**BUILDING NOTICE**  
**WINDOW/DOOR REPLACEMENT**

This form is to be completed by the person who intends to carry out building work, or their agent. Please type or use BLOCK CAPITALS.

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Date Issued</th>
</tr>
</thead>
</table>

1. **Applicant or Owner**  
Name: ........................................ Address: ........................................
Postcode: ........................................ E Mail: ........................................ Tel: ........................................

2. **Agent / Installer (if applicable)**  
Name: ........................................ Address: ........................................
Postcode: ........................................ E Mail: ........................................ Tel: ........................................

3. **Location of building to which the work relates**  
Address: ........................................
Postcode: ........................................ Tel: ........................................ E Mail: ........................................

4. **Date of Construction (if known)**

5. **Use of Building**  
Please state use of building(s)  
- Single Dwelling  
- Flat  
- Other Use  
If other, please specify:

   This form may not be appropriate as a Full Plans Application may be required.

6. **Proposed Work**  
No of Windows / Rooflights ........................................  
No of Doors (with glazing over 50% of the door area) ........................................

7. **Commencement**  
Is the date of commencement known?  
- Yes  
- No  
* As well as commencement, there is a legal requirement to notify the Council upon completion.

   If yes, state date of commencement* ........................................

8. **Fees and Payments**  

<table>
<thead>
<tr>
<th>Estimated Cost of the Works</th>
<th>Building Notice Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>£ ........................................</td>
<td>£ ..........................</td>
</tr>
<tr>
<td>£ ........................................</td>
<td>£ ..........................</td>
</tr>
</tbody>
</table>

   **7a. Single Premises**
   **7b. Multiple Works (within same ownership)**

9. **Structural Stability**  
When existing window frames are removed the structural integrity of the opening must be maintained. A uPVC window frame may not provide the same level of structural support as that offered by a wooden frame. In certain circumstances this may require the installation of suitable lintels, you are advised to contact the Building Control Surveyor to ensure your proposals are suitable.

10. **Statement**  
This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2)(a) and is accompanied by the appropriate fee including VAT:

   Name: ........................................ Signature: ........................................ Date: ........................................

   The information you provide is necessary for the processing of your Buildings Regulations application. It will be retained on a computer system and not disclosed to other parties.
   For further information please contact us on 01302 734848.

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Building Control Services  
Directorate of Development

Doncaster Metropolitan Borough Council
Submitting the Application
Supply one copy of the form completed together with a completed Window/Door Supplemental information sheet for each type of building or premises to which this application relates.

Section 1: Applicant or Owner

Section 2: Agent
You, the applicant/Owner, may complete these forms yourself or you may employ an agent (e.g. window installer) to do them for you. If an agent completes the form, all correspondence from this Department will be sent to them.

Section 3: Location of Building(s)
Stipulate the address of the building(s) to which the work relates. To ensure that the location of the building(s) is/are readily identifiable, please provide a location plan of a scale not less than 1:1250.

Section 4: Use of Building
Indicate the present use of the building(s).
If the building is a “designated use” you must make a Full Plans application.
Premises currently designated for purposes of the Fire Precautions Act 1971 are:
• Premises within the Fire Precautions (Hotels, Boarding Houses) Order 1972.
• Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1999.

Section 5: Proposed Work
Indicate the number of doors and windows to be replaced as part of the application.

Section 6: Commencement
You should not commence the work unless:
a) He/she as given the local authority notice that he/she intends to commence work; and
b) At least two days have elapsed since the end of the day on which he/she gave the notice.

Section 7: Fees and Payments
a) Where fees are based upon the estimated cost of the work, you must give the full estimated cost of all the works. This should not include professional fees or VAT.
b) Completed applications should be mailed, faxed or hand delivered to the address given opposite.

Fees can be paid using cash or cheque, payable to “Doncaster MBC”.

GLOSSARY OF TERMS USED

Replacement Work
Applies where a complete door, window or roof light and frame are replaced, and does not include the replacement of a glazed unit, sash, door or part of the frame.

Door
For the replacement of a door to require an application it must have more than 50% of its internal face area glazed.

Inner Room
A room whose only escape route is through another room is termed as an inner room and is at risk if a fire starts in that other room. Such an arrangement is only acceptable where the inner room is a kitchen; laundry or utility room; a dressing room, bathroom; or shower room. An inner room requires a secondary means of escape in the event of a fire, i.e. an opening window with an unobstructed openable area of 0.33m² and be for example 735mm high & 450mm wide. The bottom of the window should be no higher than 1100mm above floor level.

U-Value (2.0 W/m² K)
The U-Value is a measure of how much heat will pass through one square metre of the window/door when the air temperatures on either side differ by one degree.
All UPVC and wood replacement windows/doors should attain a U-Value of 2.0 W/m² K. One way of achieving this requirement is by providing UPVC or timber double glazed window system incorporating a 16mm air gap between panes and an approved low emissivity coating such as Pikington K. This is not the only option, but if another system is used, substantiation will be required to prove that a U-Value of 2.0 W/m² K is attained.

Ventilation

<table>
<thead>
<tr>
<th>Room</th>
<th>Rapid Ventilation (eg opening window)</th>
<th>Background Ventilation (eg trickle vents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitable Room</td>
<td>1/20th of the floor area of the room</td>
<td>8000mm²</td>
</tr>
<tr>
<td>Kitchen &amp; Utility</td>
<td>Opening window (no minimum size)</td>
<td>4000mm²</td>
</tr>
<tr>
<td>Bathroom/ Shower Room</td>
<td>Opening window (no minimum size)</td>
<td>4000mm²</td>
</tr>
<tr>
<td>Sanitary Accommodation</td>
<td>1/20th of the floor area of the room</td>
<td>4000mm²</td>
</tr>
<tr>
<td>Any</td>
<td>Suitable Air Supply for Heating Appliances</td>
<td></td>
</tr>
</tbody>
</table>

Further Information
If you have any questions or require clarification of any issues please contact us at:

For ALL correspondence:
Development Directorate
Building Control
Colonnades House
Duke Street
Doncaster
DN1 1ER
Fax: (01302) 734902
Answerphone: (01302) 734848 (24hr service)
e-mail: building.control@doncaster.gov.uk

Our website: www.doncaster.gov.uk

InHouse Graphics Ref: MM45-152 F - Windows & Doors 1.
Does the proposed work involve creating a new opening or increasing the size of an existing structural opening?
Yes [ ] No [ ] If yes, this type of application and form cannot be used. Please contact Building Control to discuss.

Are existing areas of ventilation openings (i.e. The openable area of windows or doors and the provision of trickle or night ventilators) to be reduced to any room?
Yes [ ] No [ ] If yes, state the use of room and provision for ventilation to each room on the table below.

<table>
<thead>
<tr>
<th>Use of Room</th>
<th>Area of Openable Windows/Doors</th>
<th>Are Trickle/Night Ventilators Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is any new window opening or door to be sited in a room fitted with a balanced or open flue terminal?
Yes [ ] No [ ] If yes, consult Building Control to determine if additional works may be required.

Is all new glazing within critical locations (see diagram 1) to be toughened or safety glass complying with BS 6206: 1981?
Yes [ ] No [ ] If no, or if no suitable protection is provided, the works will not meet the requirements of the Building Regulations.

Diagram 1 - Critical locations in internal and external walls

![Diagram of doors and side panels with shaded critical locations.]

Shaded areas show critical locations to which toughened or safety glass complying with BS 6206: 1981 is to be fitted. (i.e. Glazing in areas numbered 2,4,5,6,7,8,11)

Please indicate the type of windows and/or rooflights to be installed by ticking the appropriate boxes.

<table>
<thead>
<tr>
<th>Frame Type</th>
<th>Glazing Type</th>
<th>Gap between panes</th>
<th>Glass type</th>
<th>Gap filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVC-U</td>
<td>Double (6)</td>
<td>12mm</td>
<td>Standard</td>
<td>Air</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16mm or more</td>
<td>Low-E (hard)</td>
<td>Argon gas</td>
</tr>
<tr>
<td>Wood</td>
<td>Triple</td>
<td>6mm</td>
<td>Low-E (soft)</td>
<td>Other gas</td>
</tr>
<tr>
<td>Metal</td>
<td></td>
<td>12mm</td>
<td></td>
<td>If other gas, please specify...</td>
</tr>
</tbody>
</table>

Alternatively, please state U-Value of window/door unit _________________W/m²/K and provide certification from glazing supplier prior to installation.

If the proposed work is to be carried out to a dwelling house the existing windows and/or rooflights may be capable of being used as a secondary means of escape in the event of a fire. To ensure that the existing provision for means of escape is to be made no worse than previously please complete the form overleaf. To be classed as an alternative means of escape an escape window must be at least 450mm high & 450mm wide and have an unobstructed openable area at least 0.33m²; for example 450mm*735mm. The bottom of the opening should not be more than 1100mm above floor level.

Signed: __________________________ Date: __________________________
Postcode: __________________________ E-Mail: __________________________

Notes:
1. All replacement windows, doors and rooflights with wood or PVC-U frames to have a maximum U-Value of 2.0 W/m²K. Glazing in metal frames to have a maximum U-Value of 2.2 W/m²K. Single glazed windows will not achieve required U-Values and therefore will not comply with the Building Regulations.
2. A standard double glazed unit may also not comply, the gap width and coating must also be taken into consideration.
3. If type of Low-E coating not known specify hard.

(Please ensure you complete the window style information sheet on the reverse.)

The information you provide is necessary for the processing of your Buildings Regulations application. It will be retained on a computer system and not disclosed to other parties. For further information please contact us on 01302 734948.
**Room Information**

- Storey, i.e. Ground, First, Second, etc.
- Use of room, i.e. Lounge, Kitchen, etc.
- Inner room: Yes [ ] No [ ]
- Existing floor to cill height
- New floor to cill height

**Existing Window Style**

(If viewed from inside, please state if this is a bay window)

- Window Size: (a) _______ x (b) _______
- Opening Size: (c*) _______ x (d) _______

**Replacement Window Style**

(If viewed from inside, please state if this is a bay window)

- Window Size: (a) _______ x (b) _______
- Opening Size: (c*) _______ x (d) _______

* Please note that an opening light fitted with hinges designed to facilitate the cleaning of the window may not utilise the full area of the window opening. Please state actual clear opening width and height.