

# INSTALLATION OF REPLACEMENT WINDOWS AND/OR DOORS



## Building Control Services

Craven District Council  
1 Belle Vue Square  
Broughton Road  
SKIPTON  
BD23 1FJ  
Tel: 01756 706469

## BUILDING NOTICE

The Building Act 1984  
The Building Regulations 2010

Building Regulations  
Plan Number:

This form is to be filled in ideally by the installer on behalf of the applicant. You need only to make a Building Notice where the installer is not registered under the FENSA Scheme. Unless non domestic work. Please use block capitals.

<b>1</b>	<b>Applicant/Building Owner's details</b> (the person having the work done)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

<b>2</b>	<b>Contractor/Installer's details</b> (the person doing the work)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

<b>3</b>	<b>Address of the building where the work is to be carried out</b>		
	Address:		
	Post Code:	Tel No:	

<b>4</b>	<b>Details of the work to be carried out:</b>		<u>For Office Use Only</u>	
	How many replacement windows are to be installed?:		Cat. of Works:	
	How many replacement doors are to be installed?:		Estimated Cost:	
	Anticipated date the work will be started:		Area Officer:	

<b>5</b>	<b>Fees</b> (see separate Guidance Note on Fees for information)		
	Estimate cost of the work: £ .		
	Building Notice Fee £	plus VAT at 20%	Total:£
	Are the premises a dwelling house? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	For official use only	Building Notice Charge: £	Authorised by:

<b>6</b>	<b>Additional Information:</b> e.g. the type of glazing to be used and the U-value of the complete window/door

<b>7</b>	<b>Statement</b> This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee.	
	Name:	Signature:
	Date:	

See the notes for guidance overleaf

For office use only	
Date Paid	
Amount	
Receipt No.	



Have you obtained Planning Permission? YES  NO

If Yes, please give application no:



INVESTOR IN PEOPLE

## **NOTES FOR GUIDANCE**

1. If the work involves any structural alterations (e.g. widening of openings) you may be asked to submit structural details and calculations to support your proposals in addition to the above requirements.
2. Where replacement windows are to be installed they should not adversely affect the dwelling.
  - Fire safety – windows to habitable rooms should be sized to allow safe escape i.e. have a minimum clear opening of at least 450mm x 750mm.
  - Adequate ventilation openings must be provided.
  - Consideration must be given to the air supply requirements of heating appliances.
  - Units should be draught proofed.
3. Notification of completion of the work must be given to the Local Authority to allow for inspection. A completion certificate can only be issued if the works comply with the Building Regulations. You are advised to contact us on commencement if you have any enquiries about compliance.
4. This Building Notice ceases to have effect from 3 years after it is given to the Local Authority unless work has begun before the end of that period.
5. The payment must be deposited with the application. Cheques should be made payable to **Craven District Council**.
6. **FENSA**, fenestration self-assessment, a scheme run by the Glass and Glazing Federation for the registration of glazing contractors. FENSA registered contractors are able to “self certify” the installations as being in accordance with the Building Regulations. Notification is sent directly to the Local Authority by FENSA registered contractors will be able to prove registration under the scheme and display a notice on their vehicles and correspondence.

**FENSA contractors can only “self certify” replacement work on private dwellings. All other work must be notified through the Local Authority system, or via an Approved Inspector registered with the ODPM. For information about FENSA registered contractors in the area, please contact the Glass and Glazing Federation directly.**

Please visit our website or call into the office for additional information about the Building Regulations.

[www.cravendc.gov.uk](http://www.cravendc.gov.uk)