

# Building Notice Submission for Domestic Windows and/or Glazed Door Replacements

The Building Act 1984  
The Building Regulations 2010

**Please return to:** Building Control, Civic Centre, Riverside, Stafford ST16 3AQ  
**For the following areas:** Cannock Chase District Tel: 01543 464507  
Stafford Borough Tel: 01785 619340  
**For all areas:** Email: [buildingcontrol@cannockchasedc.gov.uk](mailto:buildingcontrol@cannockchasedc.gov.uk)  
[www.cannockchasedc.gov.uk/buildingcontrol](http://www.cannockchasedc.gov.uk/buildingcontrol)

## Applicant's Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## Agents/Installer's Details (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## Location of Building(s) to which work relates

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

## Charges (see separate guidance note for details of charges)

Building Notice Charge: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

Please make cheques payable to Cannock Chase Council

## Date of commencement

(if known) Please note at least two working days notice is required



# Building Notice Submission for Domestic Windows and/or Glazed Door Replacements Guidance Notes

The Building Act 1984  
The Building Regulations 2010

## 1. Type of glazing and frames

The standards for replacement windows, roof windows, rooflights and doors is as shown in the table below.

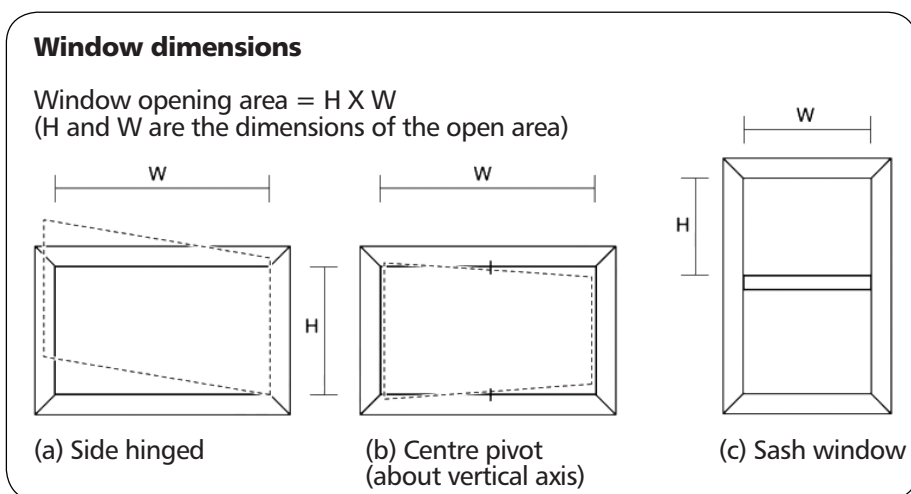
Fitting	Standard
Window, roof window or rooflight	Window energy rating Band C or better or U-value 1.6W/m <sup>2</sup> K
Doors with >60% of internal face glazed	Doors at Energy Rating Band E or better or U-value = 1.8W/m <sup>2</sup> K
Other doors	Doors at Energy Rating Band E or better or U-value = 1.8W/m <sup>2</sup> K

## 2. Ventilation

The following ventilation requirements are required for the room served.

Where the replacement window has a hinge or pivot sash opening 30° or more, or a sliding sash, the total area of openings should be not less than 1/20th of the floor area of the habitable rooms.

For hinged or pivot windows opening between 15° and 30°, the total area of the openings should be not less than 1/10th the floor area of the habitable rooms.



Replacement windows to wet rooms should have an openable area no worse than before.

Where the existing window is fitted with trickle ventilators, the replacement should include them. They should be in accordance with the recommendations in Approved Document F which states that windows should have background (trickle) ventilators with accessible controls having an equivalent area of 5000mm<sup>2</sup> for habitable rooms and 2500mm<sup>2</sup> for kitchen, utility and bathrooms.

In addition to the above the windows and doors should be draught excluded and the units sealed on their perimeter with sealant.

## WARNING

Draught excluding may effect the efficient operation of open gas appliances or open hearths. Heat producing appliances and boiler manufacturer details should be consulted as regards the supply of combustion air and proximity of openable windows to flues and the recommendations implemented.

**NOTE: EXPERT ADVICE SHOULD BE SOUGHT IN THESE SITUATIONS E.G. A GAS SAFE REGISTERED PERSON.**

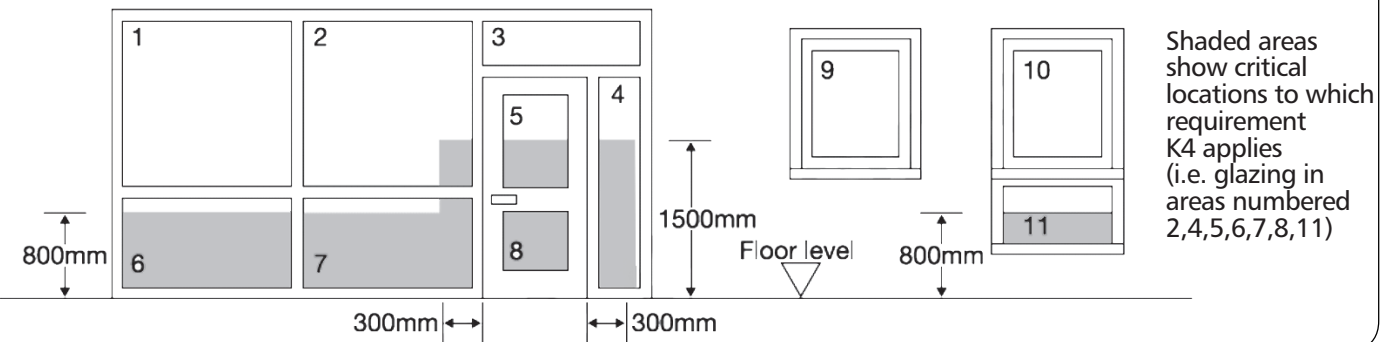
### 3. Safety glazing

Protection against impact should be provided where glazing is provided to windows below 800mm from finished floor level and to glazed doors and side panels within 300mm of doors below 1500mm from finished floor level. Glazing in there critical locations should be safety glass (in accordance with the relevant requirements of BS6206), robust or in small panes, or be permanently protected.

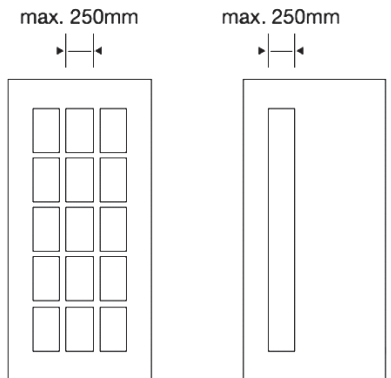
#### Critical locations

Doors and side panels

Windows

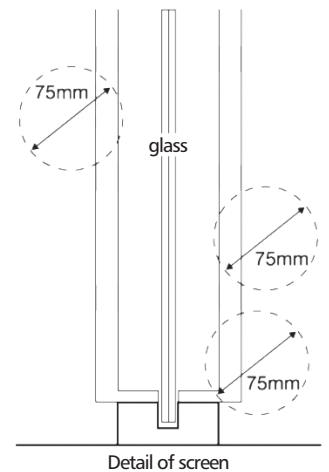
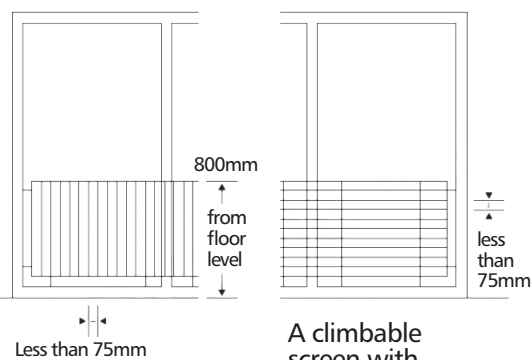


#### Small Panes



Maximum area of single pane not to exceed 0.5m<sup>2</sup> small panes of annealed glass should not be less than 6mm thick.

#### Permanent protection



### 4. Means of Escape

Where windows are to be replaced serving first floor habitable rooms and/or inner-rooms, that were originally installed prior to July 2000, it is advised that these windows be upgraded to comply with the following.

**The window(s) should have an unobstructed openable area that is at least 0.33m<sup>2</sup> and at least 450mm high and 450mm wide (the route through the window may be at an angle rather than straight through). The bottom of the openable area should be or more then 1100mm above the floor level. (Note: where this guidance is not followed the openable area of the new windows should not be any less than that of the windows being removed.)**

Where original windows are to be replaced serving first floor habitable rooms and/or inner-rooms, that were installed after July 2000, or windows serving loft conversions, these windows will have to comply with the above requirements as set out in Approved Document B - Volume 1 - Dwelling Houses.

## **Building Control - How we use your personal information**

When you use the Building Control service we collect information relevant to the submitted application i.e. name and address. We only keep this data for the time specified in our retention schedule or as required by law.

We use this data to:-

1. Input, for the registration of notifications and applications for processing under the Building Regulations.
2. Provide details for invoicing or in the recovery of monies.
3. Provide data to internal departments directly involved to apply enforcement where necessary.
4. Share with other Local Authorities when applications are submitted under the LABC Partnership scheme.
5. Other consultees necessary to ensure construction work complies with the building regulations. e.g. structural engineers

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

If you wish to speak to somebody regarding this service, please contact [\*\*buildingcontrol@cannockchasedc.gov.uk\*\*](mailto:buildingcontrol@cannockchasedc.gov.uk)

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