GUIDANCE ON REPAIR & REPLACEMENT OF WINDOWS AND DOORS

FOR LISTED BUILDINGS, LOCAL INTEREST BUILDING AND CONSERVATION AREAS

Telford & Wrekin COUNCIL

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1). Introduction

1.1 The purpose of this advice note is to explain when consent is required for replacing and repairing windows on historic buildings. It explains why repair is preferable to replacement, the styles of traditional windows in the borough and why some modern replacement windows are unlikely to be acceptable in historic buildings, Conservation Areas and World Heritage Sites.

1.2 This advice note does ***not*** relate to inserting new windows/doors in new buildings. Advice about overlooking and privacy issues from new windows can be sought from submitting a pre-application planning enquiry to: planning.control@telford.gov.uk

2). The need for permission

2.1 You would not normally require planning permission to replace or alter a window. The circumstances when you will require planning permission are set out below:

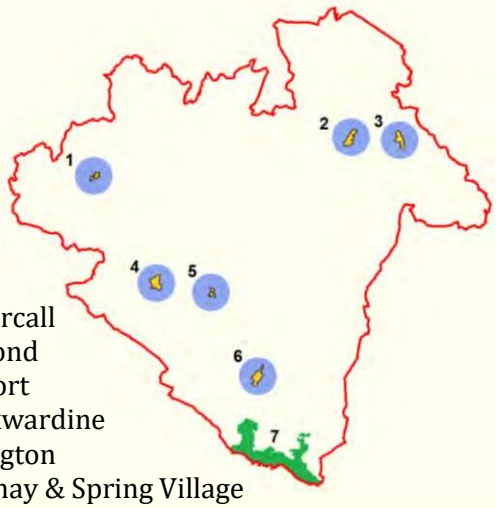
Listed buildings

2.2 If you wish to replace one or more windows, an application for Listed Building Consent will be necessary if the works will affect the special architectural or historic interest of the building. As a general rule consent is normally required. Please note that it is an offence to undertake works to a listed building without first obtaining Listed Building Consent.

Article 4 Directions

2.3 Houses which are not Listed Buildings can normally make external alterations without the need for a planning application. This is known as *"permitted development".* However, some areas such as some Conservation Areas have Article 4 Directions placed upon them by the Local Planning Authority. The effect of these Directions can be to remove the permitted development rights of occupiers of single dwelling houses to replace, alter or introduce windows or doors without planning consent. In these areas a planning application will be required.

2.4 Within Telford & Wrekin Council we currently have one area which is affected by this – the Severn Gorge Conservation Area.



1. High Ercall
2. Edgmond
3. Newport
4. Wrockwardine
5. Wellington
6. Horsehay & Spring Village
7. Severn Gorge (Ironbridge Gorge World Heritage Site)

To see if your property is within a conservation area, more information can be found on our website:

http://www.telford.gov.uk/info/20170/planning_applications_and_guidance/603/conservation_areas

Flats or commercial property

2.5 If you live in a flat or occupy a commercial property you will require planning permission if you wish to replace your windows with units that are different in their material, method of opening or design. This is because flats

and commercial properties do not have the same permitted development rights as single dwellings.

Conditions on previous planning approvals

2.6 Even if you do not live in a Listed Building, an Article 4 area or a flat, you will also require permission to replace a window if there is a condition attached to a previous planning permission for the property which removes the normal permitted development rights associated with the building.

2.7 You can check the planning permissions for more recent properties by using the free planning map which is on our website.

Alternatively, if you are unsure contact the Planning Department on 01952 380380 who will be able to check their records.

3). How to deal with windows

Why are we interested?

3.1 Windows are the eyes of a building. They let in light and give views out and profoundly affect its appearance. Windows have a significant impact on the character and appearance of a building by their size, detailing and arrangement. They are an important part of a building not just functionally but visually too, this is why we try to protect and preserve them where we can.

Basic Conservation Principles
There are 3 basic principles

- ✓ **To Conserve** - protect original features and repair rather than replace. Good maintenance is the key to conserving these important features
- ✓ **To Enhance** - when considering alterations, restore missing features and improve badly designed alterations of the past
- ✓ **Respect the Materials and Design** - when alterations are made, original materials, designs and detailing should be respected

Types of windows

3.2 Within the Borough there are generally two types of traditional windows 'sliding sash' and 'side-hung casement'.

Replace or Repair?

3.3 The first thing to consider before replacing a window is whether a window can be repaired.

- ✘ **Neglecting the maintenance** of timber frames, particularly insufficient repainting to protect the timber from weathering, is a common problem

- ✓ **Regular maintenance** is a cost effective way of extending the life of traditional windows for many years
- ✓ It is often more **economic** to retain and repair your existing well-maintained timber windows and repaint them every five years than to install new windows
- ✓ If you live in an Article 4 Area or a Listed Building it is also worth remembering that repairing your windows **does not require planning permission**, unlike replacement

There are two main problems that occur in traditional timber windows if they are not regularly maintained:

Wood Rot

3.4 'Wood rot' can often be found in the bottom rails and sills of timber windows when they have not been properly maintained. The rot may have spread further depending on how neglected the window has been.

- ✘ Total replacement of the window is usually not necessary or cost effective
- ✓ It is generally a very simple process for a joiner to remove the damaged timber and insert new treated woodwork, giving old windows a new lease of life

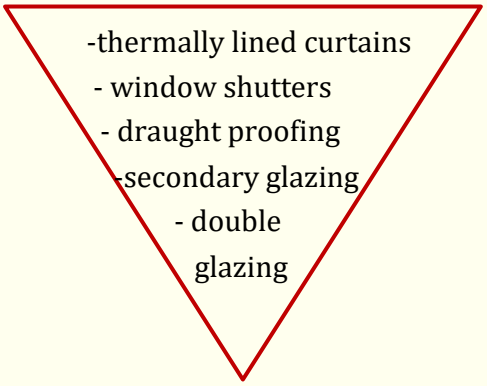
Draughts and badly fitting windows

3.5 Draughty, badly fitting and rattling windows are often a consequence of poor maintenance. This is particularly true of sash windows.

- ✘ You do not need to replace the whole window
- ✓ Often a **simple repair** of the parting bead can help to remove draughts and rattles

- ✓ There are also a number of companies that can fit new **draught-exclusion systems** to your windows at the same time that they renovate the windows to dramatically improve their performance, while still retaining their original character and appearance

Hierarchy of approaches to explore before replacing with double glazing



3.6 We will always recommend that you consider repairing your existing windows rather than replacing them. Remember that these windows may have been functioning perfectly well for over 100 years and repair can be considerably cheaper than replacement and will not require a planning application.

Secondary glazing

3.6 Installing secondary glazing on the inside of the window is also often a better and cheaper alternative to replacement and allows the original window to be retained.

- ✓ It significantly increases the thermal performance of windows
- ✓ Can be highly effective at reducing noise transmission

For information on how to make sash windows energy efficient visit the Historic England website for guidance:

http://historicengland.org.uk/advice/your-home/saving-energy/older-houses/sash-windows/

Secondary glazing can have minimal impact and retains the historic fabric

Replacement Windows

3.7 If you are intending to replace traditional windows, it is important that you think carefully about the type of replacement window that you would like to use and try to match the original window as far as possible.

Timber windows

3.8 Windows make up the face of a home and contribute hugely to its character. Estate agents agree original features such as sash windows tend to add financial value to properties.

- ✓ Properly maintained timber windows can have a life span in excess of 60 years, can be 'A' rated for energy efficiency and a more environmentally sustainable material than uPVC; timber is also a naturally insulating material
- ✓ A recent survey[1] has shown that timber windows can have twice the life span of uPVC and consequently the whole life cost of timber windows (including maintenance costs) is potentially lower than those equivalent materials such as plastics
- ✓ Timber can be repaired simply and effectively and at reasonable cost if defects, breakages or rot occur, unlike other materials which may require the window to be replaced entirely

Metal windows (aluminium and wrought & cast iron)

- ✓ The profile of aluminium windows is thinner than uPVC and in some instances more able to respect the dimensions of timber windows, although they do not offer the same depth or appearance of timber windows with a flat appearance
- ✓ Cast iron is very durable and regular painting should endure longevity beyond that of timber in many cases
- ✓ Whilst it is sometimes difficult to double glaze such panels using standard double glazing, the use of conservation slim line double glazed units may be possible as well as secondary glazing which works very well with cast iron/wrought iron windows.

Design considerations

New for old windows

3.9 When replacing modern windows for traditional windows of course this is encouraged, but it is important that the design and detailing of the new windows is correct.

3.10 To help you may want to look at old photographs or alternatively identify some good examples in the area. Further, the planning department will also always be happy to give advice.

The set-back or 'reveal'

3.11 It is important when replacing windows that the windows are set back and are not fitted flush with the wall face as this is a modern technique.

3.12 These reveals are very important and serve a purpose by providing depth, light and shade to the face of the building, and a visual break to the continuous surface of the building's façade. Traditionally the reveal would have been equivalent to the depth of one brick (approx. 50-75mm).

uPVC windows

3.13 uPVC is not a traditional material for windows, its appearance often differs noticeably from traditional timber with the texture of plastic frames often lacking any of the minor surface variations associated with the grains of timber.

[1] Heriot-Watt University, 2013.

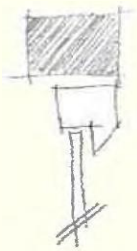
✓ Timber can be repaired/ replaced with timber

✘ uPVC Replacement

✘ uPVC sections are often much thicker and heavier than that of more traditional materials as the images above demonstrate

✘ Traditional flush fitted or rebated casements are typical of this area rather than modern storm seal overlapping sections, therefore the latter are generally not supported

✘ uPVC can also sit at conflict with materials used in the rest of the building



✓ Flush fitted section ✘ 'Storm proof/seal' section

4). How to deal with doors

Introduction

4.1 Traditional external doors and doorways are usually of solid timber frame construction with inset panelling retained by mouldings. Throughout the 18th and 19th centuries panelled doors became standard for the main entrance of most types of building.

Repair

4.2 A good joiner should be able to treat most faults with traditional doors and again repair should be less expensive than replacement. Traditional doors are generally made from good quality, durable, timber from mature trees which is of a much better quality than timber which is generally economically available today from sustainable sources. It therefore makes sense to retain and repair doors rather than to replace them with new timber which may not last as long and may be more susceptible to decay.

Methods of Repair

✓ **Binding doors** can be carefully planed or sanded to allow smoother opening and closing

✓ **Damaged boards** can be removed and replaced with appropriate moulded counterparts that can be manufactured by an experienced joiner

✓ **Wet rot** can be treated by the affected timber being cut away and new treated timber being carefully spliced into position

✓ **Loose hinges** should be tightened. If screw holes are damaged the insertion of small glue-soaked timber dowels into the holes may be necessary to ensure a stronger fixing. Hinges should be kept lightly oiled to eradicate creaking and reduce wear. In some instances the hinges may be so worn they will need to be replaced

✓ **Loose joints** can be repaired by the insertion of new wedges and re-gluing

with wood glue. This may require the door to be taken off so that cramps can be used to apply the required pressure to tighten up the loose joint whilst the glue sets

- ✓ **Excessive paint build-up** can be removed by the use of a hook scraper, care being taken not to scar or gouge the timber
- ✓ **Split panels** can be repaired by loosening them and re-gluing the broken pieces in situ


Split or cracked panelling

- ✓ **Original latch mechanisms** are usually robust, simply made and capable of repair but where renewal is necessary; ensure that the replacement has a long enough "throw" (this is the distance between the edge of the door and the handle)

Energy Efficiency

4.3 By the nature of their construction many older buildings are prone to heat loss through cracks and gaps which develop as building elements move and settle over time. Although this natural settlement helps to properly ventilate the building, often these draughts result in heat loss which can be uncomfortable for occupiers.

4.4 Draughts around older doors (including key holes and letter boxes) can be a source of air leakage, and **draught proofing** is one of the best ways to improve comfort and reduce energy use, with little or no change to a building's appearance.

- ✓ **Draught-proofing** simply means blocking up any unwanted gaps which let cold air in and warm air out. Keeping warm air in the building means less energy spent heating it, therefore saving you money
- ✓ A number of draught-proofing measures are widely available from DIY stores
- ✓ **Traditional timber doors** are generally very effective in retaining warm air within a building, however additional insulation material can be added to the panels on the indoor side of the door to enhance the effect and fight additional heat loss whilst still maintaining the character of the door from the outside

Security

4.5 Additional security measures on doors can also be easily incorporated without affecting the character of a door, for example extra mortice locks, rim locks or bolts.

Replacement Doors

4.6 Where there is no alternative to the replacement of an original or characterful door, new elements must match the original as far as possible when the property is a Listed Building or is visible from a public area within a Conservation Area. The new door should match the original in terms of proportion, profile and material, and reuse historic glass where this contributes to a building's character.

4.7 If the property forms part of a group of uniform design, then any replacement should make reference to those of the neighbouring properties in style, design and size.

✓ Traditional solid wood

✘ uPVC design

✘ Joiner-made replicas will be strongly encouraged in Conservation Areas and will be a requirement for Listed Buildings

✓ Composite door solutions may be appropriate on public elevations in Conservation Areas depending on the specified design proposed

✘ **Composite, aluminium and uPVC** solutions will not be acceptable on Listed Buildings. On 'non-public' elevations in Conservation Areas will uPVC or aluminium or doors may be accepted

✘ Replacement doors with a stained or varnished finish, and those which introduce asymmetrical elements, integral fanlights, inappropriate glazing or panelled patterns, will not be supported

✓ The original proportions of doorways and door openings on street frontages must always be retained, and proposals to recess a door either less or more deeply within the door opening will not be supported

Glazing

4.8 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

Door furniture/Ironmongery

✓ Retain, reuse and reintroduce ironmongery such as letterboxes, door knockers and handles

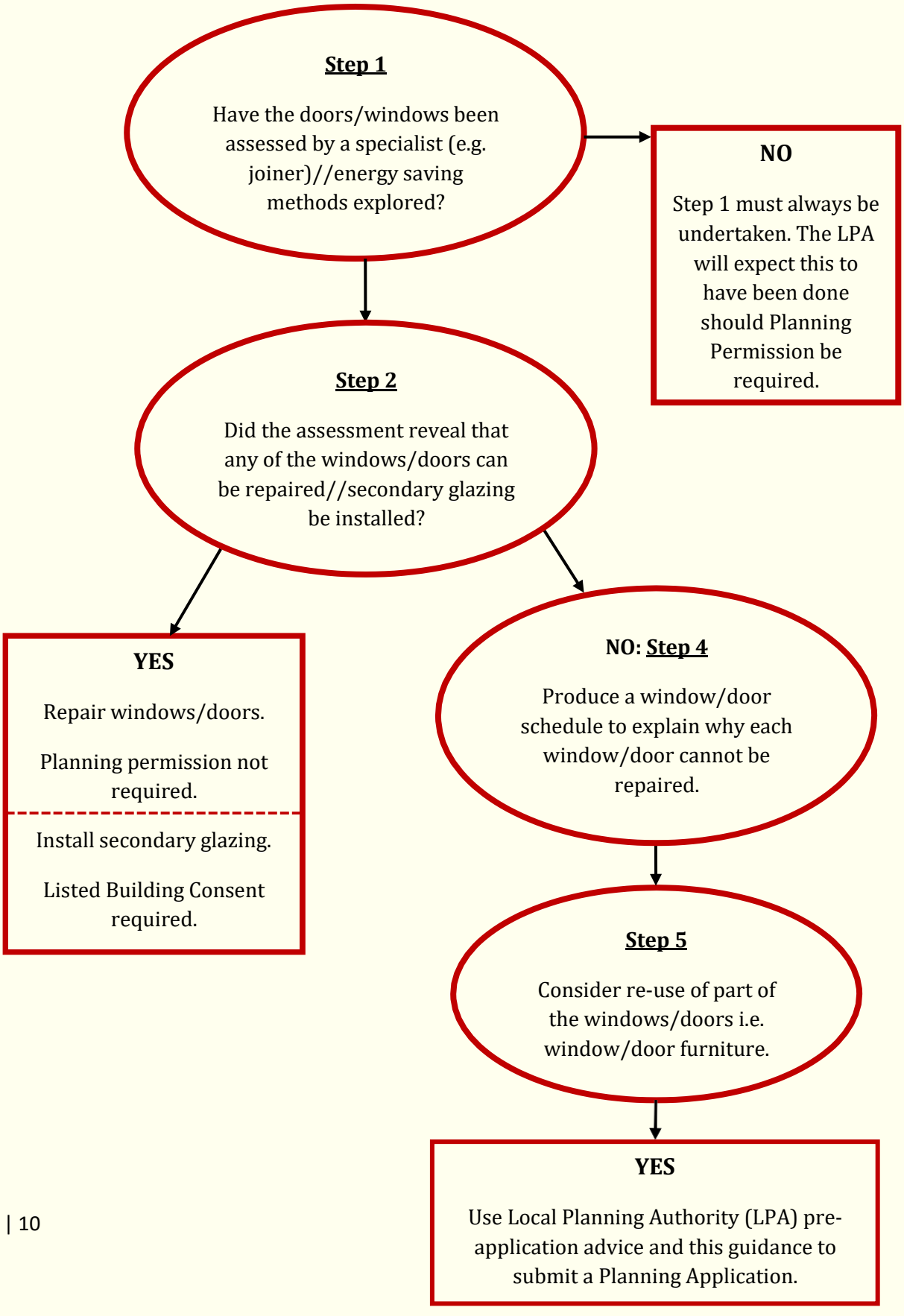
✓ Replacement of fittings with items appropriate to the period of the building will be encouraged

Replacing bad for good

✓ Where the opportunity exists, modern doors which are badly proportioned, or of the wrong type or material, should be replaced with a more appropriate solution.

Repair or Replacement Flowchart

If you have followed our guidance on cyclical maintenance and explored all alternative options to improve your windows and doors such as draught proofing, but still need to consider replacement, follow these steps:



5). How to apply for planning consent

The best way to apply is online through the Planning Portal website. You can complete the application form; attach your documents and pay – all in one process.

Alternatively if you cannot submit your application online, you can download and print a paper form from the Planning Portal website.

If you submit your application by post please provide paper two copies.

Development Management
Telford and Wrekin Council
P O Box 457
Wellington
Telford
TF2 2FH

What is needed?

Completed application form

Location Plan – This is a plan used to locate the building where the replacement windows are to take place. This does have to be to scale to measure distance and to meet government standard. The scale needed is 1:1250 in a built up area and 1:2500 in the rural area, this plan needs to show two named roads. To identify the building a redline needs to be drawn around the boundary of the application site and if applicable an additional blue line for any land owned by the applicant (for instance, a neighbouring field).

Block Plan – This is similar to a location plan but is a zoomed in version which shows a closer look of the building and its surroundings. This plan will also note where the replacement windows/doors will be on this building. Again this plan needs to be to scale 1:500/1:200. The redline needs to match the location plan.

Existing elevations – this is how the building looks now showing the window detailing, this needs to be to scale 1:100/1:50.

Proposed elevations – this is to show the building with the new windows/doors in place showing the window detailing; this needs to be to scale 1:100/1:50.

Sections of Windows/Doors – this is a section showing how the windows/doors is formed and can be gathered from a manufacturer. 1:5/1:10.

Details and/or samples of materials – this is to let us know what the windows/doors will be made of as well as their proposed finish.

Design and Access Statement & Heritage Statement – this is needed to support the application to show that you have considered the historical importance entailed as well as other options considered. Your application should show a demonstrable need for replacement, evidenced in the statement. This could include a *window/door schedule* (see Appendix 7.2).

Photographs – photos of windows/doors can also be useful in understanding the state and form.

All of the above information is needed to determine an application, without this a decision cannot be made.

6). Appendices

Appendix 6.1 Picture Glossary

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proportions
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size
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✘ materials
✘ sections
✓ design
✓ proportions

✘ design
✘ materials
✘ glazing proportions
✘ door furniture/ironmongery

Door 1

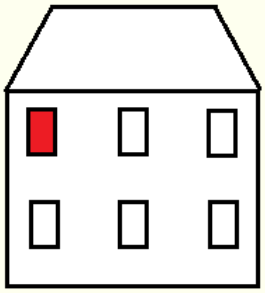
Door 2

Door 1
✓ design
✓ materials
✘ door furniture/ironmongery

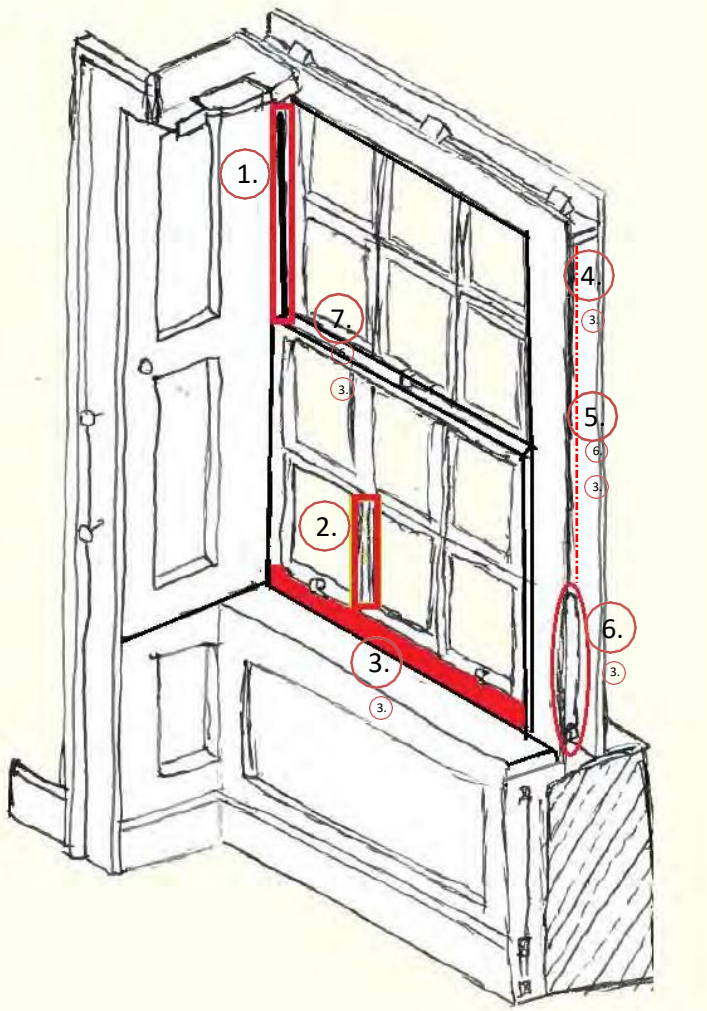
Door 2
✓ design
✓ materials
✓ door furniture/ironmongery

- materials
- sections
- door furniture/ironmongery
- colour
- glazing proportions

Appendix 6.2 Sample Window Schedule

Window	Problems & Observations	Recommendations
• Number/highlight window 	• List issues identified by professional inspection • Include photos where necessary	• List recommendations for each individual problem • Include any positive or negative outcomes relating to the conservation of the heritage asset • Recommend an overall solution for the window

Appendix 6.3 Annotated Window Detail



1. Parting Bead
2. Glazing Bar
3. Bottom Rail
4. Pulley
5. Sash Cord
6. Sash Weight
7. Meeting Rail

7). Bibliography & Further Reading

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