

BUILDING NOTICE Installation of Replacement Windows, Rooflights and Doors

This form is to be filled in by the owner or agent. Please type or use block capitals.
 If you are unfamiliar with this form please read the notes on the reverse side or consult the office above.

1 Applicant's details PLEASE MAKE CHEQUES PAYABLE TO EHDC

Name: *(block letters)* _____ (Mr/Mrs/Miss) Agents Name (if any): _____

Address: _____ Address: _____

Post Code: _____ Post Code: _____

Contact Telephone No: _____ Telephone No: _____

2 Installation details

No of Windows: Location(s): _____

No of Rooflights: Location(s): _____

No of Glazed doors: Location(s): _____

Date of Commencement _____

N.B. Separate written notice must be given not less than 48 hours before work is commenced:

3 Location of building to which work relates

Address of site: _____

4 Charges: NB Please refer to the relevant schedule on the separate 'Guidance Note on Charges'.

5 Building Regulations requirements

The windows, rooflights and/or doors should meet the following requirements of the Building Regulations as amended:

- 1 MEANS OF ESCAPE**
 The size of existing windows through which escape is presently possible will not be reduced or adversely affected by the installation.
- 2 VENTILATION**
 The areas of opening vents will be no less than existing and any trickle ventilators will be maintained.
- 3 COMBUSTION AIR**
 Combustion air supply must be maintained.
- 4 THERMAL INSULATION**
 The new windows will have an average U value not exceeding 2.0 W/m²K or centre pane U value not exceeding 1.2 W/m²K
- 5 SAFETY GLAZING**
 All glazing in critical locations will be safety glazing in accordance with BS6206.

6 Date: _____ Signed: _____ Applicant/Agent _____

OFFICE USE
XBC

NOTE: In addition to Building Regulations, you may be required to obtain permission under the Town and Country Planning Acts.

PLEASE TURN OVER FOR GUIDANCE NOTES

East Hampshire District Council is committed to protecting your privacy when you use our services. For full information on how the Council uses the information you provide us please refer to our website at <https://www.easthants.gov.uk/privacy-policy>

GUIDANCE NOTES

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|---|--|---|---|
| 1 | This document applies to replacement windows and doors (with more than 50% glazing) only where they are replaced in an existing opening.

It should not be used where structural alteration of openings will be part of the work or where structural bay windows are being replaced, use instead Building Notice or Full Plans procedure. | 4 | For general ventilation, opening areas of windows should be a minimum of 5% of the floor area of the room served if they are to comply with Building Regulation guidance. |
| 2 | The requirement to make a Building Regulation application does not apply if glass only is being replaced/repaired. | 5 | Any existing door or window being replaced which has trickle ventilators must be fitted with new trickle ventilators. (However, trickle ventilation is advised for all replacement windows.) |
| 3 | For fire safety purposes, the current Building Regulations require an escape window in all habitable rooms in the upper storey of a new/converted dwelling . An escape window should have a minimum dimension of 450mm and a minimum unobstructed area of 0.33m ² . (Note: if one dimension of an escape window is 450mm then its other dimension needs to be at least 733mm). | 6 | If an existing window or door includes a permanent vent which provides combustion air for a heating appliance an adequate approved area of ventilation must be provided. |
| | | 7 | Critical locations for glazing are areas in and adjacent to doors up to 1.5m above floor level and 300mm each side of doors, also in windows and other locations where within 800mm of floor level. |

Please note: Sliding hinges commonly used on new windows to allow cleaning from the inside often restrict the clear opening area of the window and generally do not comply with this requirement.
