



Replacement Windows & Doors Guidance

Planning advice for anyone considering repair or replacement works to historic buildings within Moray



the **moray** council

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Policy background

Legislation, Policy & Guidance

- Town & Country Planning (Scotland) Act 1997
- Planning (Listed Buildings & Conservation Areas) (Scotland) Act 1997
- Scottish Historic Environment Policy (SHEP)
- Managing Change in the Historic Environment Guidance Notes – Windows & Doorways
- Moray Local Development Plan 2015 – Policy BE2, BE3 & BE4
- Scottish Planning Policy 2014
- Planning Advice Note PAN 71 Conservation Area Management



Windows and doors make a significant contribution to the character of historic buildings individually and to that of the wider streetscape in which they are located. Retaining original windows and doors is seen as a legitimate way of preserving both the historic appearance and fabric of the building and therefore its character. In recognition of this the Council seeks to protect and preserve original windows and doors, where possible.

Anyone considering repair or replacement works to historic buildings should familiarise themselves with the content of this guidance prior to deciding upon the most suitable course of action.

Listed buildings

- The Council will place a strong emphasis upon the repair of original windows and doors before options for replacement are considered. Repair work should only be undertaken where it is absolutely necessary (in terms of sustainability, damage or deterioration) and should be done on a like-for-like basis, ensuring that any repair work provides for an identical match to the original windows or doors.
- The replacement of historic windows and doors in listed buildings will only be approved where there is no alternative, for example, where they have clearly deteriorated beyond practical repair or are not original. Where the replacement of windows or doors is proposed, the Council is likely to request evidence demonstrating that there is no scope for repair works. In some circumstances a survey by a suitably qualified individual may be requested.
- In all instances, the proposed replacements will be required to match the originals in materials, design and opening method. The Council encourages the reuse of historic glass where this contributes to the character of a listed building. In the case of doors, the Council also encourages the reuse of original door furniture.
- The use of non-traditional materials such as uPVC will not be acceptable in listed buildings.



Conservation Areas

- Windows and doors can make a substantial contribution towards the character and appearance of conservation areas, particularly in instances where there is a uniform appearance to the windows and doors. In considering any development proposals within these areas, the Council seeks to ensure that they will protect and/or enhance the character and appearance of the area.
- The Council will support proposals for the sensitive repair and maintenance of original windows and doors within conservation areas. On unlisted buildings within conservation areas, any proposals for replacement windows and doors should match the original in terms of materials, design and opening method. However, the principal test will be the impact upon the character and appearance of the conservation area.
- uPVC windows often fail to replicate the detailing and quality of traditional windows and can therefore have an adverse impact upon the character and/or appearance of a conservation area. The Council will therefore not support the use of uPVC windows on principal or public elevations (elevations with a street frontage or open to public view) on unlisted buildings within conservation areas.



Care and Maintenance of Traditional Windows

Energy Efficiency

In the case of existing single glazed windows where the owner is keen to improve thermal performance, removal of historic glass and/or window frames will not be deemed acceptable. There are various other means to improve thermal performance such as secondary glazing, draft stripping, wooden shutters, or thick curtains. More information of these methods can be found in the Historic Scotland publication **Inform Guides: Improving Energy Efficiency in Traditional Buildings** (available at <http://www.historic-scotland.gov.uk/informguide-energy-efficiency.pdf>). Where existing window frames do not contain historic glass, it may be acceptable in some instances to retrofit slimline double glazing, as long as the profile of the window is not altered. It is important to remember that modern day standards of insulation can be applied to historic buildings whilst minimising changes to their character.

Historic Glass

Differences in the manufacturing process of glass over time have meant that, depending on the age of a window, the glass (if still original) will have certain individual characteristics. Up until the 1950's it was not possible to manufacture the imperfection-free glass that we see nowadays. It is possible to identify 'historic' glass by the slightly distorted view out of a window and the 'shimmering' effect seen from the exterior. Where historic glass survives, it will make a contribution to the historic appearance of the building on account of its imperfections and the reflections that result.

It should be noted that glass is no longer produced using historic methods, so replacement glass of this nature can be very difficult or impossible to obtain. Removal of surviving historic glass is will not be approved. Where a window frame is not repairable, it will be necessary to have any surviving historic glass placed back into the replacement frame. As with timberwork, the retention of sashes with historic glass in them is seen as a way of preserving both the historic appearance and fabric of the building and therefore its character.



Replacement windows

In an instance where timber window frames cannot be repaired, replacement windows will be acceptable on the condition that the replacements match the originals in every respect. Double glazed wooden sash and case units which have the correct astragal width and painted finishes are usually considered acceptable as replacements where there was previously no historic glass present. Replacement windows should not have astragals where there is no historical evidence that they used to exist. Astragals should never be sandwiched between two panes of double glazing or stuck onto the glass.

Decorative glass

Removal of decorative, stained or coloured glass will not be approved in listed buildings or in conservation areas. Decorative glass is generally more difficult to maintain than plain glass and will usually require specialist intervention if in poor condition. It is important to properly maintain decorative glass as it is expensive to repair if allowed to deteriorate.

Maintenance and lifespan

A common misconception is that timber windows are difficult to maintain whilst uPVC equivalents are 'maintenance free'. Whilst this idea of maintenance free building elements is an attractive one, the reality is somewhat different. Properly maintained timber framed windows can last over 200 years. The regular and sensitive maintenance of historic windows is encouraged. This will often involve re-painting windows in order to avoid moisture penetration. Windows should be hand painted in a colour and finish which matches the original window unless approved through planning permission and/or listed building consent.

Modern paints mean that window and door frames can now go six to ten years before re-painting is necessary whilst yearly inspections of windows can be easily carried out by householders armed with just a little knowledge. Repairs to timber window and door frames are almost always cheaper than full replacements.





Ventilation

Sometimes additional controlled ventilation is required. It is preferable to provide this by means of discreet vents or by 'blocking down' top sashes, rather than by the addition of prominent trickle vents. Historic Scotland's **Looking After your Sash & Case Windows** provides further guidance on alternative methods of ventilation.

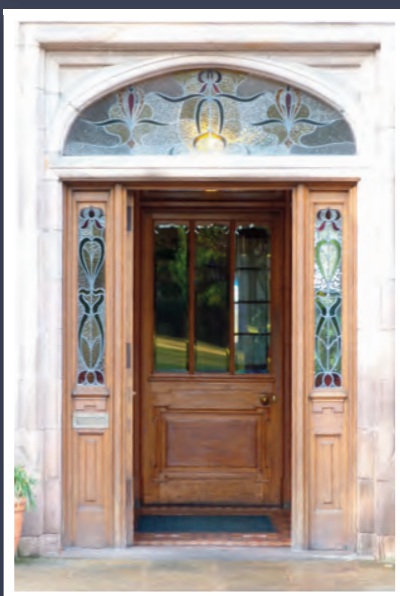
Alteration/replacement Doors

Where original doors remain, it is better where possible to repair rather than replace. Traditional entrance doors are usually of solid timber construction, either panelled or framed, lined and braced. Often there will be a single or double-leafed storm or outer door, with an inner part-glazed door and screen. This arrangement is suitable for both commercial and domestic properties and provides for daylight and shelter when the outer door is open, and security and insulation when closed. Traditional doors contribute and enhance the character and appearance of Conservation Areas.

External doors should only be replaced when it is not possible to repair an original door. Replacement doors on public elevations shall be required to match the details and design of the existing.

Glazing to an outer door is best restricted to a fixed panel or fanlight above the door, though in a single door arrangement a glazed panel to the upper half of the door may be appropriate.

Modern glazed doors will usually be inappropriate to the character of traditional properties and, as with windows, aluminium and plastic frames can lead to long-term maintenance problems.



Do I need permission?

Listed buildings (either within or outwith conservation areas)

- Repairs to original windows and doors in listed buildings will not require listed building consent providing the repair work exactly matches the original in terms of design, materials and profiling.
- The installation of double glazing within existing frames in listed buildings will require listed building consent. If a listed building is also located within a conservation area, planning permission may also be required. Clarification from the planning authority should be sought.
- The installation of secondary glazing in listed buildings will require listed building consent.
- The removal or replacement of windows and doors in listed buildings will require listed building consent. If a listed building is also located within a conservation area, planning permission may also be required.
- Material changes to windows and doors in listed buildings will require listed building consent i.e. alterations to the design, material, size, opening mechanism or proportions as well as blocking up windows and doors. If a listed building is also located within a conservation area, planning permission may also be required. Clarification from the planning authority should be sought.
- Reinstatement of an original window or door in a listed building will require listed building consent. If a listed building is located within a conservation area planning permission will also be required.

Unlisted buildings within conservation areas

- Repairs to original windows and doors in unlisted buildings within conservation areas will not require planning permission providing the repair work exactly matches the original in terms of design and materials.
- The removal or replacement of windows and doors in unlisted buildings within conservation may require planning permission if there is a material change and constitutes development. The Council places strong emphasis upon fully exploring the possibility of undertaking repair work to original windows and doors before considering replacement.
- Material changes to windows and doors in unlisted buildings within conservation areas, including repair work, may require planning permission. Clarification from the planning authority should be sought.
- Reinstatement of an original window or door in an unlisted building within a conservation area will require planning permission.

Information required with the submission of an application for replacement windows and doors

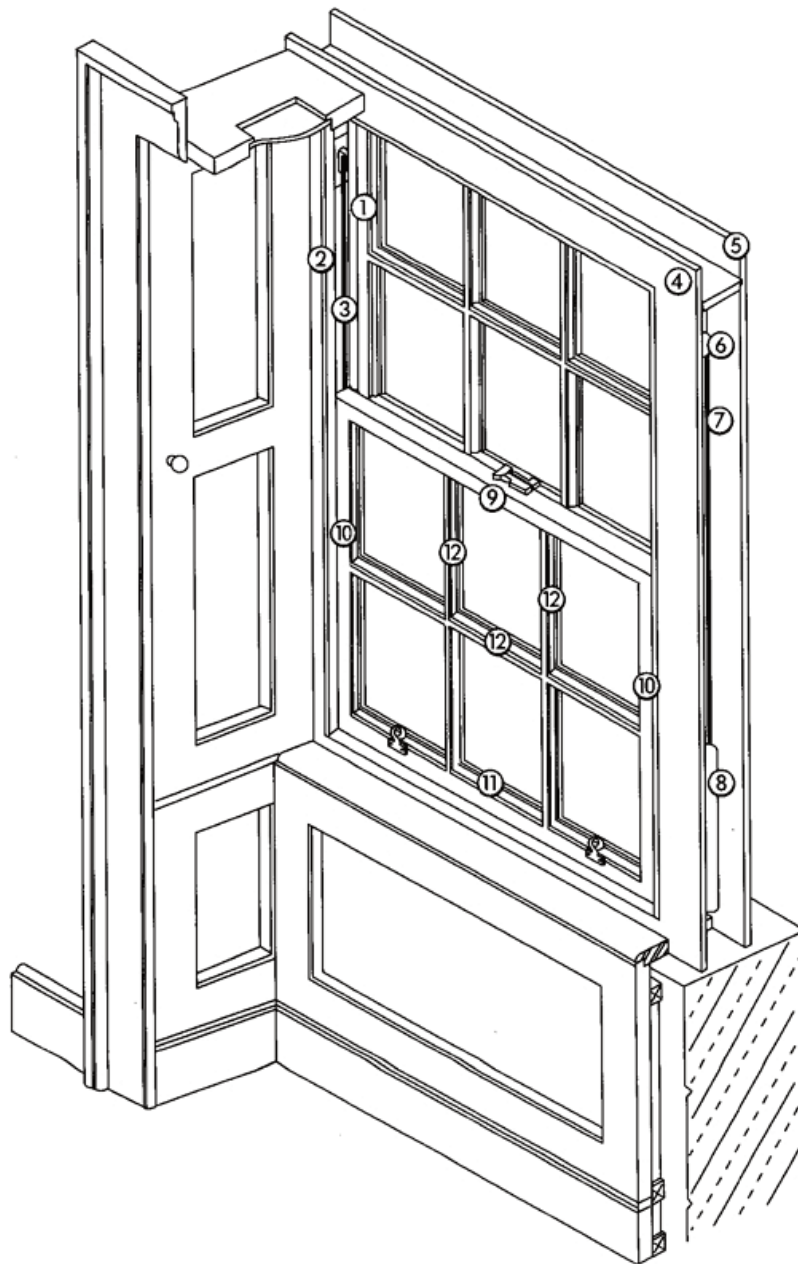
Where an application is being made to replace existing windows and doors, the application should be supported by an assessment detailing why the replacement is necessary. The assessment should detail all defects on a window by window basis. In most cases it will be beneficial to have the condition report produced by a qualified professional.

Additionally, the following information should be included:

- A standard detail sheet showing horizontal and vertical sections through windows at 1:5 scale. This should show how the external face of the casement or frame and timber still sill relates to the stone reveal and should replace the existing.
- A sectional drawing of the astragal at 1:1 scale indicating the glazing unit and method, where applicable.
- Copies of elevational drawings to a scale of 1:100 are required to be submitted showing the existing and proposed windows and doors to be replaced or repaired.
- Copies of the replacement window and door details are to be submitted at a scale of 1:50 and 1:10.



Glossary



THE COMPONENTS OF A TYPICAL SASH WINDOW

RUNNER FOR INNER SASH

- 1) Parting Bead
- 2) Staff Bead (baton rod)
- 3) Pulley Lining/Stile

SASH BOX

- Pulley Lining/Stile
- 4) Inner Lining
- 5) Outer Lining
- 6) Pulley
- 7) Sash Cord
- 8) Sash Weight

INNER/LOWER SASH

- 9) Meeting Rail
- 10) Sash Stile
- 11) Bottom Rail
- 12) Glazing Bar



Further Information:

If you have any queries regarding the information contained in this leaflet you can contact:

The Planning Department
Moray Council
High Street, Elgin
IV12 5RW

Duty Planning Officer
Tel: 0300 1234561

Planning Officer (Listed Buildings & Conservation Areas) (for specific advice)
Tel: 01343 563565

This guidance note is intended to offer general advice and good practice but cannot cover all scenarios and situations and it is therefore recommended that contact be made with The Moray Council to discuss your specific proposals.

