Development and Infrastructure Service

Seirbheis an Leasachaidh agus a' Bhun-structair

The Highland Council
Comhairle na Gàidhealtachd

Historic Windows and Doors

Planning Guidance for Listed Buildings and Unlisted Buildings in Conservation Areas

Uinneagan agus Dorsan Eachdraidheil

Stiùireadh Dealbhaidh airson Thogalaichean Clàraichte agus Thogalaichean Neo-chlàraichte ann an Sgìrean Glèidhteachais

www.highland.gov.uk

May 2017

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 the 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 ensure that replacement windows and/or doors are appropriate in material, design and detailing to the age and architectural style of the building.

VI. Existing aesthetically and/or materially inappropriate windows and/or doors will not be seen to set a precedent and will not be used as justification for similar windows and/or doors.

VII. uPVC is never acceptable in a Listed Building and only acceptable in a conservation area in a small number of restricted cases and circumstances.

VIII. Unauthorised changes to existing traditional windows and doors will be subject to investigation by the Council with a view to taking the appropriate enforcement action to reinstate appropriate windows and doors.

Contents

1.1 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 types; in Highland these are most often sliding sash and case, casement and early-modern windows with metal-frames. Within each type there is immense variety expressed through glazing, glazing pattern, mouldings, ironmongery and design. Similarly, historic doors exhibit a richness of design and range of styles, from plain to highly decorative. Variation is articulated through, for example, the number and design of panels, the use of mouldings, door furniture and glazing within the doorway or door itself.

1.2 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.

Rationale

1.3 Over recent years Highland has witnessed the incremental loss of historic windows and doors from many of its traditional and historic buildings resulting in a significantly adverse impact on the character, appearance and architectural interest of both individual buildings and conservation areas.

1.4 The replacement of historic windows and doors is often based on misunderstandings and misinformation surrounding performance, security and noise. Replacement 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.

1.5 The Council will prioritise the retention and repair, maintenance and upgrading of historic windows and doors as a sustainable and cost-effective solution that ensures the building's character – which is often linked to value – is preserved.

1.6 It is intended that, over time, the traditional character and appearance of both individual buildings and wider historic areas will be restored. As such, when inappropriate windows and doors are to be replaced the Council will seek historically appropriate improvements. The Council will not consider existing inappropriate windows and doors to set a precedent.

Policy Context

1.7 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.

2 Do I Need Consent?

2.1 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.

2.2 **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.

2.3 **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.

2.4 **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.

2.5 **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.

What is "Like for Like"?

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

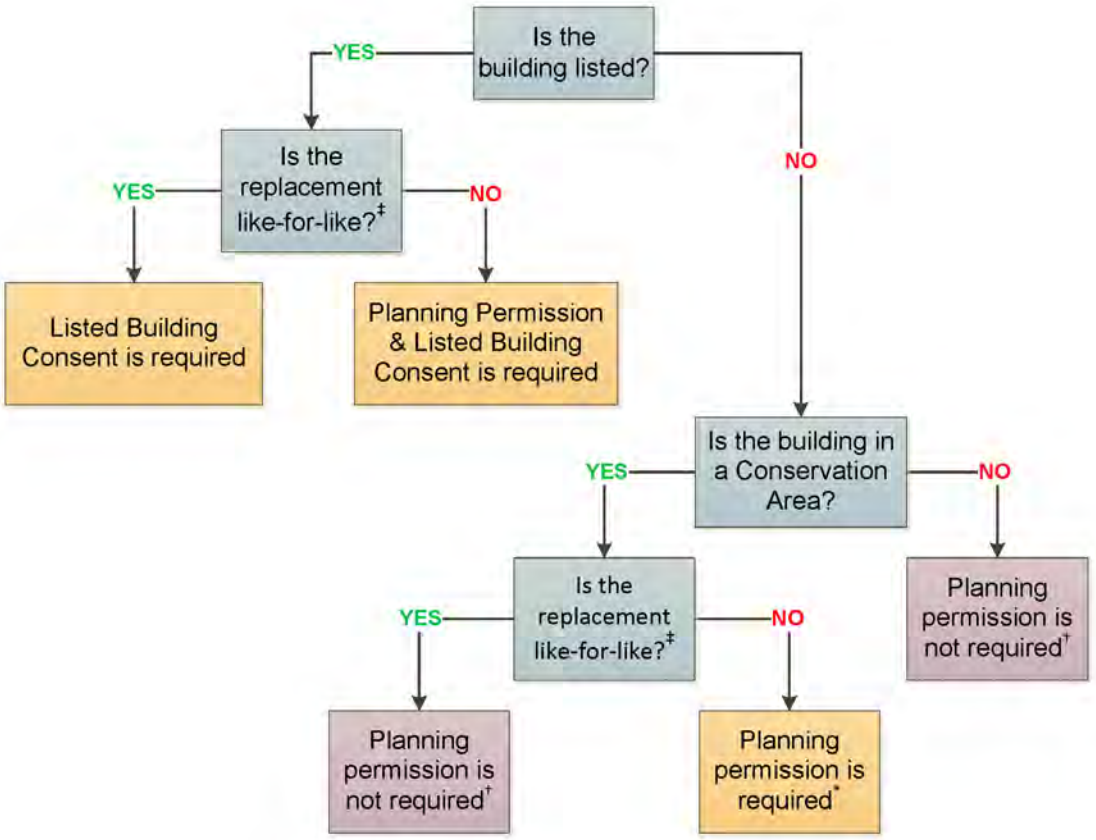
For historic windows, common proposals that are **NOT** considered like-for-like and (although unlikely to be supported) **will** require permission include:

- Replacement of traditional windows with uPVC (or other non-traditional materials)
- 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
- The installation of double and secondary glazing in Listed Buildings will also require consent and in some circumstances may be acceptable; proposals will be considered on their individual merits.

For historic doors, common proposals that are **NOT** considered like-for-like and (although unlikely to be supported) **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

2.6 The flow chart below (figure 2.1) will help give an idea as to whether permission is required. If in any doubt contact the Planning Authority for confirmation.



* 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. Remember, for Listed Buildings, small scale repairs and general maintenance do not require consent.

Figure 2.1 Is permission required to replace my windows or doors?

2.7 If you think Planning Permission of 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.

3 Repair and Refurbishment of Historic Windows and Doors

3.1 Windows and doors make an important contribution to the historic and architectural interest of both individual buildings and to the character and appearance of historic settlements. There is a presumption against the removal of original window and doors. Historic windows and doors should always be retained, repaired and rehabilitated wherever possible.

3.2 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 and fabric, 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?

- Historic windows and doors make a substantial contribution to the character, appearance and physical integrity of historic buildings and also to the character and interest of historic streets and areas.
- The form and design of framing and glazing, as well as the size, shape and position of openings, are all important visual components of a building that also help us to understand date, function and technologies available at the time.
- Historic fabric is a finite resource that, once lost, cannot be replaced or reinstated.
- Historic windows and doors, when properly maintained, are extremely durable and can last for centuries, and may outlast most modern sustainably sourced timber used in the manufacture of windows and doors. Windows and doors manufactured from some modern man-made materials may require replacement after only 20 years.
- The retention and repair of a historic window or door is a more environmentally sustainable solution than replacement.
- Original features, such as historic windows and doors, are often considered a rare advantage that can increase the desirability and in some cases the value of a building.
- Upgrading and refurbishment of historic windows and doors can significantly improve performance and is generally less costly than replacement.

Figure 3.1 The anatomy of a traditional sash and case window and traditional doors.

Upgrading Historic Windows

4.1 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 reduce heating bills, energy use, 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* can be effective but is 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 ingoes); 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.

4.2 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

4.3 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 stripping* 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* 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. Whilst this is unlikely to be acceptable in Listed Buildings it can be considered in unlisted buildings in Conservation Areas;
- *Secondary glazing* for part-glazed doors, fanlights and side lights. In a Listed Building this may require Listed Building Consent;
- 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)

4.4 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, publicly accessible buildings 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.

4.5 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. For example:

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

4.6 Publications that deal with fire safety in more detail can be found in Further Reading. 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.

General Principles

5.1 Very often historic windows and doors are capable of repair and/or upgrading and complete replacement is unnecessary (see 3 'Repair and Refurbishment of Historic Windows and Doors' and 4 'Upgrading Historic Windows and Doors'). It is even less likely that several windows or doors in a building will all require replacement at the same time. Property owners are therefore encouraged to avoid bulk deals commonly offered by window and door suppliers to replace multiple historic windows and doors.

5.2 Preference will always be given to the repair and refurbishment of all original and/or historic windows and external doors (as well as internal doors for Listed Buildings) and/or doorways. Generally no permissions will be required for this work.

5.3 In all cases, replacement historic windows and/or doors will only be approved where the proposal is supported by a competent condition survey demonstrating the historic window or door has deteriorated beyond practical repair.

5.4 Inappropriate and poor quality windows and/or doors located elsewhere in the building, in neighbouring buildings or in buildings of a similar age or design do not set a precedent or justify the wider use of inappropriate replacement windows or doors.

Replacement of Historic Windows

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

5.6 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 rails 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-19th century 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.

5.7 Replacement windows WILL NOT:

- × Be made of uPVC or composite materials;
- × Be made of aluminium or galvanised steel unless historically accurate;
- × 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 trickle 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, reeded or leaded glass (unless historically appropriate).

5.8 Where a window is not visible (in whole or in part) from the public realm, the Planning Authority *may* choose to take a more flexible approach.

Replacement of External and Internal Historic Doors

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

5.10 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 internal glazing, fanlights and side lights where present.

5.11 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.

5.12 Where a door is not visible (in whole or in part) from the public realm, the Planning Authority *may* choose to take a more flexible approach.

Replacement of Non-Historic Windows and Doors in Historic Buildings

5.13 Where windows and doors inappropriate to style and age of the historic building exist, the Council will support the reinstatement of historically appropriate units that are in keeping with the character of the building. 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.

5.14 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 buildings of a similar date and style known from the wider area.

5.15 Where a historic building includes a modern (post-1948) extension, the windows and doors in the extension/s should demonstrate high quality design and materials that compliment the historic building and wider historic context. Where inappropriate materials (such as uPVC) have been utilised or introduced into the extension of a historic building, the Council will support the replacement with more appropriate, sustainable and higher quality materials. uPVC is never acceptable in a Listed Building or its extensions and applications to replace existing uPVC with new uPVC units will not be supported.

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

5.16 Many conservation areas incorporate more recent development (i.e. later 20th century onwards) some of which may not be 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.

5.17 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.

New Development (including extensions) in a historic context

6.1 New development, including new extensions, in sensitive historic contexts must conform to a high standard of design and utilise quality materials. This is so as to secure the special architectural or historic interest of a Listed Building and its setting, or to preserve and enhance the character and appearance of a conservation area.

6.2 For new development, the following general principles will apply where one of more of the following criteria is met: a) it affects the setting of a listed building, b) it is within the curtilage of a listed building or c) it is within in a Conservation Area. It also applies to all new extensions to both Listed Buildings and unlisted buildings in conservation areas:

i. Windows and doors will relate materially and aesthetically to their immediate context and also the wider historic setting.

ii. The preference is for timber windows. Where justification is provided high quality contemporary materials, such as steel and powder coated aluminium, may be supported. Note that uPVC will not be supported.

iii. Unless justification that horizontally aligned windows are a necessary component of the overall design, windows will generally be vertically proportioned.

iv. Doors will generally be of timber. Fully and part-glazed doors may be acceptable where justified in terms of historic precedent or architectural composition of the new building.

v. Rooflights will generally be confined to reverse roof slopes and positioned as close to the wall head as possible. The number of rooflights will be kept to a minimum, be vertically proportioned and not oversized. Rooflights should always be conservation style.

7 Special Cases

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

7.1 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.

7.2 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

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

7.4 Generally new doors will be traditionally constructed and will be timber. The door design will be considered on its merits, but will normally demonstrate a clear hierarchy so it appears secondary to existing doors (where they survive). For example, where existing doors are traditional timber panelled, a plank and batten door may be appropriate for the new opening. Where the window contributes to the external elevation or internal space of the building it may be appropriate to design the new door to incorporate glazing that matches the pattern of surrounding windows.

Conversion of Doors to Windows

7.5 Proposals to convert doors into windows on principal 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.

7.6 Generally new windows will be timber. New windows will match the design, opening method and detailing of existing traditional windows, where they survive. Where traditional windows do not survive alternate designs will be considered on their merits, but will need to relate to the age and style of the building.

Blocking Window or Door Openings

7.7 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. Evidence of the opening, such as window surrounds and margins, will be retained.

7.8 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).

7.9 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

7.10 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.

7.11 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.

7.12 Wired glass, reeded glass, obscured glass and louvred glass is generally not considered acceptable in Listed Buildings or unlisted buildings in Conservation Areas and its use will not be supported unless there is historical precedent to do so.

7.13 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.

uPVC

7.14 uPVC, in most circumstances, is an inappropriate material in sensitive historic contexts. uPVC does not have the character, appearance or patina of traditional windows and doors. The manufacture of uPVC can be a chemically intensive process with some finished units having a relatively short life, with un-recycled waste disposed of in landfill or incinerated. There is a presumption against the use of uPVC in both Listed Buildings and Conservation Areas and opportunities to install new uPVC units are limited.

7.15 uPVC is never acceptable in a listed building (including 'curtilage' listed buildings) or in an extension to a listed building. Where uPVC currently exists proposals for replacement uPVC will not be supported, even where previous consent was obtained or if uPVC was in situ when the building was listed. If uPVC is unauthorised the Council may choose to take enforcement action to reinstate traditional windows/doors.

7.16 This policy recognises that uPVC windows and doors are evident in many Conservation Areas. However, most uPVC units were installed prior to February 2012 when such alterations were classed as permitted development, and not because the Council specifically condoned its use. uPVC, where present, is an unfortunate legacy of this time and it has incrementally and negatively affected the character and appearance of historic conservation areas. Alterations to windows and doors in conservation areas are now subject to planning control and (subject to 7.21-7.24, below) uPVC is not acceptable in an unlisted building in a Conservation Area.

7.17 The Council intend, over time, to reverse insensitive and inappropriate alterations to windows and doors and support the reinstatement of traditional windows and doors where these have been replaced with uPVC.

Existing uPVC

7.18 Where uPVC windows and/or doors exist, the Council will not support proposals to install new uPVC windows and/or doors of a different design, colour or appearance. The Council will, however, support the reinstatement of appropriately designed traditional windows and doors utilising traditional materials.

7.19 On street facing elevations where there is a direct negative impact on the character and appearance of the conservation area, the Council will not support the like-for-like replacement of existing uPVC.

7.20 Where modern (principally post-1948) buildings in Conservation Areas have existing uPVC windows or doors, the Council will not support the installation of new uPVC windows or doors on public facing elevations. Windows and/or doors appropriate to the age and style of the building will be supported.

7.21 Any unauthorised uPVC windows and doors will be investigated by the Council with a view to taking the appropriate enforcement action to reinstate windows and doors appropriate to age and style of the building.

Exceptions

7.22 Appropriate and sensitively designed uPVC windows and doors may be acceptable for unlisted buildings in conservation areas where they are not visible in whole or in part from the public realm, i.e. facing a private courtyard or garden.

7.23 Where acceptable, uPVC windows in traditional buildings will match as closely as possible traditional windows in terms of profile, opening method (i.e. sliding for sash and case windows), design and detailing, with narrow transoms and stiles.

7.24 Where acceptable, uPVC doors in traditional buildings will match as closely as possible traditional doors. Doors will be panelled unless evidence is presented that supports a historic precedent for alternate designs.

7.25 Where the building was originally constructed with uPVC windows and/or doors, the Council would accept uPVC replacements to a design to match as closely as possible that originally intended.

Windows

Good Examples of Traditional Windows

12-pane sash window. Note the slender glazing bars, or astragals.

4-pane sash window.

Variation in glazing pattern can add character and distinctiveness.

Full pane sash windows.

4 over 6-pane sash window.

Note how the top sash projects over the lower sash. This example has ‘horns’.

Multi-pane casement windows.

lying-pane (horizontally-laid) glass.

Casement windows with ornate stained glass.

Inappropriate Replacement Windows

The uPVC windows lack profile and are flat with the mullions and transoms set flush to the glass. The frames appear overly wide. Centre and right show adjacent windows: the mismatch in dimensions and detailing detracts from the overall appearance of each building

Mahogany-effect uPVC with no definition between upper and lower sash (left). 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 (right).

Central mullion removed to enlarge opening resulting in a poorly proportioned window with subsequent inappropriate window style, material and design.

Traditional Windows Compared Alongside Inappropriate Replacement Windows

uPVC window (left) of different design, detail, material and appearance to adjacent to full-pane timber sash window.

The profile of the timber window (right) with the projecting upper sash and narrow stiles is clearly distinctive from the flat finish of the uPVC window with the flush transom, thicker profile frame and trickle vent.

uPVC sash window (right) with similar dimensions as adjacent window and with upper sash stepped out from lower. However, the plant-on astragals on the upper sash, material, wide stiles and transom, detailing and finish make this unit far inferior to the timber sash window.

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.

Sash windows have a distinctive look when open or partly open. The building on the right demonstrates why top hung sashes are not appropriate.

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.

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.

Doors

Good Examples of Traditional Doors

Double-leaf or bivalve 6-panel door with decorative fanlight and side lights.

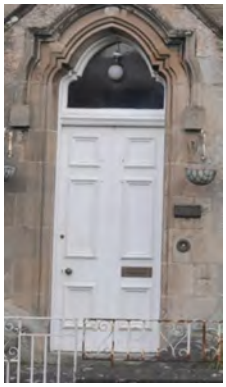
Pair of single-leaf 6-panel doors.

Single-leaf plank and batten door.

Double margin door.

Pair of 4-panel doors with decorated panels and detailed moulding.

Pair of traditional half-glazed or casement doors.



4-panel door with full-pane fanlight, original handle, bell and keyhole.

Double-leaf plank and batten door with top light.

Plank and batten door with attractive cast iron door furniture.

Inappropriate Replacement Doors

A half glazed inappropriate modern aluminium door, the poor finish, appearance and style accentuated by the adjacent traditional timber 4 panel double margin door.

Off-the-shelf composite door with glazing panels lacks the subtly and quality of finish of a traditional door.

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.

Glazed door with fixed panel. Doors should be made to fit the proportions of the doorway; infill panels are not acceptable.

Standard white uPVC doors; never acceptable in a conservation area.

Flush or moulded door, finished with a flat finish, usually plywood. Lacks the details and finish of a traditional door and is not generally acceptable.

Timber effect uPVC door with glazed panels which detracts from the character and appearance of the traditional cottage.

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