

# Guidance Notes For Replacement Doors and Windows

## CHARGES

The fee must be paid at the time of submission, which are as shown on **the attached Table B Charges**.  
Cheques made payable to " **LONDON BOROUGH OF BROMLEY** "

## PLANS AND DETAILS

A drawing or written statement indicating / confirming the existing and proposed unobstructed openable sizes (height & width) of all windows to the rooms being altered or replaced.

If work involves any structural alteration (e.g. widening of openings or replacement of structural elements such as in bay windows, structural details and calculations to support your proposals will be required. **For this type of application please complete a green Building Notice form.**

## COMPLIANCE WITH THE REGULATIONS

Where replacement windows are to be installed they should not adversely affect the dwelling with regard to the following requirements :-

- Fire Safety – windows to habitable rooms should be sized to allow safe escape i.e. have a minimum clear opening of at least 450mm x 750mm.
- Adequate ventilation openings must be provided
- Consideration must be given to air supply requirements of any heating appliances.
- Units should be draught proofed.
- For aluminium windows a thermal break must be incorporated within the framing unit.
- For dwellings and extensions built after the 1<sup>st</sup> July 2000, escape windows from the first floor habitable rooms are mandatory.

### Identification

- For thermal requirements, the inner pane of the double glazed unit must be laminated with a low emissivity coating.
- The manufacturer's identification of 'low E' glass used should be left on the glazing units

## NOTICE OF COMMENCEMENT & OTHER INSPECTIONS

You are required to give the Council Notice at various stages of work.

Notice of Commencement of work must be notified to the Council at least two days before work starts.

Other inspections may be notified by telephone. Your Inspector will advise and can be contacted between 8.30am – 10.30am and 3.45pm – 4.45pm (4.30pm on Fridays).

**Ensure you notify us of Completion of works in order to obtain your Certificate of Completion, which will be issued Free of charge to the applicant.**

## THE PARTY WALL ECT ACT 1996

**Your attention is drawn to the above Act. This Act confers rights and duties with regard to work on an existing wall shared with another person, building on the boundary with a neighbouring property or excavating near a neighbouring building.**

