

Building Control Solutions Building Notice

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

Building Control Solutions is a shared service on behalf of West Berkshire District
Council and Wokingham Borough Council.



Email: help@bcsolutions.org.uk

Helpline:

0300 790 0580

Website: www.bcsolutions.org.uk

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 a Competent Person Scheme – see note 6. If any structural work is included, e.g. Increasing the opening width, replacing a window with patio doors, a Building Notice must be submitted.

**Please delete as appropriate*

1. Applicant details

Name: _____

Address: _____

Post code: _____

Tel: _____ E-mail: _____

2. Installers details

Name of Installer: _____

Address of Installer: _____

Post code: _____

Tel: _____ E-mail: _____

3. The building you want to work on

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"/>	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. The work you want to carry out

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.	

Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

6. **Date of proposed commencement**

7. **Statement**

I am sending this notice for the building work described above under Regulation 12(2)(a) of the Building Regulations 2010. I have enclosed the correct charge. **(Please make cheques payable to Building Control Solutions. Debit/Credit Card payments may also be made, please contact Building Control Solutions to make payment)**

Installer/Applicant (please 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.
6. Competent person schemes were introduced by the Government to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting a building notice. A list of current schemes can be found on their web site at: <https://www.gov.uk/building-regulations-competent-person-schemes>

Please send completed form and payment to:

help@bcsolutions.org.uk

Payment can be taken over the telephone: - 0300 790 0580

GENERAL DATA PROTECTION REGULATIONS

Information contained in this form is personal data which will be held securely in electronic and manual files. If you would like more information about how the Council uses your data, please see our Privacy Notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

Large text forms are available on request

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.