

BUILDING NOTICE FOR REPLACEMENT GLAZING



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THE BUILDING REGULATIONS 2000 - BUILDING ACT 1984

THE BUILDING CONTROL GROUP, PLANNING SECTION, PORTLAND HOUSE, RICHMOND ROAD, WORTHING BN11 1LF
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PLEASE TYPE OR USE BLOCK CAPITALS.

BUILDING NOTICE FOR REPLACEMENT GLAZING

I/We herewith give notice of Intent under Building Regulations 2000 (2002 Edition), Regulations 3(1a) & 13 of my/our intention to install replacement glazing. (See notes below).

Applicant/Client

Agent/Installer

Name

Address

Post Code Tel No:

Installation Address

Number of replacement windows and doors

Date installation to commence Date of Completion of works

Date Signed

Notes:

- 1 Only one copy of this completed form together with the fee is required to be submitted to the council.
- 2 This application form should only be used for installation of replacement glazing to single domestic premises.
- 3 The application should be accompanied by the Building Regulations charge of £70.00 (including VAT - £59.57 + £10.43 VAT). The cheque should be made payable to Worthing Borough Council. There are no additional Building Regulation charges. It should be noted that this fee is based on the replacement units being installed in one operation. Separate applications are required for multiple installations.
- 4 Sketches should be drawn, on the reverse of this form, of the relevant elevation where replacement windows/doors will be installed. There should be a sketched elevation of the existing side elevation showing the arrangement of the existing windows indicating fixed and opening windows, and elevations showing the new windows (indicating opening lights) and doors. Window opening sizes should not be smaller than existing, if they are smaller they should comply with the minimum requirements of the current Building Regulations,
- 5 Technical information on the efficiency of the glazed unit (and door) to meet the minimum required U value of 2.0 wm^2/k should accompany the application. This information should be provided to you by the unit manufacturer.
- 6 At least 48 hours notice should be given prior to the commencement of any installation.
- 7 Listed Building Consent may be required if the building is either 'Listed' or is in a designated conservation area.
- 8 AND FINALLY I would advise that under the Building Notice procedure the council will not issue a Notice of Passing of Plans but will issue a completion certificate. Please inform the applicant that they will receive a completion certificate when a satisfactory completion inspection has been made by the Building Control Officer.
This certificate should be retained and may be required in future legal transactions.

Use this to sketch elevation of dwelling, illustrating existing and proposed use

Please use a separate continuation sheet if necessary