivity value..... | PVC-U Frames..... Yes/No* |
| Argon Filled sealed units.....Yes/No* | |
| Air Filled sealed units.....Yes/No* | |
| Type and thickness of Safety Glazing used in any location below 800mm for windows or 1500mm for doors and 300mm to the side of doors | |

Date of proposed commencement

7. Statement


This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee: Cheques should be made payable to relevant Local Authority)

Installers/Applicants (delete as appropriate)

Name:.....Signature.....Date.....

Guidance Notes

1. If the work involves any structural alterations (e.g. widening of openings) you should submit a Building Notice application accompanied by structural details and calculations to support your proposals in addition to the above requirements.
2. If you propose to replace an existing window/door/rooflight the following information is required with this notice:
 - A drawing or written statement indicating/confirming the existing and proposed unobstructed openable sizes (height & width) of all windows to habitable rooms.
 - Details of safety glass in critical locations.
3. Where replacement windows are to be installed they should not adversely affect the dwelling
 - Fire safety – Windows to habitable rooms should be sized to allow safe escape i.e. have a minimum clear opening of at least 450mm x 750mm.
 - Adequate ventilation openings must be provided.
 - Consideration must be given to the air supply requirements of heating appliances.
 - Units should be draught proofed.
4. Notification of completion of the work must be given to the local authority to allow for inspection. A completion certificate can only be issued if the works comply with the Building Regulations. You are advised to contact us on commencement if you have any enquiries about compliance.
5. This Building Notice ceases to have effect from 3 years after it is given to the local authority unless work has begun before the end of that period.

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|  | <p>Local Authority Building Control Berkshire</p> <p>This form is universally accepted throughout the County of Berkshire. You are advised to contact the relevant Authority outside of Berkshire for advice on their current Building Regulation charges.</p> |
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| <p>Bracknell Forest Borough Council Building Control Section Environment Department Time Square Market Street Bracknell Berkshire RG12 1JD Tel: 01344 351400 Fax: 01344 351104 E-mail: Buildingcontrol@bracknell-forest.gov.uk</p> <div style="text-align: center;">  </div> | <p>Reading Borough Council Building Control Section Environmental Services Civic Centre Reading Berkshire RG1 7TD Tel: 0118 939 0449 Fax: 0118 939 0109 E-mail: Building.Control@reading.gov.uk</p> <div style="text-align: center;">  </div> | <p>Slough Borough Council Building Control Services My Council Landmark Place High Street Slough SL1 1JL Tel: 01753 875810 Fax: 01753 875809 E-mail: buildingcontrol@slough.gov.uk Personal Callers: Wellington House, High Street, Slough</p> <div style="text-align: center;">  </div> |
| <p>West Berkshire Council Council Offices Market Street Newbury Berkshire RG14 5LD Tel: 01635 519356 Fax: 01635 519408 E-mail: BuildingControl@westberks.gov.uk</p> <div style="text-align: center;">  </div> | <p>Royal Borough of Windsor & Maidenhead Building Control Town Hall St Ives Road Maidenhead Berkshire SL6 1RF Tel: 01628 683800 Fax: 01628 685757 E-mail: building.control@rbwm.gov.uk</p> <div style="text-align: center;">  </div> | <p>Wokingham Borough Council Building Control PO Box 155 Civic Offices Shute End Wokingham Berkshire RG40 1WW Tel: 0118 974 6376 Fax: 0118 974 6385 E-Mail: Building.Control@wokingham.gov.uk</p> <div style="text-align: center;">  </div> |

DATA PROTECTION ACT 1998

INFORMATION CONTAINED IN THIS FORM IS PERSONAL DATA WHICH WILL BE HELD IN MANUAL FILES AND ON COMPUTER. THE INFORMATION WILL BE USED FOR BUILDING REGULATION PURPOSES AND WILL ONLY BE DISCLOSED WHERE THERE IS A LEGAL REQUIREMENT IN CONNECTION WITH THE APPLICATION.

Large text forms are available on request