

GUIDANCE NOTES

Produced by

Tendring District Council
Building Control Service



A Guide for replacement Windows and Doors

For many years, it has not been necessary to apply for Building Regulation consent when replacing windows in existing dwellings unless a structural alteration was involved. This usually only occurred when the existing opening was being made wider, which made the installation of a new support lintel necessary. From the 1st April 2002 however, all owners replacing windows have needed to make an application, and the new windows themselves will have to fully meet the requirements of the Building Regulations. So even if you are replacing only one window with one brought from a local DIY centre you still need to follow the guidance below.

WHAT DO I HAVE TO DO ?

You have a choice. You can either:-

1. Use an installer registered under one of the approved 'Competent Persons Schemes' such as Fensa, BM Trada, Benchmark, Blue Flame Certification, BSI, CERTASS, Certsure, NAPIT, Network VEKA and Stroma, in which case you do not need to make a Building Regulations application to the Council.

Your installer should then ensure your windows comply fully 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 a scheme before placing an order. All the current schemes can be found by visiting the GOV.UK website here [List of Competent Persons Schemes](#)

OR

2. Make a **Building Regulations application**, and 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).

Once we receive the Building Notice, you should request a visit from a Building Control Officer to assess the works. If all is found to be satisfactory, a Completion Certificate will then be issued to confirm this.

You may well be asked by your solicitor 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 to you.

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. Your local Council will be able to tell you the charge for your scheme.

WHAT REGULATIONS DO THE WINDOWS HAVE TO COMPLY WITH?

Thermal insulation

The replacement windows or doors will need to meet the new thermal insulation requirements of the regulations. This currently stands at a maximum U value of 1.6W/m²K for windows and 1.8W/m²K for doors.

Take great care when ordering new windows that your supplier can **prove** the glazing units used will satisfy this requirement, as the Building Control Officer will need to see this proof before issuing a completion certificate. We would particularly recommend that you leave any labels on the glazing in place until after a satisfactory inspection has been carried out by the Building Control Officer.

In some cases it may be permissible to use glazing units which 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 still be met.

This may be possible if other insulation measures are undertaken at the same time as the window replacement - for example, installing cavity wall insulation or "topping up" loft insulation. The benefits gained by installing this extra insulation can be used to offset the higher losses through the glazing, but this should not be undertaken lightly.

We would strongly advise you get any such calculations checked by the Building Control Officer well before the replacement windows are installed, so that expensive mistakes can be avoided.

If a window is enlarged or a new one created, then the total area of window, roof windows, roof lights and doors should not exceed 25% of the total floor area of the dwelling unless compensating measure (extra insulation) are included elsewhere.

Please note that listed buildings, buildings in conservation areas and buildings of architectural and historic interest may warrant sympathetic treatment. You should consult your local Building Control office for further information in respect of these types of buildings.

Means of Escape

All first floor windows in dwellings should ideally have opening lights 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, which 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 0.33m² and be not less than 450mm high and 450mm wide (the route through the window may be at an angle rather than straight through). A suitable opening size could therefore be 750x450mm. The bottom of the openable area should be less than 1100mm above the floor.

If your existing windows do not have opening lights which meet the above requirements, we would strongly recommend for your own safety, that you take the opportunity to provide them in the replacement windows.

This is not a however a requirement of the regulations, which simply state that the replacement windows must be no worse than those they replace.

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

Safety Glazing

Low level glazing (glazed areas within 800mm of floor level) and glazing in doors within 1500mm of floor level should generally be of a type so that if broken, it will break safely. In practice this means such glazing should be either laminated or toughened.

Ordinary glazing can still be used in small pane sizes however, provided the glass is sufficiently strong to resist breakage. The Approved Document to Part K of the Building Regulations gives maximum sizes according to the thickness of glass – for example, in a single pane less than 1.1m square - 8mm 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 Officer will need to be satisfied that proper structural support is provided above the window. Please note that when structural alterations are carried out they may not be covered under the competent persons scheme. A Building Regulation application must be submitted. If in doubt check with the scheme provider.

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. Obviously in these cases either a lintel needs to be installed when the window is replaced, or the new frame carefully reinforced to carry the load.

Ventilation

The Building Regulations require that adequate ventilation is provided for people in the building and this should be considered when deciding on the size of opening lights in the replacement windows. For most rooms, one or more opening windows totalling 5% of the floor area, with background “trickle” vents totalling 8000mm² will be adequate. For kitchens, utility rooms and bathrooms an extract fan is also normally required.

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 however 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 More Information please call
Tendring Building Control
01255 686131**

or email us at BCInspections@tendringdc.gov.uk

**or alternatively call into our offices in Thorpe Road
Weeley, CO16 9AJ.**

Other guidance leaflets can be downloaded using the following link:

[Click here for further guides](#)