Cyngor Sir Gâr
Carmarthenshire County Council
Yr Uned Rheoli Adeiladu, Ty Parcyrhun, Ffordd Y Rhyd, Rhydaman, SA18 3FB
Building Control Team, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB
rheolaeth.adeiladu@sirgar.gov.uk
building.control@carmarthenshire.gov.uk
sirgar.llyw.cymru/rheoliadeiladu carmarthenshire.gov.wales/buildingcontrol



Building Regulations Replacement windows, doors, rooflights to dwelling - Building Notice Application form (Wales) for non-higher-risk building work

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

Please see the Notes section for helpful links

1. Person intending to carry out the work details *(The person/company physically undertaking the building work)*

Name:	
Address & Postcode:	
Phone:	
Email:	

2. Client details (*Legal dutyholder for compliance - The person or organisation commissioning the building work)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

3. Principal contractor / Sole contractor details *(The contractor in overall control of the construction phase)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

4. Principal designer / Sole or Lead designer details *(The party responsible for preparing the design)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

5. Agent details *(A person acting on behalf of the client to submit the application)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

6. Address of property or properties to which this application relates

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7. Proposed works - delete as appropriate

a) Replacement of how many windows, doors or rooflights?

No of windows:
No of doors:
No of rooflights:

b) Location and number of windows and doors being replaced:

Orientation	Windows	Doors
Whole House		
Front Elevation		
Right Side Elevation		
Left Side Elevation		
Rear Elevation		

c) Do you intend to modity the window style significantly?

8. Fee Charges

Replacement of windows, doors, rooflights to a single dwelling, inclusive of vat @ 20% **£ 297.00**

To make a card payment by phone please contact our Cashiers and state that the payment is for a Building Control application on 01267 228686

9. Declaration

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

I / we apply for Building Notice Acceptance as described on this form and as detailed on any supplementary documents

Signature
On behalf of:
insert clients name where the declaration is made by an agent
Date

10. Return Completed Application

Please return by:
Email: building.control@carmarthenshire.gov.uk
Post: Building Control Team, Carmarthenshire County Council, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB

The use of a building notice to inform the building control authority of building work etc, is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed. Further information can be found in the attached notes and checklist.

This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings

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Notes

[Design and building work: meeting building requirements | GOV.WALES]
[Part 2B (dutyholders and competence) of these Regulations]

The below roles 1-5 can overlap but must still be clearly identified.

1. **Person intending to carry out the work details** - The person or company physically undertaking the building work. Usually the builder / contractor on site.

2. **Client details** - The person or organisation commissioning the building work. Holds overall responsibility for ensuring compliance.

3**. Principal contractor / Sole contractor details** - The contractor in overall control of the construction phase. The person appointed to **plan, manage and coordinate** the construction phase

4. **Principal designer / Sole or Lead designer details** - Responsible for planning, managing, and coordinating design work. Ensures health, safety, and regulatory compliance in design.

5**. Agent details** - A person acting on behalf of the client to submit the application. Can be the Architect or consultant submitting the application.

6. **Address of property or properties to which the application relates** - The full postal address of the location where the building work is to be carried out, including postcode. If more than one property, the full postal addresses are required for every property included on this application.

7. **Proposed works** – Please specify what you intend to replace (eg, windows, dooors, rooflights), and their location within the property.

8. **Fee Charges** – The standard fee charge for one property has been added to the application form – if you are doing more than one property please contact Building Control on **01267 246044** or building.control@carmarthenshire.gov.uk

9. **Declaration** - The declaration confirms that the information provided is correct and that the applicant is authorised to act on behalf of the client. The client confirms they agree to the application and understand their responsibilities under the Building Regulations. Signatures may be provided electronically.

Replacement of windows, doors or rooflights - Building regulations: doors and windows

Proving compliance - There will be two ways to prove compliance:

- a certificate showing that the work has been done by an installer who is registered under the Competent Persons scheme or
- a certificate from Building Control saying that the installation has approval under the Building Regulations

The Competent Persons scheme is a scheme that will allow installation companies that meet certain criteria to self-certify that their work complies with the Building Regulations. **Competent Persons Scheme guidance**

This scheme has been set up by the Glass and Glazing Federation, in association with all key stakeholders and meets with central Government approval. The Competent Persons body will inform Local Authorities of all completed installations and issue certificates to the householder.