

Supplementary Planning Document 2

REPLACEMENT DOORS AND WINDOWS FOR LISTED BUILDINGS AND CONSERVATION AREAS



Hastings
BOROUGH COUNCIL
...Making the Difference...

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Front Cover: Photo showing recent refurbishment at Regents Court, Eversfield Place

1. Purpose of This Document

- 1.1 This SPD offers you guidance when you are applying for listed building consent or planning permission because you are considering changing doors and windows in your building, which is either a listed building or a building in a conservation area.
- 1.2 If your building is a listed building, you will always need listed building consent to change the doors and windows, and you must do so before carrying out the works. Planning permission may also be required. If in doubt, check first. Please note that it is a criminal offence to carry out unauthorised work to a listed building.

2. Introduction

- 2.1 A Supplementary Planning Document (SPD) is one of many material considerations that will be taken into account when determining your application. This SPD is intended to provide helpful guidance to developers and homeowners to encourage high standards of door and window design within conservation areas and to listed buildings consistent with the provisions of the law, the statutory Local Plan and Government guidelines. This SPD is one of a series produced by the Regeneration and Planning Directorate and should be read in conjunction with Policies C7 and C8 "Replacement Doors & Windows" contained within the Hastings Local Plan 2004.
- 2.2 The purpose of this SPD is to explain in more detail Policies C7 and C8 in the Local Plan, relating to applications for planning permission, and also to guide those seeking listed building consent.
- 2.3 Planning applications will therefore be assessed against these guidelines and criteria, together with the relevant policies contained within the Hastings Local Plan 2004. Proposals will only be permitted if the relevant guidelines, criteria and policies C7 and C8 are satisfied. Listed building applications will be assessed against these guidelines, relevant requirements of The Planning (Listed Buildings & Conservation Areas) Act 1990 and the Government advisory publication PPG 15.

Local Plan Policy C7

Planning permission will only be granted for replacement doors and windows on a listed building if they are exact replicas of the original or are of appropriate design and materials. UPVC and aluminium replacements are not acceptable.

Local Plan Policy C8

Planning permission will only be granted for replacement doors and windows on buildings in conservation area if they are replicas of the original or are of 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; or**
- (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; or**

- (c) **Where the replacement slim section window would not harm the character or appearance of the building or the area.**

3. Conservation Areas

3.1 A conservation area is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Many of the town's local streetscapes rely on historic doors and windows for much of their architectural impact and character; yet such subtle features can easily be eroded and historic buildings degraded by inappropriate, poor quality replacement doors and windows.

3.2 Replacement windows in conservation areas should normally replicate the style, pattern and materials of the original windows – in most cases this will be vertical sliding sash timber windows, with glazing bar pattern appropriate to the age and design of the building. Double glazed vertical sliding sash windows in painted timber will be considered on unlisted buildings, providing that they are otherwise appropriately designed.

3.3 The current trend is to replace historic timber windows and doors with uPVC or aluminium. However, in historic areas the size of window frames, the glazed proportions, the pattern of glazing bars, the method of opening, materials and colour are often distinctive. It is difficult to introduce new materials and designs without altering the character or appearance of an area. Where inappropriate replacements predominate, the character of an area will be compromised and the historic character of the street scene and surrounding area will be undermined.



Fig 1: Example of high standard that can be achieved when replacing windows in a listed building or conservation area

3.4 Most uPVC double glazed windows do not replicate the traditional pattern, scale, proportions and fine detail of traditional timber windows. For this reason, uPVC windows are generally inappropriate on unlisted buildings in conservation areas, except in the following cases:

1. On post-1920 buildings, where the buildings have never been fitted with timber sashes.
2. Where hidden from public view (e.g. rear façades).
3. Total replacement of all the windows of a detached building in an appropriate style and pattern for the design of the building.
4. A slim section vertical sliding sash in keeping with the detailed pattern and character of existing windows of the surrounding area.

3.5 Replacement timber doors should match the original in terms of proportion, profile and material. Inappropriate patterns or designs of replacement doors will not be acceptable. Exact reproduction is possible and many firms of builders, joiners or restorers can provide

a bespoke service. Alternatively, a design appropriate to the age and style of the building should be selected. Most of the off-the-shelf mass-produced doors will not meet this requirement. Replacement doors in uPVC composite or other contemporary materials are not generally acceptable.

4. Listed Buildings

- 4.1 Listed buildings are the most important historic buildings in the town, and are protected nationally with special control over alterations. In order to preserve the special character of these listed buildings it is essential that all repairs, which will include replacement windows and doors, are carried out using exact replicas of the original or authentic alternative design and materials. Almost all the listed buildings have timber sliding sash single glaze windows (with glazing bars in most cases) and timber panelled doors (partially glazed in some instances). Some 20th century buildings retain their original metal windows; these should be repaired and retained where possible. Heavier sectioned or differently detailed uPVC or aluminium windows are unacceptable.
- 4.2 While the listing of a building should not be seen as a bar to all future change, the starting point for listed building control is the statutory requirement on local planning authorities to “have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses”. This reflects the great importance to society of protecting listed buildings from unnecessary demolition and from unsuitable and insensitive alteration and is the prime consideration when the borough council is considering an application for listed building consent.

- 4.3 Original doorways and window openings and any surviving original doors or windows should be retained and repaired whenever practical.

- 4.4 As a rule, windows in historic building should be repaired, or if beyond repair should be replaced ‘like for like’. Planning permission and listed building consent will not normally be granted, for inappropriate replacement windows and doors. Factory made standard windows of all kinds, whether in timber, aluminium, galvanised steel or plastic is almost always damaging to the character and appearance of historic buildings. Modern casements with top-opening or louvred lights or asymmetrically spaced lights are generally unsuitable as replacements for windows in historic buildings. Such alterations will not be permitted.



Fig 2: Example of a single sash window in a listed building

- 4.5 The design of secondary double glazing, if required for additional insulation or noise reduction, should reflect the design of the principal windows. Listed building consent is required for this item, and consent may be refused for designs that alter the character of the building.
- 4.6 Enforcement action can and will be taken if replacement doors or windows are installed without obtaining the necessary consent. This could involve the removal of the unauthorised doors or windows, and/or prosecution.

5. General Comments

- 5.1 In addition to having planning permission and listed building consent, replacement windows and glazed doors must comply with current Building Regulations. However, exceptions may be agreed in the case of historic buildings. You are advised to contact the Borough Council's Building Control Officers who will be pleased to assist.

Energy efficiency

- 5.2 Energy efficiency and renewable energy are becoming increasingly important in the design and development of buildings, as the arguments for reducing energy use are becoming widely accepted. If you are considering alterations to doors and windows in buildings in conservation areas, please refer to Policy DG24 - energy efficient development, in the Hastings Local Plan 2004:

Local Plan Policy DG24

Development should as far as possible be designed to be energy efficient in terms of:-

- (a) Site layout - use of land, location within site, orientation and landscaping; and**
- (b) Building design - building form and materials used.**

Particular support will be given to proposals incorporating or facilitating the use of energy-efficient supply technology and/or renewable energy resources.

- 5.3 If your proposal affects a listed building, you will need Listed Building Consent to install replacement windows. Listed Building Consent will only be granted were the council is satisfied that the replacement windows would not adversely affect the character of the listed building. As an alternative to double-glazing, it may often be better to consider installing secondary glazing to existing windows.
- 5.4 Draught and heat loss can be reduced in some cases by installing internal lobbies. On unlisted buildings, this would not normally require planning permission.

6. Do I Need Permission?

All buildings

- 6.1 Planning permission is required for any change to a property that materially affects the external appearance. This may include a change to the doors and windows. In the case of a single family dwelling house such changes are normally permitted development not requiring planning permission, but in the case of a listed building, will require Listed Building Consent (see below).

However, some single private dwelling houses have had their permitted development rights removed by an Article 4 (2) Direction and in these instances planning permission is required.

In the case of all other buildings, including flats, mixed use property and HMOs, planning permission is required.

You are advised to contact the Borough Council's planning officers to check whether planning permission is required.

Listed buildings

- 6.2 Any alteration affecting the character or appearance of a listed building of Special Architectural or Historic Interest requires listed building consent. This includes the installation of replacement doors and windows. Repairs do not usually require consent if they are carried out to exactly match the original materials and detailing.

Submission of applications for planning permission and listed building consent

- 6.3 When submitting an application, five copies of the following scaled drawings will be required for each consent, in addition to application forms and location plans:-
1. Plans and detailed elevations of both existing and proposed works.
 2. Horizontal and sectional drawings with details at a larger appropriate scale.
 3. Details of proposed materials and style of opening.
 4. If the proposal relates to a listed building, then a clear statement will be required which sets out a justification for the proposals, including why the works are desirable or necessary.

7. Further Information

- 7.1 Planning and Conservation & Design Officers will be pleased to provide further guidance on planning matters or general design advice on doors and windows in the Borough's conservation areas. To find out whether your property is listed or lies within a conservation area, please either contact us on the details below, or visit our website at www.hastings.gov.uk/conservation/conservation_areas

Write to:
Borough Planning Officer
Regeneration and Planning Directorate
Aquila House
Breeds Place
Hastings
East Sussex
TN34 3UY

Telephone:
01424 783201

e-Mail:
conservation@hastings.gov.uk

- 7.2 Further useful information relating to roof materials for listed buildings and conservation areas may also be found in the following documents and websites:

[Planning Policy Statement 1: Delivering Sustainable Communities](#)
www.odpm.gov.uk/planning

[Planning Policy Guidance note 15: Planning and the historic environment
www.odpm.gov.uk/planning](http://www.odpm.gov.uk/planning)

[The Society for the Protection of Ancient Buildings
www.spab.org.uk](http://www.spab.org.uk)

[English Heritage
www.english-heritage.org.uk](http://www.english-heritage.org.uk)

- 7.3 In addition, hard copies of British Standard 7913 – Guide to the principles of the conservation of historic buildings, are available to order from www.bsi-global.com