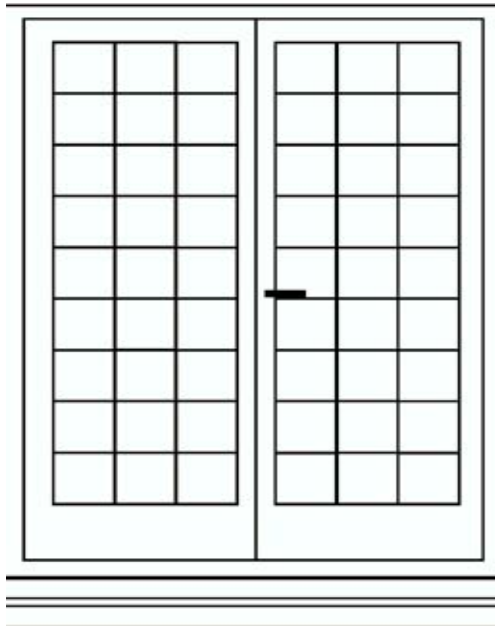


**FRENCH WINDOW LEAFLET**  
(Timber Kit and Cavity Wall Construction Only)

Building (Scotland) Act 2003



**Introduction**

For the installation of French windows a Building Warrant will be required from the Council:

It is hoped the information provided will assist you to obtain approvals as quickly and as easily as possible

**Making an application for Building Warrant**

A Building Warrant is the permission which is required before starting “building” work. Application for Building Warrant should be made to:

Team Leader, Building Standards  
Clackmannanshire Council  
Kilncraigs  
Greenside Street  
Alloa, FK10 1EB

Tel: 01259 450000  
Fax: 01259 727450  
Web: [www.clacksweb.org.uk](http://www.clacksweb.org.uk)  
E-Mail: [buildingstandards@clacks.gov.uk](mailto:buildingstandards@clacks.gov.uk)

## Information

The Building Warrant application form should be carefully completed and submitted along with the appropriate plans and fee to the above address. Payment should be by cheque (made payable to Clackmannanshire Council) or by cash. There is a fee scale for Building Warrant applications, dependent on cost of works. There is no neighbour notification procedure for Building Warrant applications.

Clackmannanshire Council is the verifying body for Warrant applications submitted within the geographical area of the County. The role of the verifier is to protect the public interest by providing an independent check and, when satisfied, the approval of a Building Warrant. The role also includes the notification of acceptance of the Completion Certificate submitted by the applicant if the Council is satisfied that the works comply with the relevant Warrant and Building Regulations.

## Plans/Drawings

You are required to submit 2 sets of plans/drawings for a Warrant application, 1 set being coloured to aid identification of new work and speed up the assessment process. The plans submitted should normally be in a scale of 1:100 or 1:50 and show the following:

- Sufficient elevations, plans and sections to provide a complete representation of the proposed development
- Construction details of all aspects of the building work
- Structural details and design calculations (if required)
- Details of plumbing and drainage work (if required)
- Details of ventilation and electrical arrangements (if required)

## Location Plans

A Location Plan should be to an Ordnance Survey Scale of 1/1250 or 1/2500 (Ordnance Survey base preferred) and this should clearly show:

- The location of the proposed development in relation to the nearest road junction
- Existing and proposed buildings
- The extent of the boundaries of the site
- The North point and the scale of the plan
- Further detailed guidance on plans to be submitted is given in the Building Procedure (Scotland) Regulations. This information can be accessed via the Scottish Building Standards Agency website at [www.sbsa.gov.uk](http://www.sbsa.gov.uk).
- In rural areas a map showing the site's relationship to the wider area should also be provided



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## Information and Standards concerned with the Installation of French Doors

This list is not an exhaustive list but designed to cover the more common areas of concern.

- Information about new lintels above the existing wall opening if being made wider, or above the formation of a new doorway. Standard 1.1.
- Repositioning of any existing sub floor ventilators which may be affected by the formation of a step at the French door. Standard 3.4.
- Damp-proofing arrangement at new step or stair. Standard 3.4.
- Details of the manufacturer and type of vertical thermal cavity closers if required. Standard 3.4 and 6.2.
- Position of vertical and horizontal damp proof courses. Standard 3.10.
- Provision of ventilation if the French door is the means of ventilation to the apartment. Standard 3.14.
- Details of step, landings or stair at the French door (and if required any protective barriers, handrails etc) or stair at the patio door. Standard 4.3 and 4.4.
- Type of glass at low level. All glazing less than 800mm above adjoining floor level to be safety glass to BS6262. Standard 4.8.
- Details of U value of French doors and confirmation of draught stripping. Standard 6.2.
- Details of any services being re-positioned or re-routed. General Standard.

## Notification of Work Starting on Site

When the work is about to start on site you should submit the Notification of Start or Work Form which will be sent to you or your agent when your Building Warrant is approved. This form should be sent to the address noted at the bottom of the form. On receipt of the Start of Work form this will, in some cases, generate a site visit from the Building Standards Surveyor assigned to your project. If the work is of a very minor nature it is likely that a visit will be carried out when the Completion Certificate has been submitted to the Council, as Verifier, for acceptance.

Each application is assessed on its own specific merits and the regime for inspections will be decided upon this basis

## Completion of the Works

When the project is finished the “relevant person” (the owner, tenant or developer) **must** submit the Completion Certificate to the Council, as Verifier, for acceptance, or rejection if the work is incomplete or does not comply with the approved drawings/plans and Building Regulations. The Completion Certificate is included within the Building Standards Folder issued upon approval of the Building Warrant. Additional forms can be obtained from Building Standards if necessary.

If electrical work has been carried out, this must also be certified. There are a number of ways of doing this:

- If an Approved Certifier of Construction has carried out the electrical work then that contractor will provide the appropriate certificate, duly completed, for the Council to verify **OR**
- If the electrical contractor or electrician is not an Approved Certifier of Construction then the appropriate certification taken from BS 7671:2001 should be submitted, duly completed, together with evidence of competency (ie JITB card) **OR**
- If the electrical work was not carried out by a qualified electrician, it may be the case that you will need to have the installation checked by a qualified electrician and the appropriate certificate in accordance with bullet point 2 above submitted, with evidence of competency (ie JITB card)

The Completion Certificate (and the electrical compliance information if appropriate) submitted to the Council will generate a visit from the Building Standards Surveyor for your project. If the work is of a minor nature, this may be the first visit.

If the work is satisfactory, you or your agent will receive Notification of Acceptance of the Completion Certificate. This document is important if you decide to sell your property or for mortgage purposes. If selling your property, the purchasing solicitors will insist that the necessary consents have been obtained and that the work has been carried out in accordance with the approvals granted.

If you do not have the Notification of Acceptance of the Certificate of Completion it may generate problems regarding the sale of the property or affects its value.

## For further advice and copies of all application forms:

Please contact

Team Leader, Building Standards  
Clackmannanshire Council  
Kilncraigs  
Greenside Street  
Alloa  
FK10 1EB

Tel: 01259 450000

Fax: 01259 727450

E-Mail: [buildingstandards@clacks.gov.uk](mailto:buildingstandards@clacks.gov.uk)

Please note that applications forms are also available and can be downloaded from Clacksweb:

<http://clacksweb/property/buildingstandardsforms/>

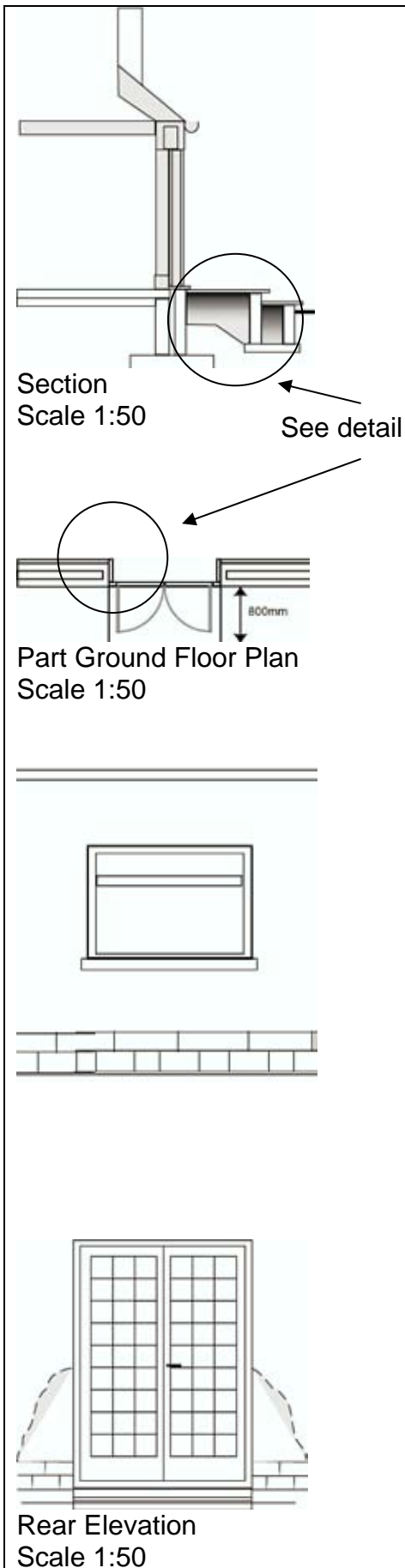
## NOTES

- Whilst anyone may prepare plans or drawings, this task is best left to an architect, building consultant or other person experienced in preparing drawings and submitting applications
- As owner of the building or the person who has applied for and received Building Warrant approval, it is in your best interests to appoint an appropriate professional (for example a chartered architect, chartered surveyor or building consultant) to look after your interests on site. It is **NOT** the intention of the building standards system that the Verifying authority (ie the Council) provides protection to a client in a contract with a builder.

## WARNING

A Building Warrant does not exempt you from obtaining other types of permission necessary eg Planning Permission or Listed Building Consent. In certain cases you may also need the Council's consent to comply with the title conditions. A separate fee will be charged for preparation of this information.

## EXAMPLES OF THE TYPE AND QUALITY OF PLANS REQUIRED FOR THE INSTALLATION OF FRENCH WINDOWS



**Full site specific details to be submitted to address the following matters:**

Existing lintels to be unaltered

Window removed and wall cut down (width unaltered). Vertical damp proof courses extended down to link in with horizontal damp proof course and cavities closed to satisfy Standards 3.4 and 3.10.

Existing window to be removed, wall below cut down – all finished made good, the integrity of all damp proof courses to be maintained.

Manufacturer and type of the vertical thermal cavity closers required to satisfy Standard 2.4 and 6.2.

Ventilation to the dining room to comply with the requirements of Standard 3.14. Having an opening of 1/30<sup>th</sup> of the floor area and also provide a trickle ventilator.

Any existing sub floor ventilator affected by the formation of a step to be re-positioned or re-sited to comply with the requirements of Standard 3.4.

Steps to Standard 4.3 with suitable damp proof course to ends, rear and underside to comply with the requirements of Standard 3.4.

Low level glass (glass below 800mm from floor level) to be toughened or laminated to comply with the requirements of Standard 4.8.

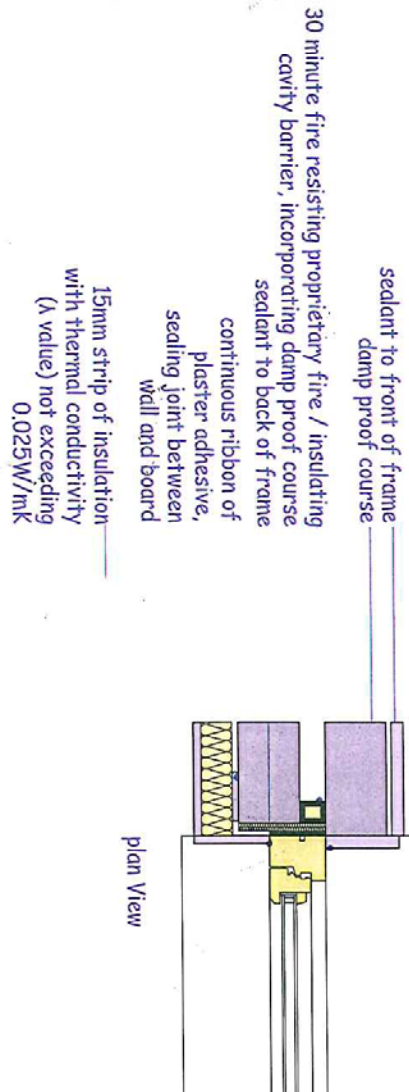
U value of French windows and confirmation of draught stripping. Standard 6.2.

Details of any services being re-positioned or re-routed as a result of the installation of French windows. General Standard.

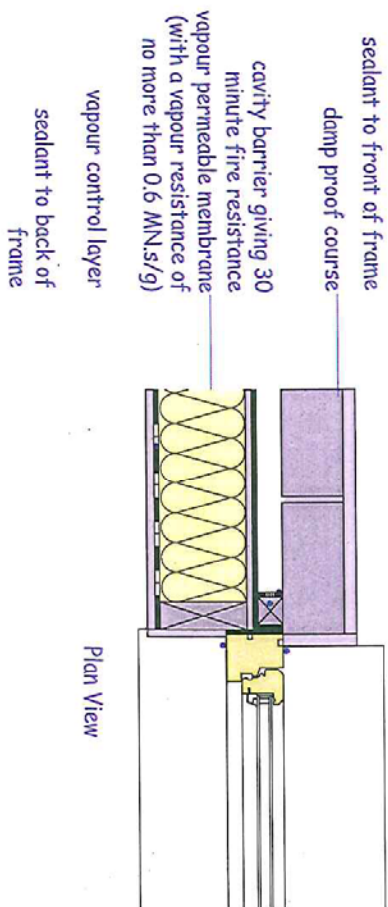
**Further guidance on suitable detailing can be obtained by visiting**

**[www.sbsa.gov.uk/tech\\_handouts/accred\\_detail.htm](http://www.sbsa.gov.uk/tech_handouts/accred_detail.htm) or via the links on Clacksweb.**

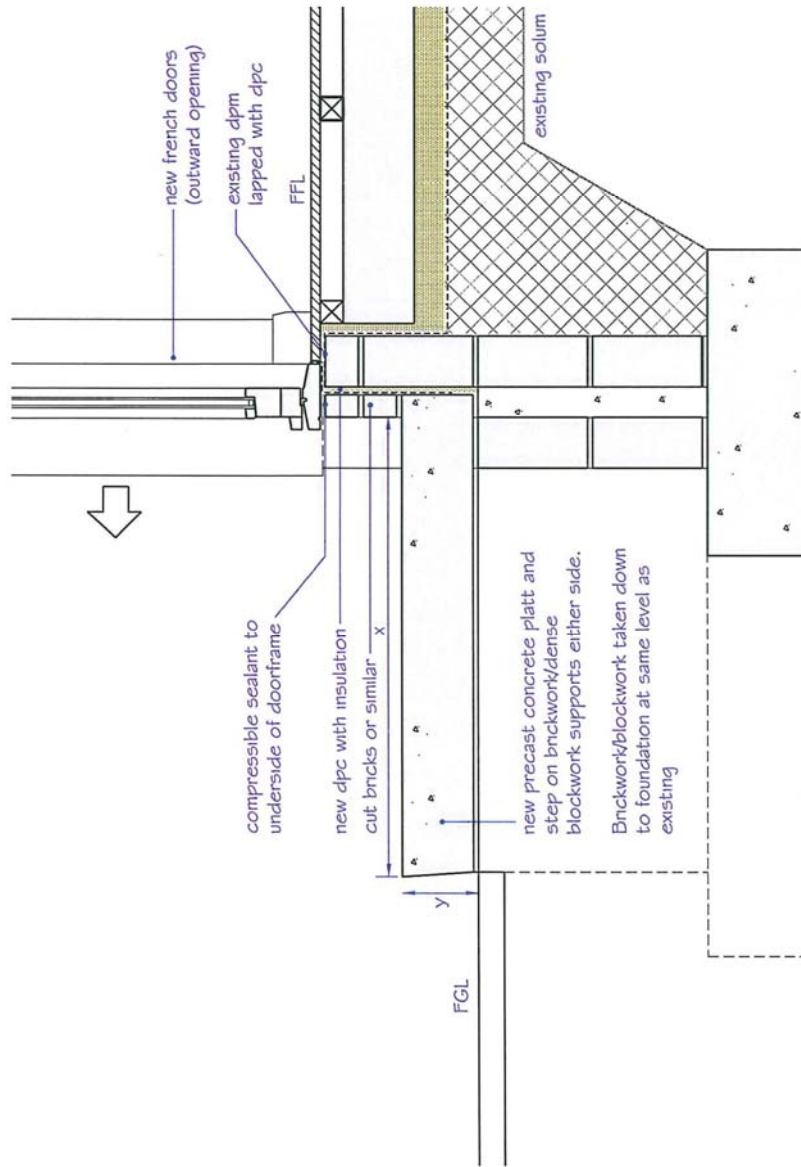
\* Delete as appropriate Masonry: Cavity Wall – French Door Jamb Detail



\* Delete as appropriate Timber Frame – French Door Jamb Detail

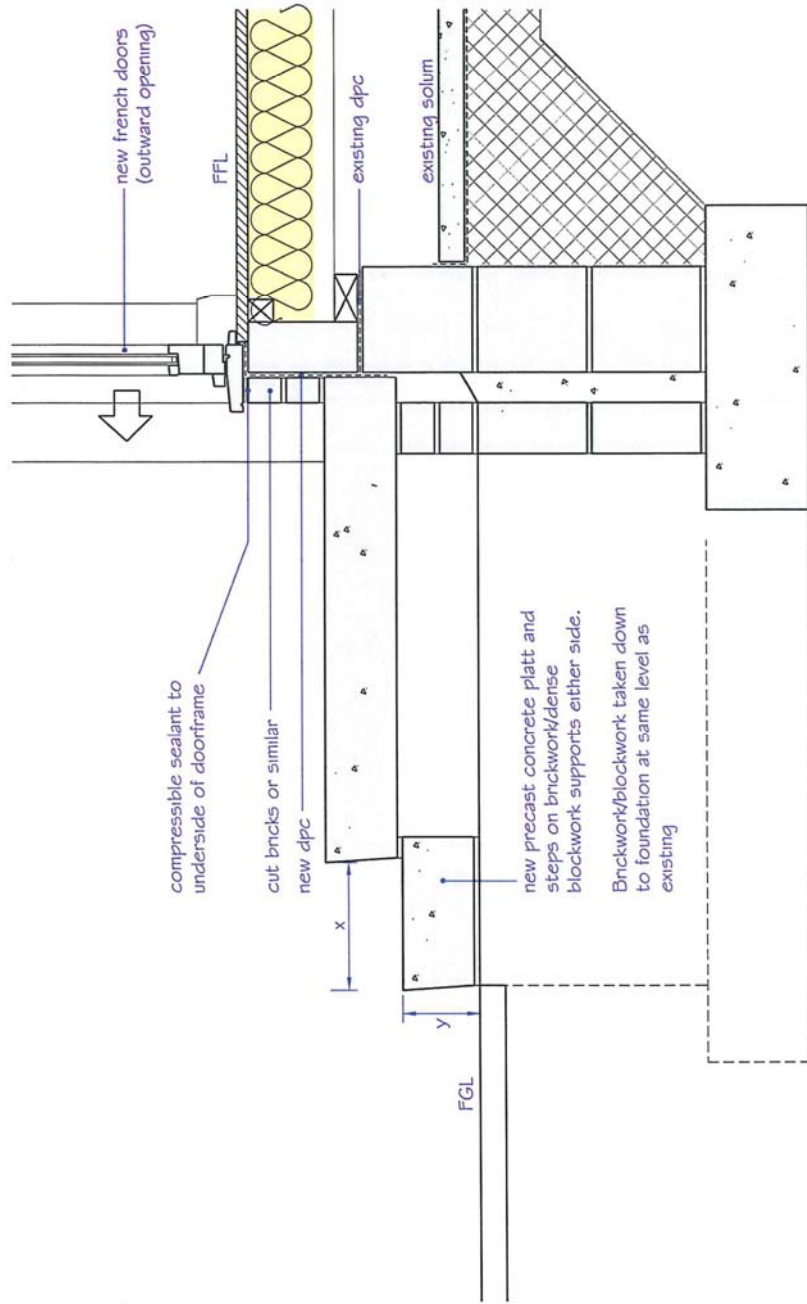


For minimum length of landing see attached detail sheet and highlight as appropriate



Masonry Cavity Wall/Solid Ground Floor:  
Threshold Detail (With Platt)

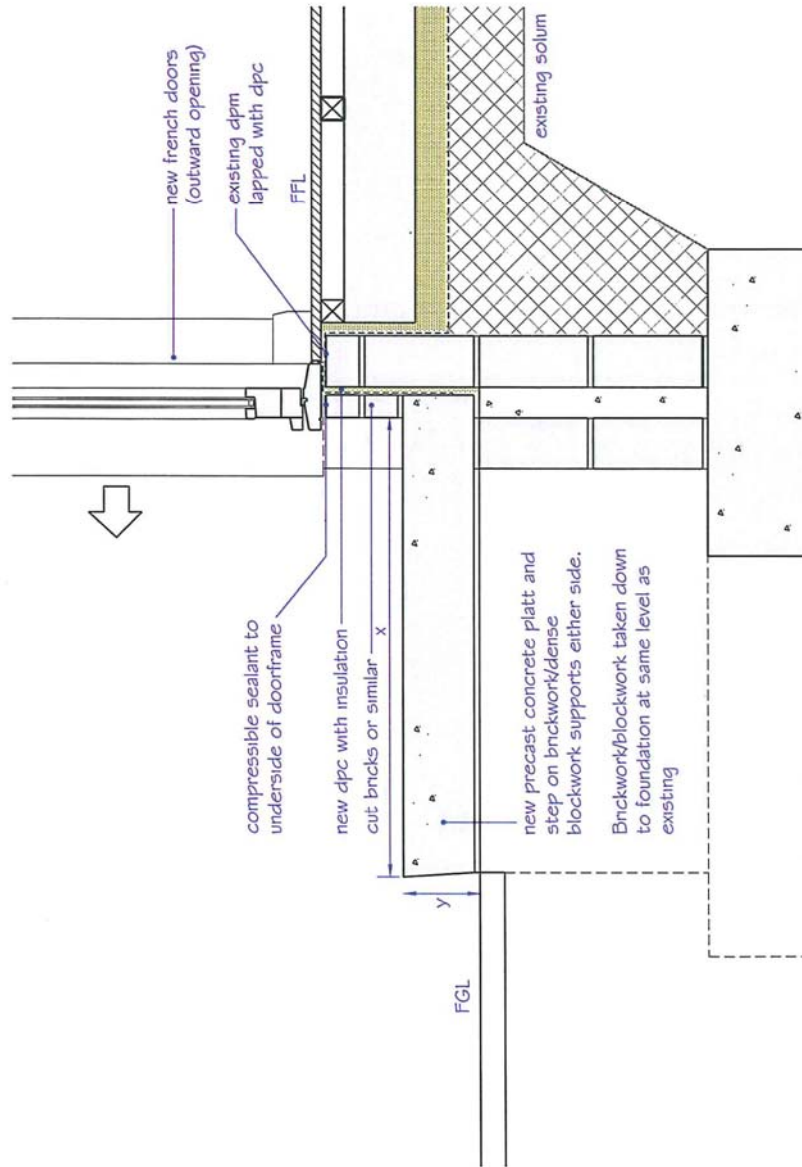
For minimum length of landing see attached detail sheet and highlight as appropriate



Masonry Cavity Wall/Suspended Timber Floor:  
Threshold Detail (With Platt)

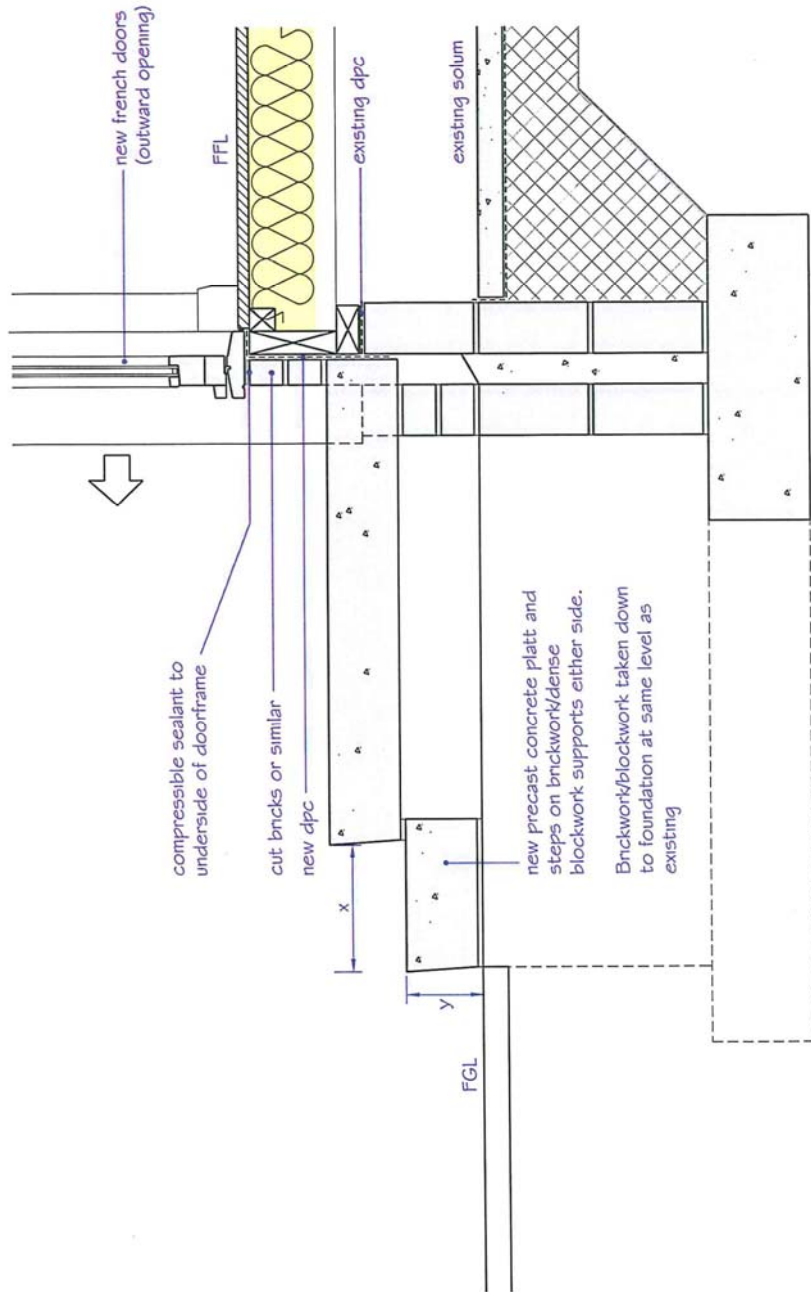


For minimum length of landing see attached detail sheet and highlight as appropriate



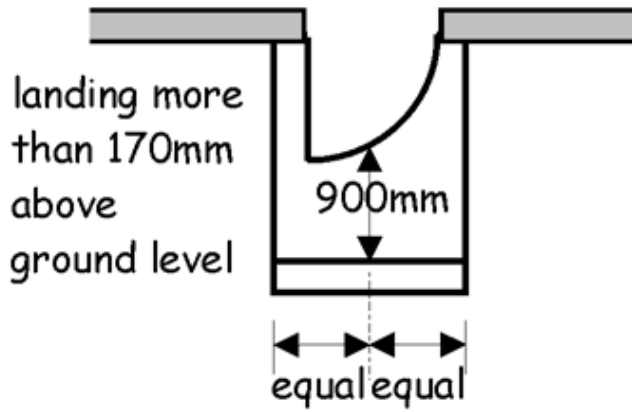
Timber Frame/Solid Ground Floor:  
Threshold Detail (With Platt)

For minimum length of landing see attached detail sheet and highlight as appropriate

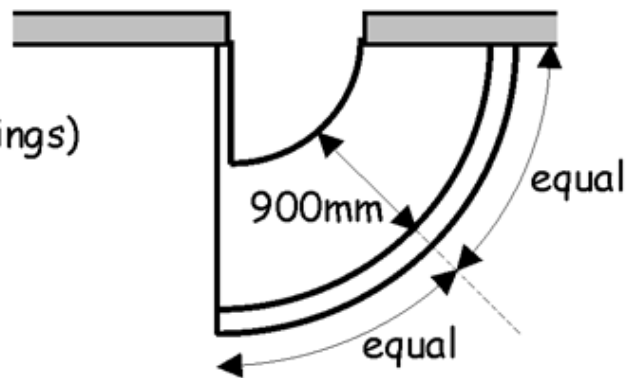
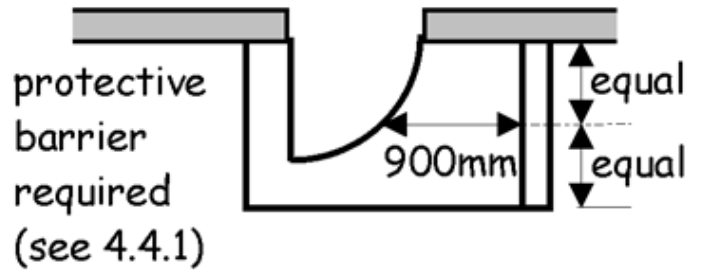


Timber Frame/Suspended Timber Floor:  
Threshold Detail (With Platt)

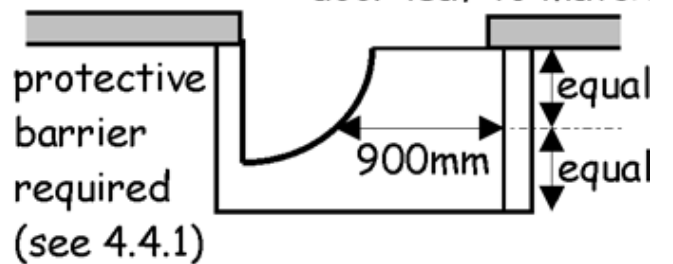
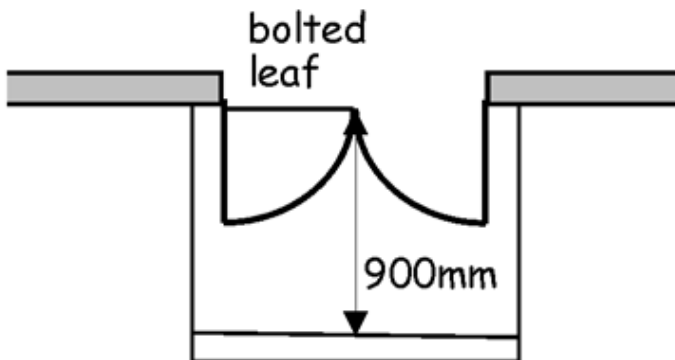
# Stair landings serving outward opening fully glazed doors



Single leaf doors (dwellings)



permanently fixed door leaf to match



Double leaf doors (dwellings)

HIGHLIGHT AS APPROPRIATE