

# BUILDING NOTICE

**LOCAL  
AUTHORITY  
BUILDING  
CONTROL  
BERKSHIRE**

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



The Building Act 1984  
The Building Regulations 2010 (as amended)

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

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

5.

## Description of proposed work

U Value (area weighted average).....w/m<sup>2</sup>k Background ventilation..... 8000mm<sup>2</sup>/4000mm<sup>2</sup>/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 (eg. 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.

	<p><b>Local Authority Building Control Berkshire</b></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><b>Bracknell Forest Council</b>                  Building Control Section                  Environment Department                  Time Square                  Market Street                  Bracknell                  Berkshire                  RG12 1JD</p> <p style="text-align: center;"></p> <p>Tel: 01344 354100                  E-mail: <a href="mailto:building.control@bracknell-forest.gov.uk">building.control@bracknell-forest.gov.uk</a></p>	<p><b>Reading Borough Council</b>                  Building Control Section                  Environmental Services                  Civic Centre                  Reading                  Berkshire                  RG1 7TD</p> <p style="text-align: center;"></p> <p>Tel: 0118 939 0449                  Fax: 0118 939 0109                  E-mail: <a href="mailto:Building.Control@reading.gov.uk">Building.Control@reading.gov.uk</a></p>	<p><b>Slough Borough Council</b>                  Building Control Services                  My Council                  Landmark Place                  High Street                  Slough                  SL1 1JL</p> <p style="text-align: center;"></p> <p>Tel: 01753 875810                  Fax: 01753 875809                  E-mail: <a href="mailto:buildingcontrol@slough.gov.uk">buildingcontrol@slough.gov.uk</a>                  Personal Callers: Wellington House, High Street, Slough</p>
<p><b>West Berkshire Council</b>                  Council Offices                  Market Street                  Newbury                  Berkshire                  RG14 5LD</p> <p style="text-align: center;"></p> <p>Tel: 01635 519356                  Fax: 01635 519408                  E-mail: <a href="mailto:BuildingControl@westberks.gov.uk">BuildingControl@westberks.gov.uk</a></p>	<p><b>Royal Borough of Windsor &amp; Maidenhead</b>                  Building Control                  Town Hall                  St Ives Road                  Maidenhead                  Berkshire                  SL6 1RF</p> <p style="text-align: center;"></p> <p>Tel: 01628 683800                  Fax: 01628 685757                  E-mail: <a href="mailto:building.control@rbwm.gov.uk">building.control@rbwm.gov.uk</a></p>	<p><b>Wokingham Borough Council</b>                  Building Control                  PO Box 155                  Civic Offices                  Shute End                  Wokingham                  Berkshire                  RG40 1WW</p> <p style="text-align: center;"></p> <p>Tel: 0118 974 6376                  Fax: 0118 974 6385                  E-Mail: <a href="mailto:Building.Control@wokingham.gov.uk">Building.Control@wokingham.gov.uk</a></p>

**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**