

Guidance Notes

1. A Building Notice must be accompanied by a fee payable by the person intending to carry out the work. (See item 5 below).
2. The fees payable are dependent upon the extent of work proposed. Fee scales are set out in 8 overleaf.
3. Each fee is a single, once and for all, payment, (for each separate element of the work), which covers all site visits and consultations which may be necessary.
4. Particulars regarding the deposit of plans are contained in Regulation 13 of the Building Regulations and in respect of fees, in the Building (Local Authority Charges) Regulations.
5. The person intending to carry out the work is defined as the person commissioning the work, (usually, but not always, the owner)

Please contact us on the telephone number shown at the top of the page overleaf, or call in the Civic Offices, if you need any help completing this form.

We will issue a Completion Certificate on satisfactory completion of the work.

Before you remove the existing windows you should take note of certain design aspects that are controlled by the Building Regulations that you should maintain or may wish to improve in the design of the replacement windows.

Does the window being removed provide trickle (background) ventilation?

- -either by means of a hit and miss ventilator or by a lockable top vent. If it does the window replacing it should also provide this facility.

• Does the window provide a means of escape in case of fire?

- Most rooms above the ground floor or those that don't open directly into a hall with an exit door should have a fully opening window that has a minimum height or width of 450mm and a total area at least 0.33M² (perhaps 450mm wide x 750mm high).

• Should the opening be glazed with safety glass?

If less than 800mm above the floor for a window or 1500mm above the floor for a door or side panel within 300mm of a door then the glass used should be safety glass to BS 6206.

- **Finally** all new windows and glazed doors should achieve a reasonable level of insulation or "U" value, depending on frame type,
 - if metal 2.2 W/M²K
 - if wood or PVC 2.0 W/M²K,
 - or by having a centre pane "U" value of 1.2 W/M²K.