



Replacement windows and doors (Houses and flats only)

Only one copy of this form needs to be completed either by the owner, building contractor or installer. Please type or use BLOCK CAPITALS. If help is required to fill out this form, please contact Hertsmere Borough Council Building Control.

1. Applicant's details

Name:
Address:
Postcode: Tel no: Fax:
Email:

2. Installer details (builder contractor if not known)

Name:
Address:
Postcode: Tel no: Fax:
Email:

3. Location of building to which work relates

Address:
Postcode: Tel no: Fax:

4. Proposed work

Number of windows and/or doors:
Description:
Date of commencement:

5. Charges (not refundable)

Please refer to Tables B category 12 in the Charges Table for the appropriate fee (i.e. £140 including VAT for up to nine windows/doors installed at one time).

Please state estimated cost of electrical work excluding VAT: £

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Total fee enclosed: £

6. Planning

If planning permission has already been granted or an application has been submitted please quote the reference number and/or date of submission

Reference number: Date of submission:

7.

Details

Please answer all the following questions to enable your application to be assessed:

1. Is this property listed or within a conservation area?
(If yes, please consult Development Control) Yes No

2. Please circle the relevant details of the window/door type:
 - i. Is the frame? UPVC timber aluminium metal
 - ii How wide is the gap between panes? 6mm 12mm 16mm wider than 16mm
 - iii Are the windows and doors? single double triple glazed
 - iv Does the glass have a low emissivity coating? Yes No
 - v Is the gap between the glass Argon filled? Yes No
 - vi Are you installing Pilkington K glass? Yes No
 - vii Are you installing any other type of glass? Yes No

Examples of suitable combination meeting the u-value requirements can be found in our advisory leaflet.

3. Are the new units draught proofed? Yes No
4. Does any part of the installation include a glazed door or side panel? Yes No
5. Does any part of the installation include a window less than 800mm from floor level? Yes No
6. If you have answered yes to either question 4 or 5 above, please confirm that suitable safety glazing to British Standards 6206 is being provided Yes No
7. Does the installation affect the air supply to any open flued appliance? Yes No
8. Is there a permanent vent within the existing frames, e.g. a trickle vent or a slot vent? Yes No
9. Are all the replacement windows or doors entirely contained within the existing openings?
If no, please give details on a separate sheet of paper. Yes No
10. Do the existing frames carry any load from the existing structure e.g. floors or walls? Yes No
11. For fire escape purposes, please confirm that the clear window opening will be no smaller than before (this may affect the type of hinge arrangement selected) Yes No

Statement

This notice given in relation to the building work described, is submitted in accordance with Regulation 12(2)(a).

I enclose the appropriate fee please tick

Name:

Signed:Date:

RETURN TO: Building Control
Hertsmere Borough Council, Civic Offices,
Elstree Way, Borehamwood, Herts WD6 1WA

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Fax: 020 8207 7470
Email: building.control@hertsmere.gov.uk