

Guidance Notes

A Building Notice must be accompanied by a fee payable by the person intending to carry out the work. (See item 5 below).

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.

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 all relevant features.

FAQ's

1) Should the new windows be suitable for Means of Escape?

Emergency Egress windows should be provided to all habitable rooms in the following locations:

- At first floor level
- At ground floor level where the room does not open directly onto a hall leading to the entrance door or
- Other suitable exit.
- In basements unless a protected stairway is provided.

An emergency egress window should have an unobstructed openable area that is at least 0.33m² and least 450mm high and 450mm wide.

2) Should the new windows be fitted with trickle vents?

Where the existing window is fitted with trickle ventilators, the replacement should include them and they should be sized in accordance with Approved Document F.

3) What U-value should the new windows/ doors achieve?

All new windows, roof windows and roof lights should achieve a minimum WER Band C rating or achieve a U-value of 1.6 W/m²K. All new doors should achieve a minimum U-value of 1.8 W/m²K.

4) Should the new window or door be fitted with safety glass?

Window glazing less than 800mm from finished floor level and door/ side panel glazing (within 300mm of the door) less than 1500mm from finished floor level should break safely in the event of damage in accordance with BS 6206.