

## SAFETY/GLAZING

Low level glazing (glazed areas within 800mm of floor level) and glazing in doors within 1500mm of floor level should be of a type so that if broken, it will break safely. In practice this means it should be either laminated or toughened. However, ordinary glazing can still be used in small panes, provided the glass is sufficiently strong to resist breakage. The Approved Document to Part N of the Building Regulations gives maximum sizes relating to the thickness of glass - for example, in a single pane less than 1.1m square, 8mm thick glass would be satisfactory.

## STRUCTURAL SAFETY

If the replacement windows are wider than those they replace, or involve the replacement of bay windows, then the Building Control Surveyor will need to be satisfied that proper structural support is provided above the window. In older buildings, the timber frame of the window was often sufficiently strong to carry the load of a wall or roof above it, without a lintel. In these cases either a lintel must be installed when the window is replaced, or the new frame must be reinforced to carry the load.

## VENTILATION

The minimum opening area of windows should be 1/20th of the floor area of the room. "Trickle ventilator" strips must be provided in replacement windows, where the original windows were fitted with them. However it is good practice to fit them in any case, to improve indoor air quality. Trickle vents must always be provided in replacement windows to a property where there is a "change of use" of that property. For habitable rooms, trickle ventilation should provide a minimum ventilation area of 8000mm<sup>2</sup>; all other rooms, including WCs, should have 4000mm<sup>2</sup>.

In some cases the existing windows may contain a permanent vent to supply combustion air to a heating appliance, although this is now rare. If this is the case, you should ensure that either the replacement window contains a similar permanent vent, or that some other means of providing the required ventilation is installed at the same time.

**For further advice, please contact:-**  
**Building Control Unit**  
**Planning Services**  
**Bassetlaw District Council**  
**Queen's Buildings**  
**Potter Street**  
**Worksop**  
**Notts**  
**S80 2AH**

**Telephone: 01909 533292**  
**Fax: 01909 533400**

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# REPLACEMENT WINDOWS

BUILDING CONTROL  
GUIDANCE NOTE



OF A SERIES



**BASSETLAW**  
DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## REPLACEMENT WINDOWS

Since 1st April 2002 it has been necessary to apply for Building Regulation consent when replacing windows in existing dwellings.

## WHAT DO I HAVE TO DO?

Even if you are replacing only one window with one bought from a local DIY centre you still need to follow the guidance below.

You can either:

Use an installer registered under the FENSA scheme, in which case you do not need to make a Building Regulations application to the Council. Your installer should ensure your windows comply with the Regulations and will supply you with a certificate confirming this when the installation is complete.

If you wish to use this option please ensure that your installer is properly registered under the scheme before placing an order. You can check this and find more details of the scheme by visiting the FENSA website at [www.fensa.org.uk](http://www.fensa.org.uk).

OR, you can:

Make a Building Regulations application - in most cases the simplest way of doing this will be to submit a Building Notice. You must complete the Building Notice form, and return it to us together with the appropriate charge **at least** two working days before removing the old window(s).

After acceptance of the Building Notice, you should contact the Building Control office to arrange for a Building Control Surveyor to visit your property - once before and once after the replacement windows are installed. If all is found to be satisfactory, a Completion Certificate will be issued. You may be asked to produce this Certificate if you sell your property, so please follow carefully the guidance given in this document to ensure one can be issued.

## HOW MUCH WILL IT COST?

If you use a contractor registered under the FENSA scheme the cost should be built into the quotation for the works you are given. In all other cases the Council will make a charge for dealing with your Building Notice application based on the total cost of the work. Please contact us for further information.

What regulations do the windows have to comply with?

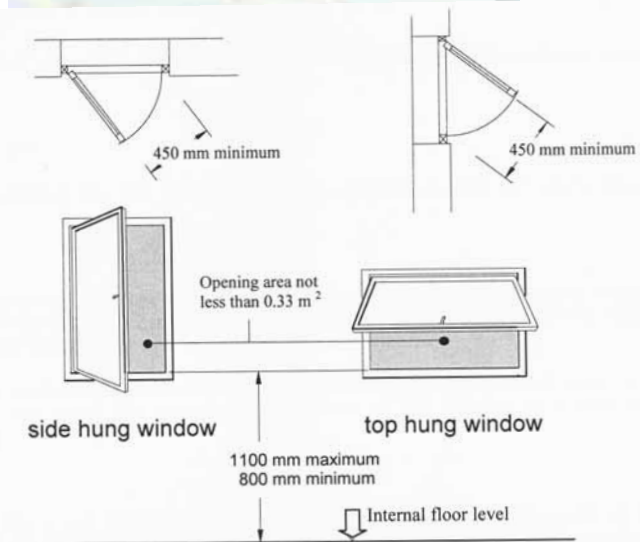
## THERMAL INSULATION

Replacement doors (having more than 50% glazing) should have a U-value of  $2.2 \text{ W/m}^2\text{K}$  or a centre pane U-value of  $1.2 \text{ W/m}^2\text{K}$ . Replacement windows should have a U-value of  $2.0 \text{ W/m}^2\text{K}$ , an energy rating of Band E, or a centre pane U-value of  $1.2 \text{ W/m}^2\text{K}$ . We would recommend that you leave any labels on the glazing until after the Building Control Surveyor has carried out a satisfactory inspection.

In some cases it may be permissible to use glazing units that do not meet the above specifications, but to do so you (or your supplier) would have to submit calculations to prove that the overall insulation requirements of the Regulations would be met. This may be possible if other insulation measures are undertaken at the same time as the window replacement - for example, cavity wall insulation or "topping up" loft insulation. The benefits gained by installing this extra insulation can be used to offset the glazing, but this should not be undertaken lightly. To avoid expensive mistakes, you should ask the Building Control Surveyor to check such calculations well before the replacement windows are installed.

## MEANS OF ESCAPE

All first floor windows in dwellings should have openings large enough to allow you to escape through them if you were trapped in the room by a fire. This also applies to rooms in bungalows that open into a hall (unless the hall itself has an external door through which you could escape). To meet this requirement all such windows should have an unobstructed openable area of at least  $0.33 \text{ m}^2$  and be not less than 450mm high and 450mm wide (the route through the window may be at an angle rather than straight through). The bottom of the openable area should be less than 1100mm above the floor.



Where the existing windows already have opening lights that are larger than the above requirements, openings in the new windows can be reduced in size provided they are not reduced to less than the dimensions above.