

The Highland Council
Planning, Development and Infrastructure Committee

Agenda Item	11
Report No	PDI 45/16

August 2016

Historic Windows and Doors: Planning Guidance for Listed Buildings and Unlisted Buildings in Conservation Areas (Consultation Draft)

Report by the Director of Development and Infrastructure

This report sets out planning guidance for Historic Windows and Doors in Listed Buildings and Unlisted Buildings in Conservation Areas (see **Appendix 1**). Members are asked to approve this document for full public consultation.

1. Background

- 1.1 Over recent years Highland has witnessed the loss of historic windows and doors from many of its traditional and historic buildings. Historic windows and doors are, however, a fundamental component of a historic building that helps define character, appearance and special interest.
- 1.2 Alterations to windows and doors in Listed Buildings require Listed Building Consent and may also require Planning Permission. As of 2012, changes to the General Permitted Development Order confirmed that Planning Permission is required for replacement windows and doors in Conservation Areas.
- 1.3 The most common planning enquiries and applications directly affecting the historic environment involve the replacement of windows and/or doors in historic buildings and they can often be complex to assess. Whilst national guidance exists, there is currently no detailed local policy or guidance.
- 1.4 A need for local planning guidance that clearly sets out the Council's approach for the repair, refurbishment and replacement of historic windows and doors has been identified and long awaited.

2. Purpose of the document

- 2.1 The guidance (**Appendix 1**) will ensure owners, agents, contractors and manufacturers understand available options in relation to windows and doors and assist them in making informed and competent applications that accord with policy; it will ensure transparency and clarity in the planning process. It will also assist members of the Highland Council planning committees and development management officers make consistent decisions in line with best practice when assessing applications for change.

- 2.2 In relation to windows and doors in Listed Buildings and unlisted buildings in Conservation Areas, the document describes the circumstances in which formal consent is required, why repair and refurbishment is preferred, options for upgrading and the circumstances in which replacement units may be justified. Detailed historical and technical discussion has been omitted in favour of brevity and clarity, but relevant detailed papers have been referenced.
- 2.3 The document also includes a set of clear guidelines that the Council will apply to any Planning or Listed Building Consent applications for the replacement or alteration of existing traditional windows and doors in the Highland area. It also sets out the Council's response to unauthorised change to windows and doors.
- 2.4 The guidance will be made available on the Council's website to ensure it is easily accessible to all stakeholders. This should result in a reduction in officer time in reproducing standard guidance on a case-by-case basis and can be referred to applicants, agents and consultants making enquiries to the Council.
- 2.5 Furthermore, implementation of the guidance will support the continued survival and growth of important traditional trades and skills in the Highland Council area.

3. Next Steps

- 3.1 Subject to Member approval, the document will be subject to public consultation for a minimum of 6 weeks. Following consultation a further report and final amended document will be brought back to committee for approval prior to formal adoption.
- 3.2 The consultation period will be advertised in the local press, on the Council website, in the area planning offices and service points. It will be circulated to an established list of "stakeholders" who have a specific historic environment interest, including national agencies, local firms of architects and manufacturers of windows and doors. It will be circulated to local libraries, area planning offices, service points and be made available on the Council's website.
- 3.3 Gaelic headings and a Member forward will be added prior to adoption.

4. Implications

- 4.1 The cost of publication, advertising and consultation will be met within existing budgets. All time and work associated with this process is within existing capacity.
- 4.2 The guidance does not present any legal implications or raise any equality, climate change/carbon clever and/or rural issues for the Council.

Recommendation

The Committee is invited to approve *Historic Windows and Doors: Planning Guidance for Listed Buildings and Unlisted Buildings in Conservation Areas* for public release and 6 week consultation.

Designation: Director of Development and Infrastructure

Date: 1 August 2016

Author: Andrew Puls, Principal Officer – Building Conservation and Environment

Background Papers: *Historic Windows and Doors: Planning Guidance for Listed Buildings and Unlisted Buildings in Conservation Areas (Consultation Draft)* as included in the Appendix

HISTORIC WINDOWS AND DOORS

Planning Guidance for Listed Buildings and Unlisted Buildings in Conservation Areas



CONSULTATION DRAFT

August 2016

KEY POINTS AND CONSIDERATIONS

- I. The removal of intact historically appropriate, traditional windows and doors, capable of repair will not usually be supported.
- II. No application for replacement windows and/or doors in a Listed Building or within a Conservation Area will be supported *unless* it is accompanied by a detailed window/door survey that clearly demonstrates the condition of all existing windows and/or doors in the building.
- III. Where a detailed window and/or door survey demonstrates that existing historic windows are beyond repair Highland Council will require replacement proposals to be appropriate for the age and architectural style of the building.
- IV. The use of man-made materials in place of natural, sustainable materials will not usually be supported.
- V. Where buildings have in the past been fitted with inappropriate windows and/or doors Highland Council will seek to ensure that any new windows/doors fitted in the future are more appropriately designed for the age and architectural style of the building in terms of both materials and detailing.
- VI. Unauthorised changes to existing traditional windows and doors will be subject to investigation by the planning service with a view to taking the appropriate enforcement action to reinstate appropriate windows and doors.

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PART 1 INTRODUCTION

Windows and doors are important components of historic buildings that contribute to their character, appearance and special interest. Windows come in a variety of different styles; casement, sliding sash and case and early-modern windows with metal-frames are some of the more common types found in Highland. Within each style there is immense variety expressed through glazing pattern, mouldings, ironmongery, dimensions and glazing. Similarly, historic doors exhibit a richness of design and range of styles, from plain to highly decorative. Variation is articulated through the number and design of panels, the use of mouldings, door furniture and glazing within the doorway or door itself.

RATIONALE

Over recent years Highland has witnessed the loss of historic windows and doors from many of its traditional and historic buildings. This loss, often based upon misunderstandings and misinformation surrounding performance, security and noise, has been largely unnecessary and often at substantial financial cost. The majority of historic windows and doors have the capacity to be upgraded – often simply and inexpensively – to improve thermal performance and security and reduce noise and dust ingress.

The repair, maintenance and upgrade of historic windows and doors has many benefits; it is sustainable, avoids the consumption of modern carbon intensive materials (most of which are not yet fully recyclable and have a limited lifespan), ensures that the building's character – which is often linked to value – is preserved and is often the least costly option.

This planning guidance sets out the Council's approach to the repair, refurbishment and replacement of historic windows and doors in Listed Buildings and unlisted buildings in conservation areas. It also describes the duties, responsibilities and options open to owners and developers.

POLICY CONTEXT

This guidance is supplementary to the policies set out in the Highland-wide Local Development Plan and is supported by Scottish Planning Policy (2014) and Historic Environment Scotland Policy Statement (2016). It will be a material consideration in the determination of applications for Listed Building Consent and Planning Permission.

PART 2 DO I NEED CONSENT?

If a building is Listed, or is located within a conservation area, Planning Permission and/or Listed Building Consent may be required for alterations to or the replacement of windows and doors. This section is intended to assist owners and developers determine what consents are required. However, if unsure check with the local planning office.

Small-scale repairs and maintenance of windows and doors does not require Listed Building Consent or Planning Permission, provided materials are used that match the original design.

Replacement of a window or door in a Listed Building requires Listed Building Consent. A window/door report that justifies replacement over refurbishment will be required to support the application. In most circumstances only like-for-like replacements will be supported in a Listed Building. If the proposal results in a material change to the appearance of the window or door, Planning Permission may also be required.

Replacement of a window or door in an unlisted building in a conservation area requires Planning Permission unless the replacements are an exact like-for-like replica of the existing unit.

Reinstatement of the original window or door design in a Listed Building that has been subject to past inappropriate alterations will require Listed Building Consent and Planning Permission. For an unlisted building in a conservation area, Planning Permission is required.

“LIKE-FOR-LIKE” DEFINITION

Like-for-like means an *exact* match for the original in *every* respect, including design, proportions, materials, glazing pattern, method of opening, construction detailing and decorative finishes.

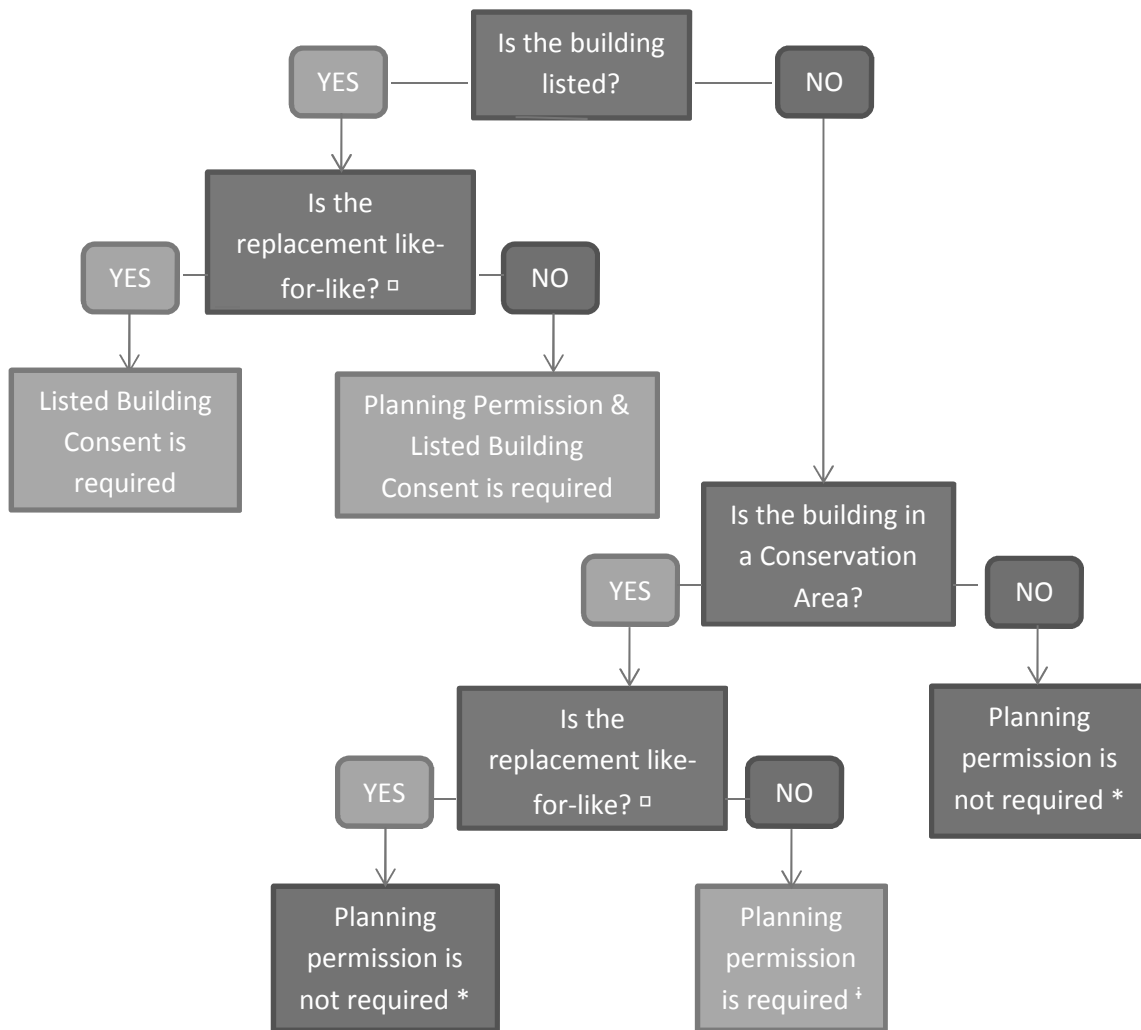
For historic windows, common proposals that are **NOT** considered like-for-like and therefore **will** require permission include:

- Replacement of traditional windows with uPVC (or other non-traditional materials)
- Installation of double and secondary glazing (Listed Buildings only)
- Use of planted or stick-on astragals
- Introduction of non-sliding opening mechanisms to sash and case windows
- Alterations to sash dimensions or glazing pattern
- Use of ventilators (including trickle vents) positioned on the face of the window

For historic doors, common proposals that are **NOT** considered like-for-like and therefore **will** require permission include:

- Use of uPVC or other non-traditional materials
- Replacement of timber panels with glazed panels
- Change of door size, opening method or position within the frame
- Painting, staining or varnishing a door in any colour other than existing
- Replacement door furniture that does not match the existing

Is permission required to replace windows or doors?



† Planning permission may not be required if the window or door is not visible (in whole or in part) from the public realm, i.e. it is facing a private courtyard or garden. Check with the planning authority.

* Unless the proposal includes enlarging a window or door opening, or if the proposal includes a material change to the external appearance of a flat.

□ See Like-for-like definition box on previous page. Remember, for Listed Buildings, small scale repairs and general maintenance do not require consent.

If you think Planning Permission or Listed Building Consent is not required, you should apply for a **Certificate of Lawfulness**. This provides written confirmation that a proposal does not constitute a material change to the appearance of the window or door, and that planning permission is not therefore required.

PART 3 REPAIR AND REFURBISHMENT OF HISTORIC WINDOWS AND DOORS

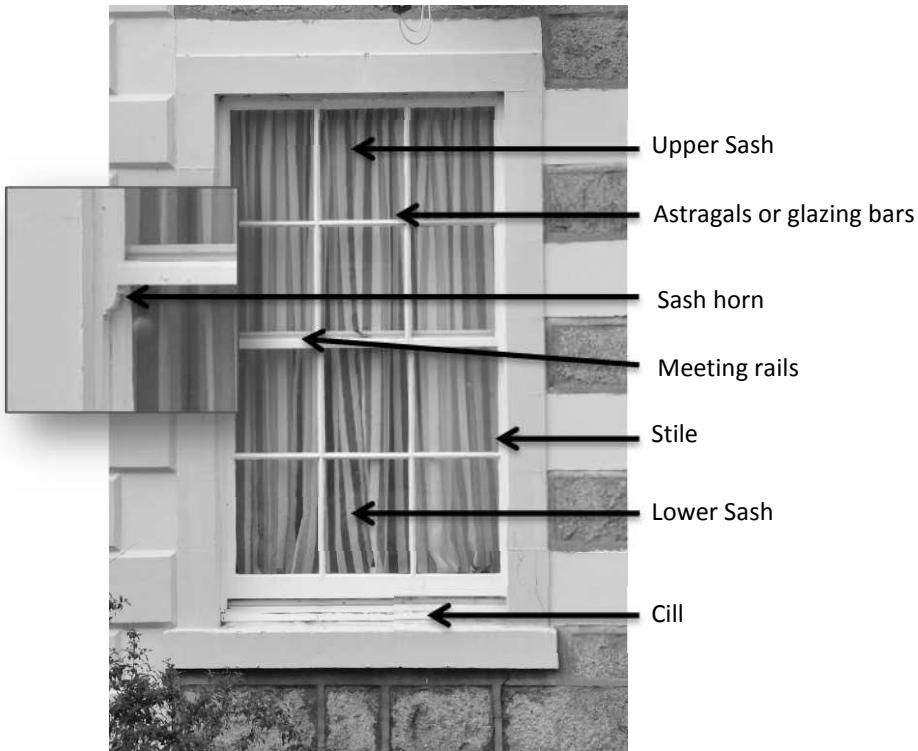
Windows and doors make an important contribution to the historic and architectural interest of both individual buildings and of buildings located within historic settlements. There is a general presumption against the removal of original window frames and glazing and doors. The repair and rehabilitation of original windows and doors is preferred in terms of sustainability and the protection of historic character.

The majority of historic windows and doors are capable of repair – it is rarely necessary to replace the entire window or door, and it is unlikely that multiple windows or doors will require replacement at the same time. There are many benefits to repair, refurbishment and in some cases upgrading over replacement, including the protection of historic character, sustainability and value for money. Small-scale ‘repairs and maintenance’ do not generally require formal consent.

Why should historic windows and doors be retained and repaired?

- Safeguards the historic character of the traditional building which, if located in a Conservation Area, also contributes to the historic character of the wider area.
- Historic character and detailing can be directly related to the valuation of a property; often a loss of character equates to a loss of value.
- Original features, such as historic windows and doors, are often considered a rare advantage and can increase the desirability of a building.
- It is generally more cost effective to repair and overhaul an existing historic window or door than install a replacement unit.
- The retention and repair of a historic window or door is a more sustainable and environmentally friendly solution than replacement; the production of man-made materials, such as uPVC, involves a number of chemical processes and whilst a percentage of uPVC waste is now recycled, a significant proportion still goes to landfill or incineration.
- Traditional windows and doors are normally made from exceptionally durable heartwood timber and will outlast most sustainable supplies of economically viable timber available today.
- When properly maintained, traditional windows and doors are extremely durable and can last for centuries. By contrast, some modern windows require replacement after only 20 years.
- Upgrading and refurbishment of historic windows and doors can significantly improve their performance.

The anatomy of a traditional sash and case window



The anatomy of a traditional door



PART 4 UPGRADING HISTORIC WINDOWS AND DOORS

Upgrading Historic Windows

Many historic windows can be upgraded to improve energy efficiency, reduce noise and dust ingress and improve security. Many of the methods referred to below are cost-effective ways of improving performance.

- *Draught-stripping*. A cost effective method that can significantly improve the efficiency of the window and can reduce heating bills and energy use, reduce noise and dust ingress. It is also one of the least intrusive methods of upgrading a window. For Listed Buildings, draught stripping does not generally require Listed Building Consent.
- *Internal shutters*. Where present, working internal shutters can improve performance of a window. In Listed Buildings, where internal shutters have been removed or are defective, their restoration may require Listed Building Consent.
- *Heavy, lined curtains* are effective at preventing heat loss.
- *Slim-profile double glazing*. Only acceptable where the original frames are capable of accepting it, i.e. where the panes of glass are large and where no original historic glazing survives (for example crown, etched or stained glass). For Listed Buildings, Listed Building Consent would be required.
- *Secondary glazing*. This is an independent glazing unit which is fitted immediately inside the existing windows. Secondary glazing provides similar insulation values to double glazing and also reduces dust ingress, provides good noise insulation and improves security. Secondary glazing should only be fitted internally (wherever possible immediately inside existing sashes or at a suitable position within the depth of the window reveal, fixed either to the case or the surrounding framework of the window); externally fitted glazing units will not be supported. Where internal shutters are present, secondary glazing units will require careful design. Secondary glazing in a Listed Building will likely require Listed Building Consent, and should be designed to have minimal visibility from outside.

Additional security measures can be sensitively and inexpensively incorporated into existing windows. For example:

- For sash and case windows, sash locks on the meeting rails can provide additional security when the window is closed;
- Timber blocks or sash stops can be fitted to restrict the size of the opening;
- Secondary glazing, as well as improving thermal performance, also provides an extra security measure.

Upgrading External Historic Doors

Timber doors are generally very effective at retaining warm air within a building. However, there are a number of ways efficiency improvements can be made with little or no impact on the historic fabric or character of a building.

- Draught proofing around a door (including key holes and letterboxes) is a non-intrusive method that significantly improves efficiency. It can help reduce heating bills and energy use, reduce noise and dust ingress;
- Lined curtains drawn across the door;

- In some cases it may be possible for additional insulation material to be fixed internally to the door panels, which are often the thinnest part of the door construction. Externally, the character of the door is maintained. This is unlikely to be acceptable in Listed Buildings but may be considered in unlisted buildings in Conservation Areas;
- Secondary glazing for fanlights, side lights and glazed panels;
- Security improvements can normally be easily and unobtrusively incorporated into historic doors, for example, extra mortice locks, rimlocks and bolts.

Upgrading Internal Historic Doors (Listed Buildings Only)

It is rarely necessary to upgrade existing internal doors, although draught-proofing could be incorporated to help reduce heat loss and noise. Upgrading of historic doors normally occurs in cases where improved fire resistance is required, normally in flats or where non-domestic buildings have been converted to residential use. In Listed Buildings there is a balance between fire safety provision and the protection of a building's historic character. This often results in a tailored strategy to fire safety management that incorporates a number of management practices, structural interventions and protective systems.

In the majority of cases, improved fire resistance of historic doors can be achieved without altering the historic character of the door. There are a variety of methods available, some of which will be more suitable than others, depending on the specifics of the case. A number of the more common solutions are outlined below:

- Fire resistant paper
- Intumescent paints
- Intumescent door edge seals
- Fire protecting board inserted into panels
- Use of doors closers (hidden from view wherever practicable)

More detail on fire safety can be found in the publications listed below. It is often advisable to consult a specialist fire engineer who has experience working with historic properties. Specialist surveys may be required to support applications for listed building consent where significant alterations are proposed to internal doors as a result of fire safety management.

See Managing Change in the Historic Environment: Fire Safety Management

PART 5 REPLACEMENT OF HISTORIC WINDOWS AND DOORS

General Principles

Often, historic windows and doors are capable of repair and/or upgrading (see Parts 3 and 4) and complete replacement is unnecessary. It is even less likely that several windows or doors in a building will all require replacement at the same time; one has to be aware that window/door suppliers will often offer a bulk 'deal' to replace multiple units in a building.

When the Planning Authority considers a proposal to replace one or more historic windows and/or doors, the following general principles will be applied:

- In **Listed Buildings** preference will always be given to the repair and refurbishment of all original or historic windows and internal and external doors and/or doorways.
- In **unlisted buildings in Conservation Areas** preference will always be given to the repair and refurbishment of all original or historic windows and external doors and/or doorways that are visible in whole or in part from the public realm. No planning consents are required for such. Where a window or door is not visible (in whole or in part) from the public realm, the Planning Authority *may* choose to take a more flexible approach.
- In all cases, replacement of historic windows and/or doors will only be approved where the proposal is supported by a competent condition survey demonstrating the window or door has deteriorated beyond practical repair.

Replacement of Historic Windows

Where a replacement window is justified, the Planning Authority will apply the following principles:

Replacement windows WILL:

- ✓ Replicate the original proportions of the window;
- ✓ Replicate the proportions of the upper and lower sash (sash and case windows only);
- ✓ Replicate the original sections (rails, cills, astragals, mouldings etc) in terms of design, profile and dimensions and (for sash and case windows) have the railings meeting in the same position;
- ✓ Only utilise sash horns where there is historical evidence that shows their use is appropriate (sash and case windows only); these were introduced in the mid-C19 so are not considered appropriate on buildings that pre-date 1850, unless there is evidence of such.
- ✓ Replicate the original glazing pattern. Where there is either clear photographic or physical evidence that astragals have been removed, their replacement to the original profile and dimensions will be encouraged;
- ✓ Be of the same material and replicate the historic finish and colour;
- ✓ Replicate the original opening method;
- ✓ Retain and re-use historic glazing where it survives;
- ✓ Utilise traditional putty to fix glass (in Listed Buildings);
- ✓ For unlisted buildings in Conservation Areas, glazing beads will be wedge shaped to match a putty fillet. The edge of the bead will be kept slightly back from the face of the sash;
- ✓ Re-use original ironmongery and window fittings (i.e. cord clamps, sash weights, sash lifts, sash fasteners and hooks) wherever possible;

- ✓ Consider the use of slim-profile double glazing units, where appropriate.

Replacement windows WILL NOT:

- ✗ Be made of aluminium, galvanised steel, uPVC or composite materials;
- ✗ Be coated in plastic, acrylic or other material, other than paint;
- ✗ Have ventilators cut through the glass or visible on the window frames (i.e. trickle vents). Where ventilation is required discreet systems will be used, for example in sash and case windows unobtrusively located in the meeting rail;
- ✗ Contain stick-on astragals or astragals sandwiched between glazing panes;
- ✗ Remove mullions to increase the glazing area;
- ✗ Contain obscured or leaded glass (unless historically appropriate).

Replacement of External and Internal historic doors

Where a replacement door is justified, the Planning Authority will apply the following principles:

Replacement doors WILL:

- ✓ Replicate the original proportions of the door to fit the doorway as originally intended;
- ✓ Replicate the original opening method of the door, i.e. single or double leaf;
- ✓ Replicate the original construction method;
- ✓ Replicate the original frame and panel construction pattern and mouldings where applicable;
- ✓ Utilise original or historic door furniture such as letterboxes, hinges, locks, door knockers and bells and handles, where they survive;
- ✓ Where original door furniture does not survive, utilise modern fittings appropriate in material and design to the period of the building;
- ✓ Be painted in a historically appropriate colour (usually dark and muted tones) and not utilise a high gloss finish;
- ✓ Retain original fanlights, side lights .

Replacement doors WILL NOT:

- ✗ Alter the original proportions of the door opening;
- ✗ Be made of non-traditional materials, such as aluminium, galvanised steel, uPVC or composite materials;
- ✗ Be stained, varnished or coated in plastic;
- ✗ Contain internal fanlights, inappropriate glazing or glazed panelling patterns, unless there is evidence that these formed part of the original composition of the door.

Replacement of non-historic windows and doors in historic buildings

Where windows and doors inappropriate to style and age of the building exist, the Council will support the reinstatement of historically accurate alternatives that are appropriate in terms of design, materials and detail. Double glazing may be acceptable in windows where it can be fitted without prejudicing the appearance of the replica frames. The Council will not, generally, support any application that proposes to continue to utilise inappropriate materials and design.

Replacement windows and doors will replicate the original windows and doors where this can be established from available sources. Where this cannot be ascertained, surviving historic windows and doors on adjacent or neighbouring buildings will be used to inform the design. Where there is no existing model upon which to base a replica, parallels will be drawn with historic windows and doors from contemporary buildings of a similar style known from the wider area.

Replacement Windows and Doors in Non-Historic Buildings in Conservation Areas

Many conservation areas incorporate more recent development (i.e. later 20th century onwards) that is not historically or architecturally significant or important in the context of the Conservation Area designation. Nonetheless, these buildings still have a contributing role in establishing the overall character and appearance of the conservation area, and Planning Permission is required for replacement windows and doors that are not like-for-like replicas of the existing. The Planning Authority may, however, choose to take a more relaxed approach to proposals to replace windows and doors in these cases.

The following general principles will be applied by the Council when considering such proposals:

- There is a presumption in favour of the use of sustainable materials appropriate to the Conservation Area;
- The proposal will preserve or enhance the character and appearance of the conservation area;
- Replacement windows should maintain the uniformity of original window design and material and should open in a manner that does not disrupt the elevation;
- Replacement doors should maintain the form and material of the original door;
- Where a modern building is part of a group, i.e. semi-detached or terraced housing, or a coherent grouping of uniform design, the Council may insist upon window or door design, detail and materials that preserve the character and coherence of the group;
- Where recent development has utilised traditional design, consideration will be given to the use of windows and doors that reflect that character.

PART 6 SPECIAL CASES

Historic Windows and Doors in Ecclesiastical, Institutional, Military and Industrial Buildings

In buildings not intended for domestic use, windows and doors can come in a wide variety of styles, sizes and materials. In many cases, windows were not designed to open or provide the functionality expected of a window in a domestic property, and doors may be impractical for everyday use due to size or material.

To facilitate the conversion of non-residential buildings into residential use, the Council may, in some cases, accept a degree of flexibility with regard to window and door design. The Council will, however, expect the profile, materials, form, opening method and, in the case of windows, glazing pattern to be retained wherever possible; any deviation from the original design and detailing of the window or door will be kept to a minimum, with any proposed alterations fully justified.

Conversion of windows to doors and doors to windows

Proposals to convert windows into door openings on principle elevations will not *generally* be supported. Where acceptable, the width of the window opening and any window surrounds should be retained.

Similarly, proposals to convert doors into windows on principle elevations will generally not be supported. Where acceptable, blocking up should utilise materials that relate to the building and the width of the door opening will be retained along with evidence for the original opening, i.e. door surrounds or margins.

Blocking Window or Door Openings

Blocking existing window openings that contribute to the architectural composition of a building, or form part of a building's special architectural or historic interest will not generally be supported. Where it is acceptable to do so, i.e. if the original opening makes little or no contribution to the building or area, the opening will be blocked, with a slight recess, using material that relates to the building, and evidence of the opening, such as window surrounds and margins, will be retained.

External doors that are no longer in use but contribute to the special interest of the building, or to the special character and appearance of a Conservation Area, should be retained (even if sealed-up internally).

Internal doors (Listed Buildings only), where they form part of the architectural composition of a room, but are no longer required for circulation will be locked shut and left in situ. Redundant doors will not be removed and redundant door openings will not be blocked up.

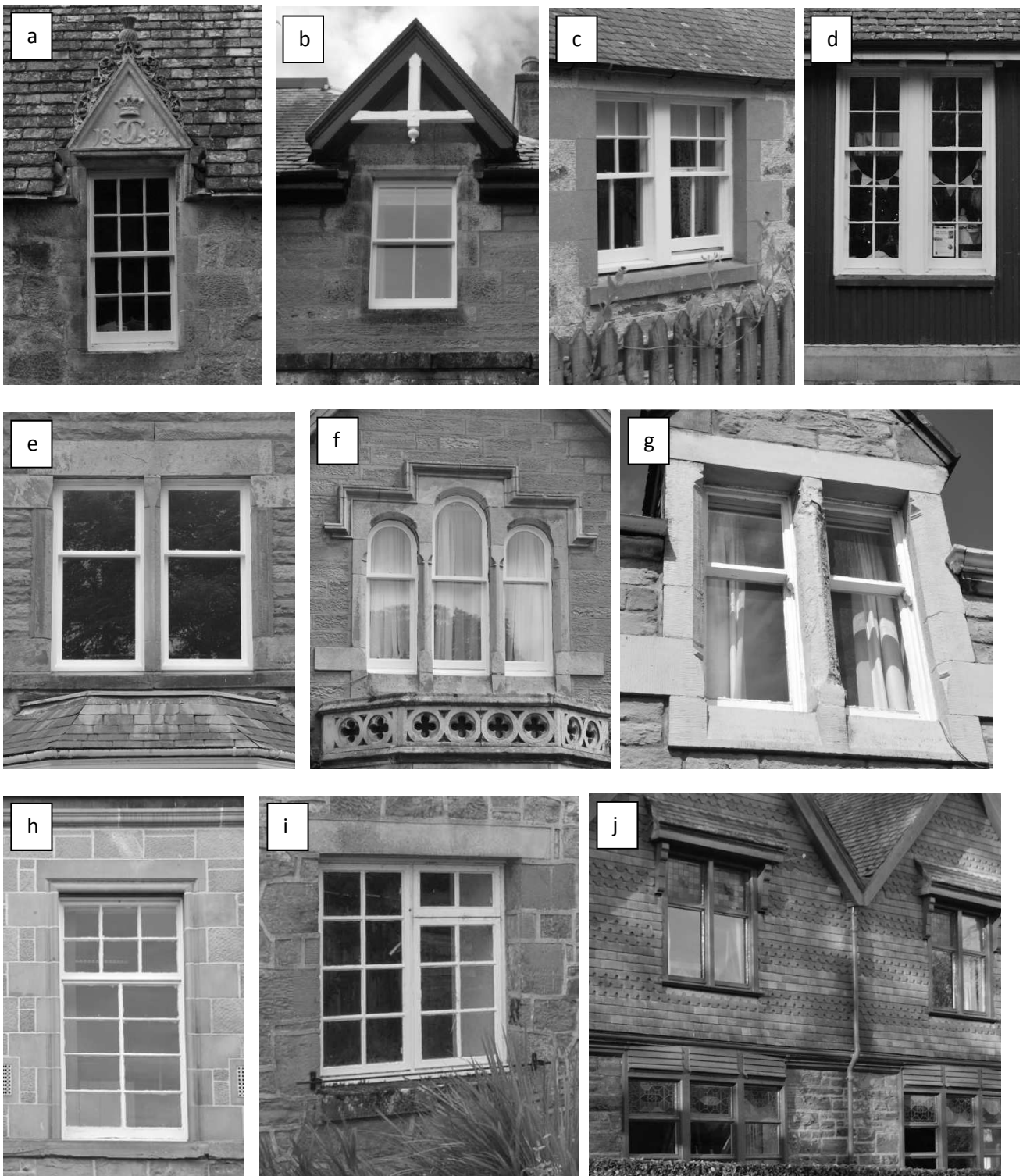
Special Types of Glass

- Stained, decorative, leaded and etched glass can often be an original feature of a historic building, or else contribute to its special architectural or historic interest. There is a presumption in favour of its retention.
- Cylinder and Crown glass are handmade mouth-blown and spun glass. They are distinguished from plate glass by their curvilinear, naturally distorted form and a richness and sparkle borne from the consequent non-uniform reflections. An ever decreasing quantity of cylinder and crown glass survives in Highland and every effort should be made to retain it where it survives. Proposals that include the removal of cylinder or crown glass will not generally be supported.

- Wired glass, obscured glass and louvered glass is generally not considered acceptable in Listed Buildings or unlisted buildings in Conservation Areas and its use will not be supported.
- Curved glass is a feature of some early 20th century buildings and should always be preserved where possible. Replacement with flat glass is rarely appropriate or acceptable.

PART 7 ILLUSTRATIONS AND EXAMPLES

A - Windows: Good examples of traditional windows



a: 12-pane sash window. Note the slender glazing bars, or astragals; **b:** 4-pane sash window; **c & d:** variation in glazing pattern can add character and distinctiveness; **d:** 4 over 6-pane sash window; **e & f:** full pane sash windows; **g:** note how the top sash projects over the lower sash. This example has 'horns'; **h & i:** multi-pane casement windows. **h** has lying-pane (horizontally-laid) glass; **j:** casement windows with ornate stained glass

B – Windows: Inappropriate replacements



a-c: The uPVC windows lack profile and are flat with the mullions and transoms set flush to the glass. The frames appear overly wide.; **b & c** show adjacent windows: The mismatch in dimensions and detailing detracts from the overall appearance of each building; **d:** (left) mahogany-effect uPVC with no definition between upper and lower sash. (right) Top sash projects from lower sash as per a traditional window but the materials and details (trickle vents on the front face of the window and incorrectly used sash horns) are inappropriate to a conservation area; **e & f:** Central mullion removed to enlarge opening resulting in a poorly proportioned window with subsequent inappropriate window style, material and design.

C – Windows: Historic windows compared alongside inappropriate replacements



a: uPVC window (left) of different design, detail, material and appearance to adjacent to full-pane timber sash window;
b: uPVC sash window with similar dimensions as adjacent window and with upper sash stepped out from lower. However, the plant-on astragals on the upper sash, material, detailing and finish make this unit far inferior to the timber sash window; **c:** The profile of the timber window (right) with the projecting upper sash is clearly distinctive from the flat finish of the uPVC window with a single pane and flush transom; **d:** A building with traditional timber sash windows (left) alongside a building with replacement uPVC windows. The difference is striking. Note the flat appearance of the uPVC windows which also have wider frames, transoms and meeting rails (especially on the ground floor window) and tilt, rather than slide.



e: sash windows have a distinctive look when open or partly open. The building on the right demonstrates why top hung sashes are not appropriate; **f:** uPVC wood effect windows with tilt and turn lower sash. Note the extra thickness of the frames compared to the slender frames of the adjacent timber sash windows, and the importance of correctly replicating the dimensions of the existing window; **g:** uPVC window (right) is poorly proportioned, has a plant-on glazing bar and has a flat finish with a flush transom. It lacks the character or appearance of the adjacent traditional window.

D – Doors: Good examples of traditional doors



a: Double-leaf or bivalve 6-panel door with decorative fanlight and side lights; **b:** Pair of single-leaf 6-panel doors; **c:** Pair of 4-panel doors with decorated panels and detailed moulding; **d:** Refined 4-panel door with full-pane fanlight, note original handle, bell and keyhole; **e:** single-leaf plank and batten door; **f:** double-leaf plank and batten door with top light; **g:** pair of traditional half-glazed or casement doors; **h:** plank and batten door with attractive cast iron door furniture; **i:** double margin door.

E – Doors: Inappropriate replacements



a: A half glazed inappropriate modern aluminium door, the poor finish, appearance and style accentuated by the adjacent traditional timber 4 panel double margin door; **b:** this pair of off-the-shelf uPVC and half glazed doors do not match one another as intended and also detract from the character of the building and wider area; **c:** off-the-shelf composite door with glazing panels lacks the subtlety and quality of finish of a traditional door; **d:** timber effect uPVC door with glazing panels which detracts from the character and appearance of the traditional cottage; **e:** glazed door with fixed panel. Doors should be made to fit the proportions of the doorway; infill panels are not acceptable; **f:** standard white uPVC doors; never acceptable in a conservation area; **g:** flush or moulded door, finished with a flat finish, usually plywood. Lacks the details and finish of a traditional door and not generally acceptable.

PART 8 FURTHER READING

Historic Scotland. 2002. *The Conservation of Timber Sash and Case Windows: A Guide for Practitioners*. Historic Scotland.

Historic Scotland. 2007. *INFORM: Maintaining Sash and Case Windows*. Technical Conservation Group.

Historic Scotland. 2008. *INFORM: External Timber Doors*. Technical Conservation Group.

Historic Scotland. 2008. *Sash and Case Windows: A Short Guide for Homeowners*. Technical Conservation Group.

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