



**CHECKLIST – Please check that you have provided the following information:**

1.  1 original application form fully completed.
2.  1 copy of the current 1:2500 scale map of the Island showing the site outlined in red.
3.  Fee section completed.
4.  Cheque enclosed and cheque number box completed.

**GUIDANCE NOTES**

- (a) This form is only to be used for the purpose of obtaining building bye-law permission for work involving the renovation of an existing thermal element of a building.
- (b) Guidance on meeting the building bye-law requirements can be found in the supporting technical guidance documents which can be downloaded from the States of Jersey website, [www.gov.je](http://www.gov.je) or purchased from the department.
- (c) EVERY APPLICATION must include one copy of a location map, which is an authorised direct copy of the current 1:2500 scale map of the Island and the appropriate fee for the works. 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. Cheques should be made payable to the 'Treasurer of the States'.

**For office use only**

<i>Screened by</i>	<input style="width: 100%;" type="text"/>				<i>Fee checked by</i>	<input style="width: 100%;" type="text"/>	
<i>Further payment required?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<i>Amount</i>	<input style="width: 100%;" type="text"/>	
<i>Refund due?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<i>Amount</i>	<input style="width: 100%;" type="text"/>	
<i>Return application?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<i>Fee incorrect</i>	<input type="checkbox"/>	<i>Inadequate plans</i>	<input type="checkbox"/>	<i>Insufficient information</i>	<input type="checkbox"/>	<i>Incomplete form</i>	<input type="checkbox"/>
	<i>East</i>	<input style="width: 100%;" type="text"/>		<i>West</i>	<input style="width: 100%;" type="text"/>		
	<i>Allocate to</i>	<input style="width: 100%;" type="text"/>					

## 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 By-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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### **Building Bye-Laws (Jersey)**

## **Guidance notes for application for the renovation of a Thermal Element**

### **Renovation to the external fabric of buildings.**

Prior to the introduction of new building bye-laws in January 2011 certain types of renovation work did not require building bye-law approval.

Changes have now been made to the building bye-laws to ensure that whenever renovation of thermal elements of a building is proposed the opportunity is taken to improve the insulation of 'those elements' where it is reasonable to do so. The aim is to improve the energy performance of existing buildings by reducing energy demand through the improvement of thermal insulation, whilst at the same time contributing to international targets of reducing greenhouse gas emissions and reducing heating costs for building occupiers.

### **What is a thermal element ?**

A thermal element has been defined as a **wall, floor or roof** (excluding windows and doors), which separates part of a building that is thermally conditioned (e.g. heated) from either:

- a) The external environment (including the ground).
- b) Another part of the building, which is unconditioned (i.e. unheated space).
- c) A building which is exempt from the requirements of the bye-laws such as a small conservatory, carport or porch.
- d) Another part of the building that is conditioned to a different temperature when the other part of the building is used for a purpose that is not similar or identical to the purpose for which the conditioned space is used (this requirement does not apply to dwellings).

### **When do the bye-law requirements relating to thermal elements apply?**

The bye-law requirements apply when:

- A thermal element is renovated or replaced

**Examples of renovation works requiring a building bye-law application to be made:**

- Renewal of pitched or flat roof coverings – e.g. re-tiling, re-slating of pitched roofs or re-felting of flat roofs.
- Renewal or replacement of ceilings under a roof space or flat roof (with or without the renewal of the supporting structure).
- Renewal of cladding to external walls or dormer cheeks.
- Renewal of a finish or cladding to an external wall area or elevation (render or other cladding or applying a finish or cladding for the first time).
- Renewal of internal wall finishes to an external wall (excluding decoration) or where you are applying a finish for the first time e.g. re-plastering or dry lining walls.
- Renovation or replacement of a solid or suspended floor, involving the replacement of screed or a timber floor deck.

**N.B.** Where the renovation work involves the replacement of any structural element, a B1 application form should be used.

**What standards do thermal elements need to meet:**

Where it is proposed to undertake a major renovation of a thermal element (i.e. renovation affects more than 25% of the surface area the external envelope) or more than 50% of the area of an individual element, the 'U' value of the thermal element should be improved to the standard shown in column (b) of table 4.

If an upgrade **is not** technically or functionally feasible **or** it would not achieve a simple payback of 15 years or less then the element should be upgraded to the best standard that is technically and functionally feasible which achieves a simple payback in no greater than 15 years.

<b>Table 4 - Upgrading retained thermal elements</b>		
<b>Element</b>	<b>(a) Threshold value W/m<sup>2</sup> K</b>	<b>(b) Improved value W/m<sup>2</sup> K</b>
Cavity wall*	0.70	0.55
Other wall type	0.70	0.30
Floor	0.70	0.25
Pitched roof – insulation at ceiling level	0.35	0.16
Pitched roof – insulation between rafters	0.35	0.18
Flat roof or roof with integral insulation	0.35	0.18
*This only applies in the case of a wall suitable for the installation of cavity insulation. Where this is not the case it should be treated as for 'other wall type.'		

A lesser provision than column (b) might apply where additional insulation reduces usable floor area by more than 5% or creates difficulties with adjoining floor levels or the additional weight cannot be supported off the existing structure.