

INSTALLATION OF REPLACEMENT WINDOWS, ROOFLIGHTS AND DOORS

RIBBLE VALLEY BOROUGH COUNCIL
BUILDING CONTROL SERVICES, CHURCH WALK
CLITHEROE, LANCS, BB7 2RA
Tel: 01200 425111 Fax: 01200 414487
Email: building.control@ribblevalley.gov.uk

BUILDING NOTICE

The Building Act 1984
The Building Regulations 2010

OFFICIAL USE ONLY		DATE RECEIVED		Building Regulations Appl. Number:
FEE PAID	RECEIPT No	FEE PAYABLE	REFUND	
T.P. REF	CHECKED BY	VAT	TOTAL COST	

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please use block capitals.

Applicant's details (the person having the work done)

Name:

Address

Postcode:

Tel:

Fax:

Installer's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Location of building to which work relates

Address:

Postcode:

Tel:

Fax:

Description of Replacement Work

Tick	How Many	Frame Type	Glazing	U value of glazing
Windows		Wood / PVC-U / Metal	Double / Triple	
Doors		Wood / PVC-U / Metal	Double / Triple	
Rooflights		Wood / PVC-U / Metal	Double / Triple	

Description of Proposed work

Will there be any structural alterations (eg widening of opening, Bay window supports)
(if yes additional charges will apply)

Yes ☐ No ☐

Is the building a private dwelling house

If the building is not a private dwelling house, please give details.

Yes ☐ No ☐

Anticipated date of Commencement. Estimated cost of work

Charges

Building notice charge £..... plus VAT Total £.....

N.B. The appropriate Building Regulation charge must accompany this notice.

Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(1).

Name:

Signature:

Date:

Note Cheques to be made payable to Ribble Valley Borough Council and crossed A/C Payee.
Return to: Ribble Valley Borough Council, Building Control Services, Church Walk, Clitheroe. BB7 2RA

NOTES

The Approved Documents L1B & L2B, Conservation of Fuel and Power, which accompany the Building Regulations, indicate the degree of insulation required for replacement windows. *They draw attention for the need to comply with Part N - safety in relation to impact, opening and cleaning, and to ensure that compliance with any other applicable provisions of Schedule 1, in particular parts B, Fire Safety, F, Ventilation and J, Combustion appliances and fuel storage systems, are not made worse than previously.* The guidance below will assist to determine if these regulations will be met. It is suggested that you consider the following:

1 Is there a suitable lintel supporting the wall above the windows?

2 Is the ventilation provision in accordance with the table below?

3 Will the window have a Window Energy Rating (WER) Band C or better, or U-value 1.6 W/m².K.

4 Is all the glass within 800mm of the floor level in windows, in doors and adjacent to doors, laminated or toughened to break safely?

5 Building Regulations require all bedroom windows at first floor level and all "inner rooms" at ground floor level to be "means of escape in case of fire windows" in dwellings. Are any of the windows being replaced "means of escape windows" and the replacements in accordance with The Building Regulations?

6 Do the existing windows have vents for gas appliances/gas fires, and has adequate permanent ventilation been provided in the new windows?

7 Will suitable access be available to clean both sides of the windows, and where necessary can ladders be safely used to clean the windows?

8 Can all the window catches and controls be safely reached?

All the window installers should ensure that customers receive instructions concerning maintenance and adjustment of locks and hinges, and where replacement parts can be obtained.

Ventilation recommendations for dwellings					
Ventilation recommendations for rooms containing an opening window				Ventilation recommendations for rooms not containing opening windows	
1	2	3	4	5	6
Room or space	Rapid ventilation	Background ventilation	Extract ventilation (fan rates)	Mechanical extract ventilation (fan rates)	Notes
Habitable Room	Ventilation opening greater than 1/20 th room floor area	8000mm ²	* see note column 6	See BS 5720: 1979	*No recommendation given in Approved Document F1
Kitchens	Opening window any size	8000mm ²	30 litres/sec if next to hob otherwise 60 litres/sec	Mechanical ventilation as column 4 with 15 minute run on	Care must be taken to ensure that ventilation does not cause flue spillage from heating appliances
Utility Rooms	Opening window any size	4000mm ²	30 litres/sec	As above	As above. No ventilation needed if room entered from outside
Bathrooms	Opening window any size	4000mm ²	15 litres/sec	As above	Bathroom may or may not contain WC
Sanitary accommodation if separate from bathroom	1/20 th room floor area	4000mm ²	6 litres/sec	As above	See also BS 5720: 1979

Further detailed information can be obtained from Approved Document F 2010