

Replacement Windows and Doors



Short Policy Guide: Need for Planning Permission and Listed Building Consent For Replacement Windows and Doors



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References

Policy background

- Historic Scotland: Memorandum of Guidance on Listed Buildings and Conservation Areas 1998 : Appendix 1
- Historic Scotland: Scottish Historic Environment Policy, October 2008
- The consolidated Scottish Planning Policy
- The Town and Country Planning (Scotland) Act 1997 as amended
- The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997
- Dundee Local Plan Review 2005
- Historic Environment Amendment Bill (Scotland) 2010

Further Information:

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

City Development Department
Dundee House
50 North Lindsay Street
Dundee DD1 1LS

Duty Planning Officer
Tel: 01382 433105

Conservation Officer (for specific advice)
Tel: 01382 433414

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 Dundee City Council to discuss your specific proposals.

1.0 - Introduction

1.1 The built environment, where we live and work, is of great importance to our quality of life. This leaflet sets out Dundee City Council's policy and advice for the Replacement of Windows and Doors. Windows and doors contribute greatly towards the character and appearance of individual buildings, and the wider historic environment. Original windows and doors are an essential part of a buildings' history, and a significant element of its architectural design.

1.2 This leaflet shall provide good practice advice regarding window and door repair, upgrading and replacement.

2.0 - Best Practice

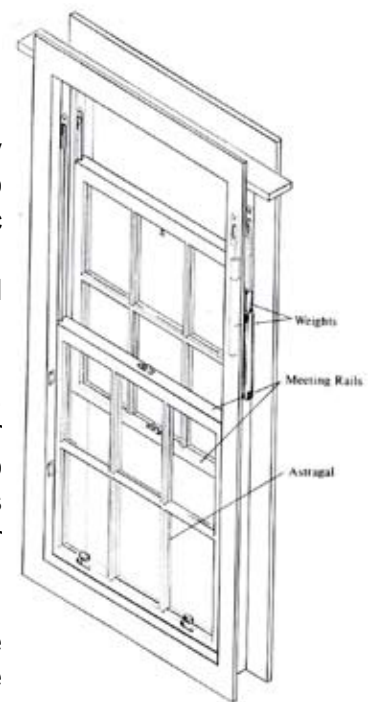
2.1 Best practice advice regarding windows and doors is to repair and upgrade rather than to replace. The loss of original windows and doors to historic buildings can be catastrophic as the properties integrity can diminish through inappropriate replacements and alterations. Timber sash and case windows were the dominant window type in Scotland from the late 1600's until the mid-1950's. The reason for this is simple: they are extremely practical and durable, well suited to the Scottish climate.

3.0 - Repair

3.1 Repair and upgrading of original sash and case windows is the often the most economic solution in terms of cost and long term viability. Sash and case windows can be taken apart relatively easily and timber sections repaired without having to replace the entire unit, as can pulleys and weights. Any draughts, rattles, wear and tear can be resolved by repairing and upgrading to improve their performance both in terms of heat and sound insulation. Historic windows are often constructed of superior quality timber compared to modern timber available today, therefore if properly maintained a repaired window shall often outlast any replacement.

3.2 Energy conservation is necessary in addressing climate change. Increasing energy efficiency (increasing thermal and reducing noise) is a major priority today. Existing historic sash and case windows can be upgraded to modern standards of efficiency without the need for replacement. Various system include draft stripping seals, upgrading existing glazing, use of shutter / heavy lined curtains and the introduction of secondary glazing.

3.3 With advancements in glazing technology it may also be possible to install double glazing into the existing historic window, this may require additional work to be carried out as a result of the increased weight of the glazing, including works to the weights and pulleys. The installation of double glazing is not normally the most cost effective way to increase its energy efficiency.



Sash & Case Construction

4.0 - Replacement

4.1 Although it will normally be best to repair rather than replace original windows, there are instances where they have deteriorated beyond economic repair, and also cases where previous replacement windows have failed. Where replacements are necessary, the best practice is generally to specify units as close to the originals as possible. Even where elevations of buildings have been considerably altered by window replacements in the past, it is still the aim of the City Council to achieve consistency of appearance by progressing towards eventual restoration to the original unity and character of the elevation. This would therefore require the original proportions and glazing patterns to be present within the design and installation of the replacements to maintain the visual continuity.

5.0 - Is Planning Permission Required For Replacement Windows and Doors?



Impact on character due to altering window type

5.1 Planning Permission is not normally required for the replacement of windows and doors that fully comply with Dundee City Council's Policy on Replacement Windows and Doors. There are 3 different categories with reference to the Council's policy, properties which are Listed Buildings, unlisted buildings located within a Conservation Area and those neither a Listed Building nor within a Conservation Area.

6.0 - Listed Buildings

6.1 The windows of a listed building form an important part of its character. Listed building consent is required for any works affecting that character.

6.2 Best practice advice received from Historic Scotland is that repair to original windows and doors is the most appropriate course of action and does not require listed building consent (in most instances). However the extent and specific details of the works shall be required to be submitted and approved by Dundee City Council's City Development Department prior to the commencement of any works.

6.3 Replacement or alterations to windows and doors which affect the buildings character requires Listed Building Consent. Replacement of original windows and doors should only be considered when the quality and function of the windows has deteriorated beyond economic repair. As part of an application for the replacement of windows, detailed justification shall be required to demonstrate that the windows/doors are beyond economic repair. Full details of the existing windows/doors along with specific details of the proposed shall also be required as part of the application.

6.4 All works to listed buildings are required to be in accordance with guidance and advice established by Historic Scotland.

6.5 Altering the size of the window opening shall require Listed Building Consent.

6.6 It is recommended that the City Council (City Development - Development Quality) is always contacted at an early stage to discuss window proposals, so that specific advice and guidance can be obtained on the requirement of listed building consent and the suitability of the proposal.

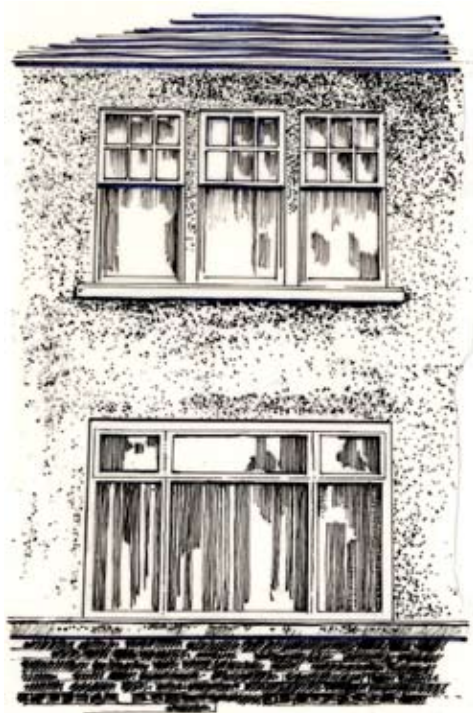
7.0 - Conservation Areas

7.1 Repair to original sash and case windows, is generally the most appropriate course of action and does not require planning permission.

7.2 Planning permission is not normally required for replacement windows matching or replicating the existing colours and proportions.



Original historic windows with timber shutters



Inappropriate window replacements at ground level



Planning permission is required for window replacements and alterations which will change the character of the building.

7.3 In general terms, for the replacement of sash and case windows, the best practice is to retain the existing proportions, true three-dimensional effect, transom height and astragal details. If this is carried through then no planning permission is required.

7.4 When replacing sash and case windows on elevations which are immediately visible to public view, the original window proportions should be replicated. The true three dimensional effect of a sash and case window should be imitated so that the top half is proud of the bottom half to give the appearance of sash and case windows when closed;

the transom bar should be at the same height; and the same number and thickness of astragals should be replicated for each window. For other window types, for example casement or top opening windows, then the existing proportions, number of glazing bars and colour should be retained.

7.5 For all replacement windows in non-listed buildings in conservation areas, where elevations are not immediately visible to public view, there are no restrictions on the type of replacement windows which can be installed and no planning permission is required for such alternative windows. This would normally be replacement windows on a rear elevation and facing onto a private garden or courtyard.

7.6 In the case of tenement blocks / flats / semi-detached properties or terraced properties where 50% or more of windows in the block have already been changed to modern alternatives and have lost their three dimensional effect or original glazing pattern then there is no requirement to replace windows with three dimensional proportions / original glazing pattern. If a “dummy” transom height to match existing windows is installed no planning permission will be required.

7.7 For all replacement windows in non-listed buildings in conservation areas, the best practice is to retain the existing colour where possible. However there is no control over colour of replacement windows for detached houses. For semi-detached dwelling houses, terraced houses or flats, planning permission is not required for a change in colour where 50% or more of properties in the row or block have already had a change from the original unified colour, e.g. from white painted to brown stained windows. In all cases, there is no control over the colour of replacement windows where they are not immediately visible to public view, usually on a rear elevation and facing onto a private garden or courtyard.

7.8 In sensitive and open areas, such as Logie Conservation Area, the criteria for replacement windows on public elevations will apply throughout i.e. front, side and rear elevations.

7.9 Sometimes additional controlled ventilation is required, and preferred best practice should be followed. If additional ventilation is required this should be achieved by means of discreet/concealed vents, rather than by the addition of prominent trickle vents.

7.10 Altering the size of the window opening may require Planning Permission.

7.11 It is recommended that the City Council (City Development) is always contacted to discuss window proposals, prior to the windows being installed.

8.0 - Non-listed properties out with Conservation Areas

9.1 All residential properties outwith a Conservation Area which are not listed buildings do not require planning permission for replacement windows and doors.

9.2 Best practice should consist of the repair to original sash and case windows and doors over replacement, or if replacement is sought the existing characteristics should be respected. Replacement windows of



Historic timber panelled door



Modern replacement door - not respecting original proportions



Modern contemporary windows

commercial properties should retain the existing appearance and characteristics of the building. Planning permission is required for altering the external appearance of a non residential property.

9.3 Altering the size of the window opening may require Planning Permission.

9.4 It is recommended that the City Council (City Development) is contacted to confirm planning permission is not required, prior to the works commencing.

9.0 - Alteration/replacement Doors

8.1 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.

8.2 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.

8.3 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.

10.0 - Building Warrant

10.1 Building Warrants are not normally required for replacement windows and doors, unless accompanied by structural changes such as the widening of the opening or the creation of new openings. However, new replacement windows must still comply with the Building Regulations.

10.2 Information on compliance is contained within the Scottish Government Domestic and Non- Domestic Technical Handbooks and replacement windows information leaflet which can be accessed by logging on to the Scottish Government Building Standards Division web site.

10.3 For historic buildings, where there is a specific need to match existing doors, windows or roof lights, the principle of like for like may still be permitted. For information where it is deemed that a Building Warrant is required please contact the Building Standards Section of the City Development Department: telephone 01382 433102.

Is Planning Permission Required to Replace Windows?

