

# Request Permission to Replace windows/Door



**When applying to request permission to replace windows or external doors, permission will usually be granted subject to the following conditions:**

## **Materials**

- All new windows are to have reinforced PVCU frames to match the existing windows in opening pattern and colour (subject to current building regulations requirements).
- The new door must be secured by design, and meet current building regulations for glazing and U-Value requirements.

## **Compliance**

- All work to be carried out in accordance with current Building Regulations requirements, the company undertaking the works should be registered on the Competent Persons Registration scheme for the installation of replacement windows and doors e.g. FENSA. **A certificate will need to be provided upon completion.**
- You must be aware of possible asbestos content to walls, floors, ceilings aertex, soffits, fascia and if the work is likely to disturb or damage any materials know or suspected to contain asbestos you must contact us to arrange for a test to be carried out prior to any work starting. The testing and removal of any asbestos must be done using our licenced contractor.
- Prior to any work starting our surveyor will undertake a visit so that we can agree with you the current condition of the building façade.

## **Your Responsibilities**

- All scaffolding and access platforms provided will be at your expense including any subsequent making good to existing structures, pathways, drives and soft landscaping once removed.
- Where applicable the removal of the old windows/door and installation of the new windows/door must be done with out compromising or damaging the external insulation and render system.
- Care must be taken to avoid damage to the structure of the property, and any damage resulting from the work will be the responsibility of the tenant to make good at your own cost.
- Any internal damage to existing plaster work and decoration will be the responsibility of the tenant to make good at your own cost.
- All work will be carried out at your own expense.

**No work should be undertaken until you have received written permission from us.**

