

**For advice or help:**

Write into or email Planning Department. See contact details below.

**Other Useful Publications**

- Living in a Conservation Area - A Guide  
(Published by Hastings Borough Council)
- Listed Buildings -A Guide  
(Published by Hastings Borough Council)
- Supplementary Planning Document 2 - Replacement Doors and Windows for Listed Buildings and Conservation Areas  
(Published by Forward Planning, Hastings Borough Council)

The following Planning Advice Leaflets are also available on request from the Planning Offices at Aquila House or you can download them from the planning pages at [www.hastings.gov.uk/planning](http://www.hastings.gov.uk/planning):

- Your Planning Application:
- Pre-application Advice
- The Decision Making Process
- Comments and Objections
- General Advice and Information

**Regeneration, Homes and Communities**

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**Large print and audio versions of this leaflet are available. Call 01424 451090.**

# INSTALLATION OF NEW OR REPLACEMENT WINDOWS & DOORS

*Regeneration & Planning*



Regeneration, Homes and Communities  
[www.hastings.gov.uk/planning](http://www.hastings.gov.uk/planning)



## Is Planning Permission or Listed Building Consent Required?

If you live in a single family house you do not normally need to make a planning application to change the windows or to install new windows. However you will need to make a planning application if any of the following apply:

- The property is listed.
- It is affected by an Article 4 Direction.
- It is a flat in a purpose built or converted property and the replacements are not identical in design and material.
- It is a commercial property.
- A bay window is being created that will be forward of the forward most part of the house, fronting the highway.

## Planning Application

If you need to make a planning application you will need to provide details to show exactly which windows are being replaced, along with detailed drawings, including sections through the windows.

Try to minimise the changes and ensure the design is in keeping with the building and area.

## Dos & Don'ts

The windows of a property are an important part of its character and inappropriate alterations can have a negative impact.

In many cases it may be possible to repair the existing windows rather than replacing them, after all many existing sliding sash windows have lasted over 100 years. Repair or like for like replacement using the same materials does not need planning permission and is often the preferred option for historic buildings. If you do decide to install replacement windows:

- Try to replicate the original opening arrangements in the new windows. For example, if you have sliding sash windows replace them with sliding sash upvc rather than top hung windows. Top hung windows look particularly inappropriate when they are open.
- Try to replicate the pattern of glazing bars in the new windows, and make sure they are applied on the outside rather than just between the panes of glass.
- Avoid the temptation to add additional glazing bars such as mock "leaded lights" which would not have been in place on the original windows.
- If your property is in a block of flats try to reach agreement with the other residents so that all the windows in the building are the same. Planning permission is always required for the installation of upvc windows in flats where they will materially affect the appearance of the building. We will look carefully at the design and opening arrangements.
- Some upvc windows have much wider bars and frames than traditional windows. Try to ensure that replacement upvc windows are on an appropriate slim section to reflect the proportions of the windows that they are replacing.
- If you are replacing the doors consider the design carefully and choose a design appropriate to the age of the property. Standard doors with "historic" panels inserted rarely look convincing.

## Do Building Regulations Apply?

New windows, roof lights, roof windows, or doors that are at least half glazed, must comply with the Building Regulations, which are separate from Planning Permission.

There is an alternative to Building Control for replacement glazing to dwellings only, through FENSA Ltd (the Fenestration Self-Assessment Scheme). FENZA can only be used for replacement glazing, not for new or enlarged glazing.

There is a separate leaflet 'Replacement Glazing' which explains the above in detail and can be requested by contacting our Building Control Team.

For advice or help:

Building Control: 01424 787680

Building Control Offices: Town Hall, Bexhill on Sea

Email: [buildingcontrol@rother.gov.uk](mailto:buildingcontrol@rother.gov.uk)

Website: [www.rother.gov.uk/planning](http://www.rother.gov.uk/planning)



Drawbridges are considered inappropriate

## Conservation Areas

Particular care needs to be taken to make sure the planning application does not conflict with Policy C8 of the Hastings Local Plan 2004, as follows:

### Policy C8 - Replacement Doors & Windows in a Conservation Area

Planning permission will only be granted for replacement doors and windows on buildings in Conservation Areas if they replicate the original or are of an appropriate design and materials. UPVC and aluminium replacements are not generally acceptable. However, "slim section" replacement windows will be considered - but only in the following circumstances where they match the original design:-

- (a) On rear facades hidden from view;
- (b) In total replacement of all windows in an isolated or detached building. This does not apply to terraced buildings where the continuity of fenestration is important;
- (c) Where the replacement slim section window would not harm the character or appearance of the building or the area.