

# Building Control



North Norfolk District Council  
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NR27 9EN

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## Building Control team

The Building Control Surveyors usually carry out site inspections in the mornings and are available for contact in the afternoons.

A Duty Officer is available from 2pm to 5pm, Monday to Thursday, and 2pm to 4.30pm on a Friday. Please call 01263 516345.

For queries concerning Building Regulation charges contact Nichola Ransome on 01263 516023.

**The Building Control team is committed to maintaining standards in building based on a professional and publicly accountable service. We have a wealth of local knowledge, experience and, can respond quickly to your needs.**

If you would like this information in large print, audio, Braille, alternative format or in a different language please contact Nichola Ransome.

Tel: 01263 516023  
Fax: 01263 515042  
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# Building Control



The Building Regulations 2010  
Guidance Note



## Replacing windows in domestic properties

## Replacement windows

Since 1 April 2002 all replacement windows have been subject to Building Regulation control. Anyone who installs replacement windows or doors must comply with strict thermal performance standards. The main reason for this change in legislation is the need to reduce energy loss.

Owners of buildings which are listed, in conservation areas or are of historical interest, may not need to satisfy these requirements in all cases.

- Please remember that separate planning permission may be required from the local authority for these works.
- You are therefore strongly advised to contact us to discuss the proposals BEFORE ordering your replacement windows.

For further guidance on replacement windows with regards to planning, please ask for the Conservation, Design and Landscape, 'Replacement Windows' leaflet.

However, it is still necessary to apply for consent by using one of the following two options:

### There are two ways to achieve compliance with the building regulations

#### OPTION 1

To employ an installer/manufacture who is registered under a Government approved Competent Persons Scheme. Approved installers will certify to the Local Authority that the work is in compliance with the Building Regulations, removing the need for formal Local Authority approval.

For further information, check the following websites:

[www.certass.co.uk](http://www.certass.co.uk)

[www.fensa.co.uk](http://www.fensa.co.uk)

[www.bmtrada.com](http://www.bmtrada.com)

[www.kitemark.com](http://www.kitemark.com)

[www.networkveka.co.uk](http://www.networkveka.co.uk)

#### OPTION 2

By applying to the Local Authority Building Control Service in whose area the property is situated.

If you decide to use the Local Authority route we suggest that you use the Building Notice Procedure. The Notice is available from all local authority offices and should be submitted together with sketch plans of the existing and proposed windows. A fee will also be payable.

*Note: If any other work is involved, for example, the widening of openings to allow larger windows to be installed, then you must use OPTION 2 and make your application to the Local Authority.*

### Standard specifications for replacement windows

There are many ways of achieving the thermal resistances required by the Regulations and a few examples are given below. However, consideration should also be given to the following:

- The ventilation opening area of a window should ideally be not less than 1/20th the floor area of the room it serves.
- If trickle ventilation is provided in the existing window, it should also be provided in the new window.
- If the existing window serves an 'inner room'\* or a first floor bedroom, the size of the openable part of the new window must not be reduced since these windows serve as an emergency escape route.

To comply, all frames should incorporate glass units which are double glazed, argon filled, with soft coat low E glass and a 16mm gap between glass panes as a minimum.

*\*A room from which escape is possible only by passing through another room (access room). See our 'Means of Escape' guidance note for further details.*

