

## Building Bye-Laws (Jersey)

# Application for Replacement Windows, Doors and Rooflights in connection with dwellings

Please read the general guidance notes on the back of this form before answering all the questions.

One copy must be completed using block capitals.

Failure to fully complete this form could result in delays.

**Note: An application is not required if the windows are to be installed by a person registered under an approved competent person scheme.**

### 1. Address of land or property, including field number if relevant:

	Postcode:

### 2. Applicant name and address: (See note (e))

	Postcode:

### Applicant contact details:

Tel:	
Email:	

### 3. Owner name and address: (If different from 6. above)

	Postcode:

### Owner contact details:

Tel:	
Email:	

### 4. Commencement date of proposed work: (If known)

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### 5. To be completed for all applications:

Building bye-law fee	£
Map fee	£
Total	£

Cheque number  Credit card (Separate form coded: CCNPT to be completed)

## Guidance notes

- (a) This form is only to be used for the purpose of obtaining building bye-law permission for work involving Replacement windows, doors and rooflights.
- (b) The *applicant* is the person or persons for whom the work is to be carried out.
- (c) Every application must include 1 copy of a location map which must be an authorised copy of the Current digital 1:2500 scale ordinance scale map of the island.  
The application site must be outlined in red. Photocopies of and/or versions of old maps will not be maps must have a valid copyright stamp or state a copyright licence agreement number.
- (d) *Charges for applications*; All applications must be accompanied by the appropriate fee.  
The fees payable for applications are set out in the department's fee schedule which can be downloaded from the States of Jersey website, [www.gov.je](http://www.gov.je), or collected from the department. Details of how the fee has been calculated must be shown on this form in the space provided. Cheques should be made payable to the 'Treasurer of the States'.

## Details of existing windows, doors and roof lights

Location of window, doors and rooflights.	Number of units to be removed. (Please use more than one form to provide details if necessary.)	Height of largest openable part of each unit in metres.	Width of largest openable part of each unit in metres.	State total openable area of all units in room (m <sup>2</sup> ).	Window frame material, e.g. uPVC, timber, metal.	Type of opening, e.g. Window, door or rooflight.	Cill height from floor level.	Is the window positioned within 300mm of a doorway?	Area of trickle vents in mm <sup>2</sup> .
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Living Room		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
		3.	3.			3.	3.	3.	
		4.	4.			4.	4.	4.	
Kitchen		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bedroom 1		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bedroom 2		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bedroom 3		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bedroom 4		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Dining Room		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
		3.	3.			3.	3.	3.	
		4.	4.			4.	4.	4.	
Utility		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bathroom 1		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Bathroom 2		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
Hall		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
		3.	3.			3.	3.	3.	
Other		1.	1.			1.	1.	1.	1.
		2.	2.			2.	2.	2.	
		3.	3.			3.	3.	3.	

## Details of proposed windows, doors and roof lights

Location of window, doors and rooflights.	Height of largest openable part of each unit in metres.	Width of largest openable part of each unit in metres.	Total openable area of all units in room (m <sup>2</sup> ).	If the proposed openable area of all units is less than the existing, please state the floor area of the room.	State U-value of units (if U-values are worse than values given in Table 1 of Approved Document L1, area weighted calculations should be provided.	State the material to be used for the frame, e.g. uPVC, timber or metal.	Is safety glass to be provided?
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Living Room	1.	1.			1.		1.
	2.	2.			2.		2.
	3.	3.			3.		3.
	4.	4.			4.		4.
Kitchen	1.	1.			1.		1.
	2.	2.			2.		2.
Bedroom 1	1.	1.			1.		1.
	2.	2.			2.		2.
Bedroom 2	1.	1.			1.		1.
	2.	2.			2.		2.
Bedroom 3	1.	1.			1.		1.
	2.	2.			2.		2.
Bedroom 4	1.	1.			1.		1.
	2.	2.			2.		2.
Dining Room	1.	1.			1.		1.
	2.	2.			2.		2.
	3.	3.			3.		3.
	4.	4.			4.		4.
Utility	1.	1.			1.		1.
	2.	2.			2.		2.
Bathroom 1	1.	1.			1.		1.
	2.	2.			2.		2.
Bathroom 2	1.	1.			1.		1.
	2.	2.			2.		2.
Hall	1.	1.			1.		1.
	2.	2.			2.		2.
	3.	3.			3.		3.
Other	1.	1.			1.		1.
	2.	2.			2.		2.
	3.	3.			3.		3.

## Declaration

### Important information:

Before signing this form please read the following consent information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the Department of the Environment handles personal data please visit [www.gov.je/howweuseyourinfo](http://www.gov.je/howweuseyourinfo)

### Consent of all parties named in this application

I declare that this application is made with my authority. I am aware that it's an offence to submit false or misleading information with an application.

I am aware and agree to the information supplied on this form, together with any other accompanying information, being used for the purpose(s) of assessing this application for a building permit as required under the Building Bye-laws (Jersey) 2007.

I am aware and agree that the information supplied on this form, together with any other accompanying information:

- may be disclosed to other States departments and relevant authorities so that you can consult with them about the suitability of this application
- may be made accessible to members of the public so that they may comment on this application
- may be published in the local media and on the States of Jersey website as the information forms part of the register of building applications which is required by law to be made available

I further understand that as a public authority, you are subject to the provisions of the Freedom of Information (Jersey) Law 2011. Under this Law you may be required to disclose information you hold, including the contents of this form and any other information I provide to you, unless the information is protected from disclosure by an exemption under the Law or any other enactment, including the Data Protection (Jersey) Law 2018

### Your right to withdraw consent:

You have the right to withdraw your consent to the further processing of your information. However, this may cause delays or prevent us delivering a service to you or cause you to be in breach of other legal requirements.

If you would like to exercise this right please contact us on 445508

Applicant  
Name:

Signature:

Date:

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Applicant  
Name:

Signature:

Date:

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Owner  
Name:

Signature:

Date:

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Owner  
Name:

Signature:

Date:

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Agent  
Name:

Signature:

Date:

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## Technical guidance notes.

Detailed guidance on meeting the building bye-law requirements for replacement windows, doors and rooflights be found in the Approved Document 11.1B (2016 Edition), copies of which can be downloaded from the States of Jersey website, [www.gov.je](http://www.gov.je), or purchased from the department.

**Cavity Barriers Requirements** – A 30 minute cavity barrier should be provided if replacing timber framed window plastic or metal framed windows.

**Safety Glazing Requirements** – Safety glazing is required in the following locations:

- In a window which is less than 800mm from finished floor level
- In a door that has glazing below 1500mm from finished floor level
- In a window located within 300mm of a door to a height of 1500mm above finished floor level

**Ventilation Requirements** – Total openable area of all units in the room should not be less than 1/20<sup>th</sup> of the floor area of the room.

**U-values Requirements** – U-values can be obtained from Technical Guidance Document 11.1B Conservation of Fuel and Power in existing dwellings (2016 Edition).

**Background Ventilation** – Where background ventilation previously existed the same level of provision must be made in the new window.

**Escape Windows** – All habitable rooms on the first floor, and inner rooms on the ground floor should have emergency egress windows with no dimension less than 450mm and providing a clear opening size equal to 0.33sqm where these previously existed. *Example of an area weighted U-value calculation:* Total rate of heat loss / total area gives average U-value.