



PLANNING DIVISION  
Tredomen House  
Tredomen Park  
Ystrad Mynach  
Hengoed  
CF82 7WF  
Tel: 01495 235158

(For Official Use Only)  
Building Regulations Plan Number

## Building Act 1984 The Building Regulations 2010

### REPLACEMENT OF ROOF LIGHTS, WINDOWS AND EXTERNAL DOORS

This form should be submitted if you intend replacing roof lights, windows and glazed external doors.  
It should be accompanied with the relevant fee.

#### 1 Applicant's details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### 2 Installers details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### 3 General Description and specification of new windows, doors and roof lights to be installed. Full glass specification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4 Specify area weighted average 'U' value (w/m<sup>2</sup>K) or centre pane 'U' value (w/m<sup>2</sup>K).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 5 General description of old windows/doors/roof lights to be removed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 6 Fees: Total cost of installation £ See guidance notes on Fees for further advice.

#### 7 Date of installation:

## How we will use your information

Caerphilly County Borough Council will process your Building Regulations application, your identity and contact details for the purpose of registering your application, providing you with a decision and other associated documentation, and to carry out inspections of the works when development commences. The application file is not open to public inspection but copies of the Decision Document and Completion Certificate will be provided to third parties, upon request, for conveyancing purposes.

The legal basis for processing your information is it is necessary for the performance of a task carried out in the public interest.

Details of your application will be shared with internal departments and external bodies for consultation purposes or to assist them in carrying out their statutory duties.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

<https://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Privacy-notice>

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

Please note that in carrying out the installation the existing property must not be made any worse in relation to means of escape in case of fire, background ventilation, or supply for the combustion of heat producing appliance.

