

**BUILDING NOTICE  
WINDOW/DOOR REPLACEMENT**

This form is to be filled in by the person who intends to carry out the work or their agent. Please type or use **BLOCK CAPITALS**.

**1 Applicant or Owner**

Name: .....

Address: .....

Post Code: ..... Tel: .....

Mobile Tel: ..... E-mail Address: .....

**2 Agent (if applicable)**

Name: .....

Address: .....

Post Code: ..... Tel: .....

Mobile Tel: ..... E-mail Address: .....

**3 Location of building(s) to which the work relates**

Address: ..... Post Code: ..... Tel: .....

Address: ..... Post Code: ..... Tel: .....

Address: ..... Post Code: ..... Tel: .....

Address: ..... Post Code: ..... Tel: .....

**For each building or premises please complete a Window/Door Replacement Supplemental Information sheet.**

**4 Use of Building**

Please state use of building(s) Single Dwelling  Flat  Other Use  If other, please specify: .....

**If other, please contact Building Control for further advice, this form may not be appropriate as a Full Plans application may be required.**

**5 Proposed Work**

No. of Windows/Rooflights: ..... No. of Doors (with glazing over 50% of the door area): .....

**6 Commencement**

Is the date of commencement known? Yes  No  \* As well as commencement, there is a legal requirement to notify the Council upon completion.

If yes, state date of commencement:\* .....

**7 Fees and Payments**

Fees and Payments	Estimated Cost of the Works	Building Notice Fee
7a. Single Premises	N/A	£ .....
7b. Multiple Works (within same ownership)	£ .....	£ .....

**8 Statement**

This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2)(a) and is accompanied by the appropriate fee including VAT.

Name: ..... Signature: ..... Date: .....

## **GUIDANCE NOTES (Window Replacement)**

### **Submitting the Application**

Supply one copy of the form completed together with a completed Window/Door Supplemental information sheet for each type of building or premises to which this application relates.

### **Section 1: Applicant or Owner**

#### **Section 2: Agent**

You ( the applicant/owner) may complete these forms yourself or you may employ an agent (e.g. window installer) to do them for you. If an agent completes the form, all correspondence from us will be sent to them.

In supplying details of mobile/other telephone numbers and e-mail addresses, it is accepted that these may be used to contact you.

### **Section 3: Location of Building(s)**

Stipulate the address of the building(s) to which the work relates. To ensure that the location of the building(s) is/are readily identifiable, please provide:

- a) a street name, number and postcode; or
- b) a location plan of a scale not less than 1:1250.

### **Section 4: Use of Building**

Indicate the present use of the building(s).

**You cannot use the building notice procedure where work is to be carried out to a building which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work. You must make a Full Plans application.**

Buildings to which the RRO will apply include offices & shops, factories and warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

### **Section 5: Proposed Work**

Indicate the number of doors and windows to be replaced as part of the application.

### **Section 6: Commencement**

A person who proposes to carry out the work shall not commence the work unless:

- a) He/she has given us notice that he/she intends to commence work; and
- b) At least two days have elapsed since the end of the day on which he/she gave the notice.

### **Section 7: Fees and Payments**

- a) Where fees are based upon the estimated cost of the work, you must give the full estimated cost of all the works. This should not include professional fees or VAT.
- b) Completed applications should be emailed, posted or hand delivered to our duty officer using the details under 'Further Information'.

Fees can be paid by debit or credit card by calling **(01226) 772678** between 9am to 5pm Monday to Thursday and 9am to 4:30pm on Fridays. Please have your card details ready before calling.

## **GLOSSARY OF TERMS USED**

### **Replacement Work**

Applies where a complete door, window or roof light and frame are replaced, and does not include the replacement of a glazed unit, sash, door or part of the frame.

### **Door**

For the replacement of a door to require an application it must have more than 50% of its internal face area glazed.

### **Inner Room**

A room whose only escape route is through another room is termed as an inner room and is at risk if a fire starts in that other room. Such an arrangement is only acceptable where the inner room is a kitchen; laundry or utility room; a dressing room, bathroom; or shower room.

An inner room requires a secondary means of escape in the event of a fire, i.e. an opening window with an unobstructed openable area of 0.33m<sup>2</sup> and be at least 450mm high & 450mm wide, the bottom of which should be no higher than 1100mm above floor level.

### **U-Value (1.8 W/m<sup>2</sup> K)**

The U-Value is a measure of how much heat will pass through one square metre of the window/door when the air temperatures on either side differ by one degree.

All UPVC and wood replacement windows/doors should attain a U-Value of 1.8 W/m<sup>2</sup> K. One way of achieving this requirement is by providing UPVC or timber double glazed window system incorporating a 16mm air gap between panes and an approved low emissivity coating such as Pilkington K. This is not the only option, but if another system is used, substantiation will be required to prove that a U-Value of 1.8 W/m<sup>2</sup> K is attained.

### **Ventilation**

Rapid and background ventilation (trickle ventilation) should be considered in accordance with approved Document F.

## **FURTHER INFORMATION**

If you still have any questions you can contact us:

**In person:** We provide a drop-in service at Westgate Plaza One (ground floor reception area), Westgate, Barnsley, S70 2DR Monday to Friday, 9:30am to 1pm.

**Telephone:** (01226) 772678 between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays.

**E-mail:** [buildingcontrol@barnsley.gov.uk](mailto:buildingcontrol@barnsley.gov.uk)

**Post:** Building Control Services. Place Directorate, Barnsley MBC, PO Box 634, BARNSELEY, S70 9GG.

**Website:** [www.barnsley.gov.uk/buildingcontrol](http://www.barnsley.gov.uk/buildingcontrol)