



Building Control, Planning and Development Services
Transport, Environment and Planning,
West Offices, Station Rise, York, YO1 6GA.

Email: building.control@york.gov.uk Tel: 01904 551333

Building Notice Application Form – Replacement Windows

The Building Act 1984, The Building Regulations 2010 (as amended), Building Safety Act 2022, Higher Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

Application No:	
Date:	
Receipt No:	
Receiving Officer Initials:	

^^For Office use only^^

This form is to be filled by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes which follow or consult the Building Control office via the details at the top of this form.

Where an email address is provided we will use this to communicate with you regarding your application.

The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval

1. Applicant's Details

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

2. Client Details (where different from the applicant)

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

3. Principle Contractor/Sole Contractor details (where known)

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

4. Principal Designer/Sole or Lead Designer details

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

5. Location of building to which the window replacement relates to

Address:	
Postcode:	

6. Existing buildings (append additional information where necessary)

Where applicable, provide description of the use of the existing building, including:

- i. Details of the current use of the building, including the use of each storey
- ii. The height of the building
- iii. The number of storeys in the building as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)

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7. Proposed Works (append additional information where necessary)

Description of the proposed work:	
Number of windows:	

8. Commencement (append additional information where necessary)

State the date when the proposed work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of Building Control Approval, Commencement of Work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, stat the details of the work to which the client considers amounts to 15% of the proposed work	
Date:	

9. Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building which the Regulatory Reform (Fire Safety) Order 2005 applies?									
1	☐	2-5	☐	6-10	☐	11-20	☐	20+	☐

10. Fees (see guidance note on Fees for Information)

Building Notice Charge: £	
Plus VAT @ 20%:	
Total: £	
Additional information (Please indicate size and location of windows):	
Timescale of project (months):	

11. Before Applying

If the proposed work is to be either:

- a) A property that is rented, from a Local Authority, Housing Association, or Private Landlord;
- b) A purchased property, that was previously owned by either the Local Authority, Housing Association or a Private Landlord;

Please ensure that you have all the necessary permissions (in writing) from the landlord, to alter the fittings of the building. It is your responsibility to establish that all relevant permissions have been obtained prior to starting the work.

12. Declaration

This application for Building Control Approval is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I/we apply for Building Control Approval as described on this form and as detailed on any supplementary documents.

Signature of Applicant (where the applicant is not the Client):

Date:

I, the Client, confirm and agree to the application being made and that the information contained in the application is correct.

Signature of Applicant (where the applicant is not the Client):

Date:

Before submission, please refer to the accompanying notes continued on the following pages.

Third Party Invoicing Details

Name:

Address:

Postcode:

Telephone:

Email:	
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NOTES

1 The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

6. LABC Services provides a Partner Authority Scheme

2. One copy only of this notice should be completed and submitted. 3. Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following: 3.1 a block plan to a scale of not less than 1:1250 showing: 3.1.1 the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries; 3.1.2 the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage; 3.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended; 3.1.4 the provision to be made for the drainage of the building or extension; 3.2 where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain. 4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice should be accompanied by a statement as to: 4.1 the name and type of insulating material to be used; 4.2 whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification; 4.3 whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agrément for the insertion of that material. 5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to: 5.1 the name, make, model and type of hot water storage system to be installed; 5.2 the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 of the Building Regulations 2000; 5.3 the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.	and also National Type Approval for a range of building types, building systems and major building element where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 7. If the work proposed or any part of it is subject to a LANTAC approval, please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services. 7. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand. 8. A fee is usually payable for site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. 9. The Building Notice fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Fees is available on request. Schedule 1 specifies the plan and inspection fees payable for small domestic buildings. Schedule 2 specifies the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 specifies the fees payable for all other cases. 10. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority. 11. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 and, in respect of fees, in the Building (Charges) Regulations 1998. 12. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. 13. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority. 14. This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period
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The Council is committed to meeting its data protection obligations and handling your information securely. The Planning and Development Services Privacy Notice sets out how we will use your information in the course of our work as a Local Building Control Authority.

<https://www.york.gov.uk/privacy/PlanningAndDevelopmentServices>