



# BUILDING STANDARDS

## Removal of Window Mullions

Building (Scotland) Act 2003

### Guidance for the Removal of Window Mullions

For the installation of velux windows within the City two permissions will normally be required from the City Council.

- **Building Warrant**
- **Planning Permission**

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

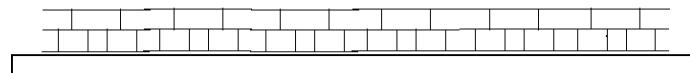
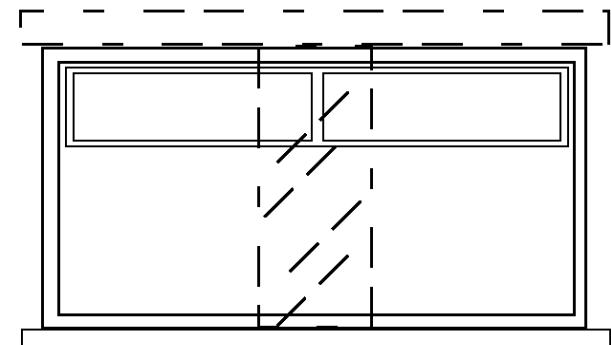
Building warrant is the permission which is required before starting “building” work.

The application for building warrant should be made to:

**Building Standards  
Strategic Place Planning  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB**

Telephone: 01224 523470

E-Mail: [pi@aberdeencity.gov.uk](mailto:pi@aberdeencity.gov.uk)



## Information

The building warrant application form should be carefully completed, and submitted along with the appropriate drawings and fees to the above address. Payment is normally be made by a crossed cheque made payable to the Aberdeen City Council but cash or postal orders are also accepted. The fee is based on a scale which is dependent on cost of work. There is no neighbour notification procedure for building warrant applications.

Aberdeen City Council is the verifying body for warrant applications submitted within the geographical area of the City. The role of the verifier is to protect the public interest by providing an independent check and, when satisfied, approving building warrant applications. They also issue a notification of acceptance of the Completion Certificate if they are satisfied that the work complies with the relevant building regulations when the works have been carried out.

## Other Permission

Submission of an application for building warrant does not exempt an applicant from obtaining any other permission which may be required, for example planning permission.

## Drawings

You are required to submit one set of drawings for a warrant application. Further sets of drawings may be required prior to approval. The drawings 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
- constructional details of all parts of the building
- 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 a scale of 1/1250 or 1/2500 and this should clearly show (*Ordnance Survey base preferred*);

- 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
- Detailed guidance on plans to be submitted is given in the Building Procedure (Scotland) Regulations
- In rural areas a map showing the site's relationship to the wider area should also be provided.

Please Note: The amount of information required on the drawings is dependant upon the application. Please refer to the example below for further guidance.



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## Information and Standards concerned with the Removal of a Window Mullions

- Information about existing lintels above the windows to clarify if one continuous lintel or two independent lintels are in place.
- If there is one lintel or more than one lintel which are continuous across the full width of the window opening, provide confirmation from a structural engineer that the proposals are structurally adequate with regard to the removal of the mullion and the support of the elements of structure above.
- If the lintel or lintels are supported on the central mullion and as a result of its removal will be replaced by a new lintel or lintels provide details of the replacements to demonstrate their structural suitability.
- Details of the vertical thermal cavity closers required.
- Provide details of the ventilation to the apartment to check for compliance.
- Type of glass at low level. Toughened or Laminated. All glass below 800mm from the floor level.
- Show the position of the damp-proof course at the window cills and lintels.

### Notification of work starting on site

When the work is about to start, you should submit the Starting Date Notification Form 1, 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 page. On receipt of the starting date form this will, in most cases, generate a visit from the Building Standards Officer 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 work is finished the 'relevant person' (the applicant, usually 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 plans and building regulations.

The Completion Certificate (Form No.5) is included with the documents sent out when the building warrant approval documents were issued. Additional forms can be obtained from the Council 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.
- 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.
- If the electrical work was not carried out by a qualified electrician, it may be that you will have to have the installation checked by one and the appropriate certificate in accordance with point 2 above submitted.

The Completion Certificate (and the electrical compliance information if appropriate) submitted to the Council will generate a visit from the Building Standards Officer 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 Certificate of Completion. This document is important if you decide to sell your property or for mortgage purposes. If selling your property, the purchasing solicitor will insist that the necessary consents have been obtained and that work has been carried 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 affect its value.

## For further advice and copies of all application forms

Please contact:

**Building Standards  
Strategic Place Planning  
Aberdeen City Council  
Business Hub 4  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB**

Telephone: **01224 523470**

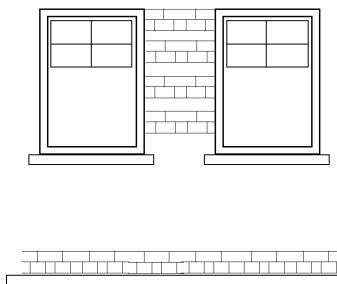
E-Mail: **pi@aberdeencity.gov.uk**

The application reception desk is situated on the Ground Floor (left) Marischal College. Office hours are from 8.30am to 5.00pm Monday to Friday. If you wish to discuss some aspect of your application in detail it is advisable to telephone for an appointment before calling.

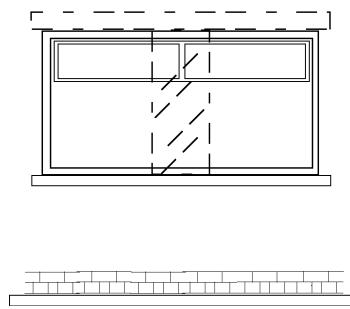
## NOTES

- While anyone may prepare plans this task is best left to an Architect, or 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 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 provides protection to a client in a contract with a builder.

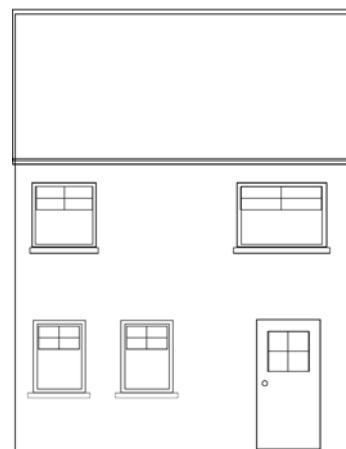
## Examples of the type and quality of plans required for removal of Window Mullions



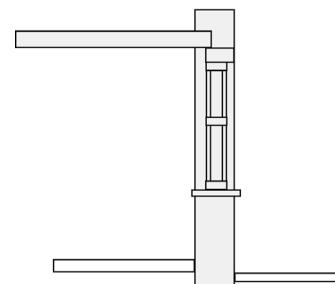
Part Front Elevation  
Scale 1:50



Elevation as proposed  
Scale 1:50



Front elevation  
Scale 1:50



Section  
Scale 1:50

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