



West Lothian
Council

Building Standards

Replacement Window Survey

(Work completed by 3rd September 2005)

Application for a letter confirming that replacement windows installed comply with the regulations
These works do not require a building warrant but **MUST FULLY COMPLY** with the building regulations or enforcement action can be taken

NOTE

This form is only be used for replacement windows which were:

- (i) completed by the 30th April 2005, or
- (ii) had a contract signed by 30th April, works started by 1st June and completed by 3rd September 2005.

It must not be used for:

- (i) windows that have had the surrounding wall altered to accommodate a either a door, a larger window or a smaller window,
- (ii) windows that have been replaced with a built up solid wall section, or
- (iii) windows which have had mullions removed from between them.

| | | | |
|---|----------------------------------|--|--|
| Address of building or site where the work took place House Number Building Name Street Name Road Number (If no street) Village/Town County Post Code | | | |
| Number of windows to be assessed | | | |
| Please indicate when work was COMPLETED on site. We may ask for confirmation of this through copies of receipts, guarantees etc.. | Before June 1964 | June 1964 – March 1982 | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | April 1982 – March 1991 | April 1991 – December 1997 | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | January 1998 – March 2000 | April 2000 – February 2002 | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | March 2002 – April 2005 | IF WORK COMPLETED AFTER APRIL 2005 THIS FORM CANNOT BE USED | |
| | <input type="checkbox"/> | | |
| FOR OFFICE USE ONLY | | | |
| Application Number: | | Application Fee: | |
| Case Officer: | | Receipt Number: | |
| Application Received: | | Payment Type: | |
| Letter Issued: | | Checked By: | |

| | | |
|---|----------------|-------|
| Name and Address of <u>Applicant</u> | Applicant Name | |
| | Address | |
| | | |
| | | |
| | Telephone | |
| | e-mail | |

SCALE OF CHARGES FOR REPLACEMENT WINDOW SURVEY

| | |
|----------------------------|------|
| Replacement Windows Survey | £128 |
|----------------------------|------|

PLANS REQUIRED WITH SUBMISSION

This submission must be accompanied by plans, specifications and other information as necessary detailing the windows and their locations to be covered by the letter

DECLARATION (Which must be ticked and signed)

I/We* (Delete as appropriate) apply for a letter confirming works were exempt from building regulations and declare –

(Please tick Yes box after reading and agreeing with the statement.)

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have completed the form providing information that is true and accurate. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed the appropriate fee (cheques made payable to “West Lothian Council”). |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We have enclosed plans showing the number of windows and their location in the property for this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We are aware that although there is no legal obligation to obtain a letter confirming compliance enforcement action may be necessary as a result of this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We are aware that any remedial works must be carried out within an agreed timescale. |

Signedas applicant/agent*

Print Name

Dated -

* (Delete as appropriate)

Please send your application, plans and correct fee to:
Building Standards
West Lothian Council
County Buildings
Linlithgow
EH49 7EZ

If you have any queries about making an application for a “Replacement Window” request or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 282480 Text Phone Users Only: 01506 651115
 Fax: 01506 282449 e-mail: buildingstandards@westlothian.gov.uk