

Building Notice for Replacement of Windows, Doors & Rooflights to a Dwelling

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 where the installer is not registered under the FENSA scheme

1 Applicant's details

Title:..... First Name in full: *(mandatory)* Surname:.....
 Address:
 Postcode:.....
 Telephone: Fax: E-mail:

2 Installer's details

Title:..... First Name in full: *(mandatory)* Surname:.....
 Address:
 Postcode:.....
 Telephone: Fax: E-mail:

3 Location of building to which work relates

Address:

 Postcode:

4 Description of existing work

	<i>How many</i>	<i>Frame type</i>	<i>Glazing</i>
 windows	Metal / Wood / PVC-U	Single / Double / Triple
I will be replacing doors	Metal / Wood / PVC-U	Single / Double / Triple
 rooflights	Metal / Wood / PVC-U	Single / Double / Triple

5 Description of proposed work

Will there be any structural alterations (eg Widening of openings, Bay Window supports)..... Yes/No*

U Value (area weighted average)..... w/m²k Background ventilation..... 8000mm²/4000mm²/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

Anticipated date of commencement.....

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Charges (See separate guidance note for details of charges)

Building Notice Charge

£

We accept payment via cheque (please make cheques payable to Slough Borough Council) or please tick here to request a telephone call to take a card payment

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Statement

I am sending this notice for building work described above under Regulation 12(2)(a) of the Building Regulations 2010 (as amended). I have read and understood the Building Regulations Submission Notes and Guidance. I have enclosed the correct charge.

First Name

Surname

Signature

Date

You should return this application form and supporting information to:

Slough Building Control Services, Slough Borough Council,
Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EJ
Tel: 01753 875810 Fax: 01753 875809 E-mail: buildingcontrol@slough.gov.uk

Data Processing Statement: We will legally process any personal data you provide on this form under the requirements of the Building Act 1984 (The Building Regulations 2010 as amended). As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. For further information on how we process and store your data please visit: www.slough.gov.uk/yourprivacy.

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Guidance Notes

1. 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.
2. If the work involves any structural alterations (e.g. widening of openings) you should submit structural details and calculations to support your proposals in addition to the above requirements.
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.