

## INTRODUCTION

Windows, their type, number of panes, thickness of the timbers, external colour, method of opening and the arrangement of the window openings in the wall are important to the architectural quality and historic interest of any old building. The character of any historic building is reinforced by the continued use of traditional windows, the vast majority of which are timber sliding sash and case types.

The installation of poorly designed and unsuitable replacement windows in historic buildings and areas is a matter of national concern. Replacement windows and many other alterations to historic buildings are, therefore, the subject of statutory controls administered by the Local Planning Authority. This Advice Note outlines the Council's policy requirements in respect of replacement windows. The Advice Note attempts to achieve an acceptable balance between an owner's desire to update his or her windows, with the protection of the character of Listed Buildings and buildings in Conservation Areas.

## TECHNICAL CONSIDERATIONS

- Properly maintained, traditional windows have a long working life. Thousands of windows over 100 years old are still perfectly sound and many windows over 200 years old function perfectly well.
- Existing sash and case windows fitted with draughtproofing are capable of meeting the requirements of the U.K. performance standard for windows (BS/6375 Part 1, 1989) in all three test areas of air permeability, watertightness and wind resistance.
- The construction of a traditional window allows the replacement of individual timbers and ropes, pulleys, and fasteners for traditional windows are still in production. Easy-clean hinges can be fitted at nominal cost to allow cleaning from inside the building. External sills can be replaced, new astragals inserted and new bottom rails pieced in.
- Modern microporous paints and stains are easily applied and should last 3-5 years before reapplication is required.
- Adequate thermal performance and noise reduction can be achieved by draughtproofing- one company has received a Design Council Award for its patented system. A number of such systems are now available.
- **Despite these advantages many traditional windows are unnecessarily replaced by unsympathetic types in the rush to 'modernise' with off the shelf units.**

## POLICY REQUIREMENTS: LISTED BUILDINGS

Traditional windows should always be repaired and retained wherever possible; PROPERLY SPECIFIED REPAIRS WILL ATTRACT GRANT ASSISTANCE FROM THE COUNCIL. A list of competent joiners who can repair and manufacture traditional windows can be obtained from the Planning Department. If windows have to be replaced, the policy requirements are as follows:-

- 1) REPLACEMENT WINDOWS IN LISTED BUILDINGS MUST REPLICATE THE ORIGINALS IN TERMS OF MATERIALS, CONFIGURATION AND METHOD OF OPENING.

- 2) SECONDARY GLAZING WILL BE PERMITTED WHERE IT CAN BE INSTALLED WITHOUT DAMAGE TO ORIGINAL INTERIOR DETAILS AND WHERE IT IS NOT VISIBLE FROM THE STREET: THE OUTSIDE FACES OF THE FRAMES SHOULD, THEREFORE, BE FINISHED IN A DARK COLOUR.
- 3) DOUBLE GLAZING OF WINDOWS IN CATEGORY B AND C LISTED BUILDINGS WILL BE PERMITTED WHERE IT COMPLIES WITH THE COUNCIL'S SPECIFICATION (SEE 'DOUBLE GLAZING SPECIFICATION' BELOW).
- 4) WHERE A LISTED BUILDING HAS LOST ITS ORIGINAL WINDOWS, ANY SUBSEQUENT REPLACEMENT SHOULD REPLICATE THE ORIGINAL WINDOWS IN TERMS OF MATERIALS, CONFIGURATION AND METHOD OF OPENING.

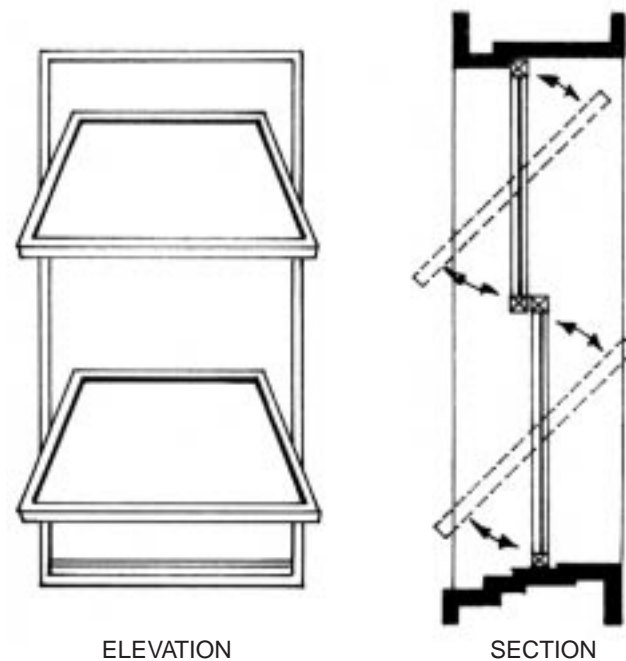
The policy requirements MAY be relaxed in the following circumstances:-

- (i) on enclosed elevations not seen by the general public;
- (ii) in very remote/isolated locations;
- (iii) if sited in a mixed area of poor townscape quality;
- (iv) where the building has been substantially and detrimentally altered;

Should in the opinion of the Planning Authority any of the above circumstances apply then:-

- (a) In respect of CATEGORY 'B' LISTED BUILDINGS the method of opening and materials must still be the same as original, otherwise the general style and proportions may merely reflect the original, rather than exactly replicate;
- (b) In respect of CATEGORY 'C' LISTED BUILDINGS the replacement windows must appear visually similar to the originals in general style, proportions, shadow lines and materials but the double pivot method of opening may be accepted. Even alternative materials may be acceptable if in the opinion of the Council the building has been altered as to no longer justify listing.

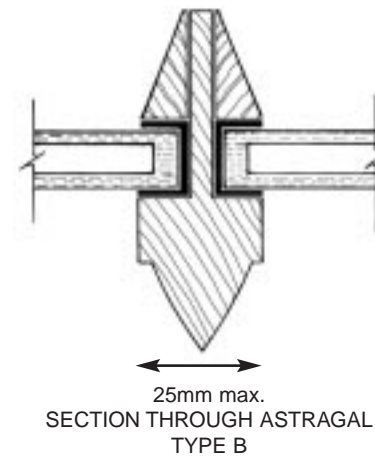
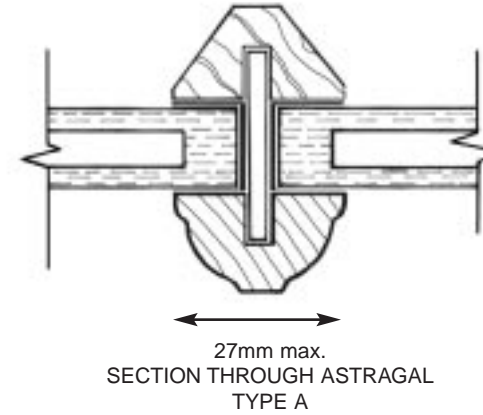
## TIMBER STEPPED PIVOT/DOUBLE CANOPY WINDOW



## DOUBLE GLAZING SPECIFICATION

**Type A** is based upon an astragal profile which is suitable for buildings that are not part of a unified group. The astragal section is 27mm.

**Type B** is the preferred option in unified terraces or groups of buildings where it is important to retain more or less the same astragal section. The Council is aware that the technology is available to manufacture astragals of this slender section, ie less than 25mm. Accordingly, this will be the standard requirement for astragal profiles in sensitive locations.



## Notes

- The Area Development Control Officer should be approached for advice on which astragal profile is appropriate before windows are ordered.
- The astragal sections shown are diagrammatic and are not drawn to scale. The sections are for illustrative purposes only and should not form the basis of any working drawings.
- Sealed units should be 12mm types of either 3-6-3 or 4-4-4 configuration. Your supplier will be able to explain this in more detail.
- The beading used to hold the sealed units in place should replicate the angled profile of traditional putty glazing - square profile beads are clumsy in appearance and should not be used.
- Apart from the increase in the astragal section, all other timber sections in the new windows should be identical to the original sections.

- The astragal profiles are based on known examples where the manufacturer is prepared to provide a guarantee. It is up to the individual to ensure that the window they are purchasing is covered by a guarantee - Angus Council cannot be held liable for any defects arising out of the purchase of double glazed windows.

## POLICY REQUIREMENTS: UNLISTED BUILDINGS IN CONSERVATION AREAS

Conservation Areas contain many unlisted buildings which make an important contribution to the overall townscape. If the quality of these areas is not to be harmed it is important that replacement windows in unlisted buildings respect the original method of opening, the size, and general configuration of the original windows. The policy requirements are as follows:-

- 1) THE SECTION SIZES AND METHOD OF OPENING OF THE ORIGINAL WINDOW MUST BE RESPECTED.
- 2) DOUBLE GLAZING IS ACCEPTABLE;

This normally requires the use of a sliding sash and case window in either UPVC, timber or aluminium. Timber double canopy windows may be acceptable in some instances.

- 3) ANY ASTRAGALS MUST BE REPLICATED.

Although it will be acceptable to install double glazed windows in unlisted buildings in Conservation Areas, the astragals should be accurately reproduced. Astragals in UPVC or aluminium must not take the form of simulated astragals applied to, or sandwiched within, the glazing unit.

- 4) THE FOLLOWING WINDOW TYPES WILL GENERALLY ATTRACT A RECOMMENDATION OF REFUSAL:

- tilt and turn windows;
- windows with simulated astragals;
- windows which do not generally replicate the original glazing pattern;
- windows where there is no offset in the two halves of the window creating a 'shadowline' as with traditional sliding sash and case windows;
- windows with bare, i.e. unfinished aluminium frames.

- 5) IN AREAS WHERE ONLY A FEW WINDOWS HAVE BEEN ALTERED, THE COUNCIL WILL SEEK TO HALT ANY FURTHER DETERIORATION IN ENVIRONMENTAL QUALITY.

The above policy requirements MAY be relaxed in the following circumstances:-

- (i) on enclosed elevations not seen by the general public;
- (ii) in very remote/isolated locations;
- (iii) if sited in a mixed area of poor townscape quality;
- (iv) where the building has been substantially and detrimentally altered;

## The following towns and villages currently contain designated Conservation Areas:-

Arbirlot, Arbroath (Central Area), Arbroath (Keptie), Arbroath (West Port), Auchmithie, Brechin (Central Area), Brechin (St.

Ninian's Square), Dunnichen, Ferryden, Forfar, Fowlis Easter, Glamis, Kirriemuir, Lundie, Montrose, Murroes, Panbride, St. Vigeans, Tannadice. Other conservation areas are proposed for designation in the near future.

#### **POLICY REQUIREMENTS: UNLISTED BUILDINGS OUTWITH CONSERVATION AREAS**

- The general appearance of the original windows should be replicated.
- If you are contemplating replacing your windows it is good practice to respect the original. In this category only flatted properties require planning permission for window replacement BUT UNSYMPATHETIC ALTERATIONS CAN SEVERELY DETRACT FROM THE APPEARANCE AND VALUE OF YOUR PROPERTY AND SPOIL THE ENVIRONMENT FOR YOUR NEIGHBOURS. The policy for flatted properties is as follows:-

WHERE THERE IS ANY CONSISTENCY OF WINDOW STYLE IN THE BUILDING, REPLACEMENT WINDOWS SHOULD VISUALLY RECREATE THE PROPORTIONS OF THE OUTGOING WINDOWS.

#### **WHEN IS PERMISSION REQUIRED FOR REPLACEMENT WINDOWS?**

##### **LISTED BUILDINGS:**

- Listed Building Consent may be required for any alteration to the window.
- The installation of double glazed windows which comply with the Council's specification will not require an application for Listed Building Consent, but the details must be agreed in writing before the windows are installed.
- Proposals to use different materials, pane configurations or methods of opening will usually attract a recommendation of refusal.

##### **UNLISTED BUILDINGS IN CONSERVATION AREAS:**

- Planning permission may be required depending on the type of building involved, the elevation of the building affected and the type of window proposed. Please contact the Development Control section of the Planning Department for further advice.

##### **UNLISTED BUILDINGS OUTWITH CONSERVATION AREAS:-**

###### **A. Dwellinghouses (Non-Flatted Properties):**

- Planning Permission is not currently required provided that the size of the opening remains unaltered.
- The removal of mullions which sub-divide windows constitutes an alteration requiring planning permission. If the mullion is necessary to support the structure above, a Building Warrant will also be required.

###### **B. Flatted Properties and Maisonettes**

- Planning Permission will not be requested for replacement windows where the general appearance of the original windows are replicated.
- The removal of mullions which sub-divide windows constitutes an alteration requiring planning permission. If the mullion is necessary to support the structure above, a Building Warrant will also be required.

#### **GRANTS:-**

If your property is in a Conservation Area or is statutorily listed, a grant may be available to assist in the REPAIR OF THE EXISTING WINDOWS, DRAUGHTPROOFING, THE INSTALLATION OF SECONDARY GLAZING AND IDENTICAL REPLACEMENT WINDOWS. NOTE - DOUBLE GLAZING IS NOT ELIGIBLE FOR A GRANT. Further information can be obtained by either writing to the Director of Planning and Transport or telephoning the Conservation Section on the number given below.

#### **BUILDING REGULATIONS:-**

Although a Building Warrant is not required for replacement windows, they should nonetheless comply with the relevant Code of Practice and the Building Regulations. You can obtain a leaflet (and/or advice) from the Building Control Section of the Planning Department which explains the requirements.

#### **HOW DO I GO ABOUT REPLACING MY WINDOWS?**

- You should check whether your property is a Listed Building or situated within a Conservation Area. This can be done by telephoning the Planning and Transport Department or by writing to the Director of Planning and Transport.
- You should be prepared to provide details of the proposed windows (e.g. Manufacturer's Brochure) including the method of opening, materials, glazing pattern and section, and any proposed alterations to the window opening including the removal of mullions. You will then be advised on the requirement for Listed Building Consent and/or Planning Permission and the likelihood of obtaining Listed Building Consent and/or Planning Permission.
- The necessary application forms can then be either posted out to you or obtained from the Planning and Transport Department. At the time you check the requirement for Listed Building Consent and/or Planning Permission you should also check with the Building Control Section of the Planning and Transport Department that your proposed windows comply with the Building Regulations.

IT IS STRONGLY RECOMMENDED THAT OWNERS CONSULT WITH THE PLANNING DEPARTMENT BEFORE ORDERING REPLACEMENT WINDOWS.

GIVEN THAT THIS ADVICE NOTE COMPRISES THE COUNCIL'S ADOPTED POLICY ON REPLACEMENT WINDOWS, ANY DEPARTURE FROM THE POLICY REQUIREMENTS WILL GENERALLY ATTRACT A RECOMMENDATION OF REFUSAL.

**Angus Council**



**ADVICE NOTE 9**

**WINDOW ALTERATIONS**

*For further information and advice contact:*

Planning & Transport  
Angus Council  
County Buildings  
Market Street  
Forfar  
DD8 3LG

Telephone 01307 461460