



Planning Services
Development Planning & Environment



DRAFT PLANNING GUIDANCE (PG)
Alteration and Replacement of Windows
in Listed Buildings and in Conservation Areas

CONSULTATION DRAFT
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DRAFT PLANNING GUIDANCE

(PG) Alteration and Replacement of Windows in Listed Buildings and in Conservation Areas

Introduction

This Planning Guidance (PG) is one of a series which supplements and supports the policies and proposals of the [West Lothian Local Development Plan](#) (LDP) which was adopted by West Lothian Council in September 2018. Of particular relevance are policies ENV 24, ENV 25, ENV 28 and DES 1.

The guidance also supports National Planning Policy 4 (NPF4) with particular regard to Policy 2: Climate Mitigation and Adaption and Policy 7: Historic Assets and Places.

If you live in a [listed building](#) and/or a property in one of the [10 Conservation Areas in West Lothian](#) and are considering repairing or replacing your windows it's important to have a clear understanding of what it is that the Council will be looking for when it comes to consider and determine proposals of this nature.

This guidance is intended as a useful source of information and as an aid to successfully navigating the planning process which we understand can sometimes be challenging. It has been designed to provide applicants with a clear understanding of the nature of the works that are likely to be approved and to help better focus effort and resources, minimise abortive work and manage expectations. Its goal is to ultimately help secure better outcomes.

While householders are able to benefit from extensive *permitted development* rights under [The Town and Country Planning \(General Permitted Development\) \(Scotland\) Amendment Order 2011](#)), and which allows for a range of alterations and works to a house without having to apply for planning permission, the situation is not as permissive when the property in question is a listed building or is in a conservation area and it is important to be aware of this.

Scarcely anything has more effect on the external appearance of a building than its windows. They are an important element of a building's design and their significance is derived from a number of factors including form or shape, the characteristics of historic glass, the materials and details of construction, the method and pattern of opening, associated fixtures, and paint colour.

However the replacement of historic windows with poorly designed and unsympathetic substitutions has the potential to erode and degrade much of the essential architectural character and authenticity of a building, and also cumulatively in terms of the impact on the wider streetscape in which buildings are located.

It's therefore important that window alterations and replacements are carefully selected in order that the appearance and fabric of the building is preserved and the level of control exercised by the Council helps to ensure that small scale incremental changes do not damage the character of the conservation areas.

While this guidance presumes in favour of the retention of historic windows wherever possible (generally with traditional repair/sympathetic refurbishment if required), it also takes a considered, measured and pragmatic approach to the replacement of, or alteration to, existing windows where this can be justified.

Regulatory and Policy Background

- [Town & Country Planning \(Scotland\) Act 1997](#)
- [Planning \(Listed Buildings & Conservation Areas\)\(Scotland\) Act 1997](#)
- [Historic Environment Policy for Scotland](#)
- [Managing Change in the Historic Environment - Windows](#)
- [West Lothian Local Development Plan 2018 – Policies ENV 23, ENV 25, ENV 28 and DES 1](#)

- [National Planning Framework 4 – Policies 2 and 7](#)
- [Planning Advice Note PAN 71 - Conservation Area Management](#)

Window repair & the Window Condition Survey

Where windows are of historic interest, 'best practice' is to repair their components and upgrade rather than to replace and this is particularly pertinent to the safeguarding of properties that are listed buildings or are embraced as part of a conservation areas.

Timber windows have endured for hundreds of years, they are fundamentally robust and can often be upgraded to modern standards of efficiency without the need for wholesale replacement.

A traditional or 'historic' window, most usually a double-hung vertically-sliding timber sash and case window, has two glazed, timber framed components; the sashes, which slide up and down, and the case, in whose channels they sit. They are constructed from a number of separate pieces of timber and every single one can, in theory at least, be replaced with a new section, manufactured to exactly match its dimensions. Consequently, there is rarely a need to replace the whole unit and it would also be extremely rare for all windows in a property to fail and require to be replaced at the same time.

There are of course other types of historic windows found in Scotland, including timber and metal casements, but these are not quite as prevalent. Metal windows however also tend to suffer from rust and distortion, and although repair is not impossible it may not always be practicable.

Repair and retention is however a more sustainable and responsible means of improving a property and can contribute towards wider efforts to combat climate change by reducing the consumption of resources in the first instance and also by minimising the disposal of waste.

Having regard to the thermal efficiency of a building is increasingly important as we address climate change, save fuel (and try to reduce heating costs) and it's recognised that upgrading existing windows is probably the first solution that comes to mind when thinking about trying to stem heat loss, particularly in older, traditional buildings, generally considered to be those built before 1919.

The majority of heat lost through windows is often due to a combination of air gaps around the window frames coupled with single glazing, but double-glazing is not always as cost effective as sometimes thought to be the case.

If the original timber windows are in reasonable condition, a basic overhaul together with draught proofing or internal secondary glazing will almost always provide better value for money than double-glazing.

Draught stripping is also a cost-effective and unobtrusive method of improving the thermal performance of traditional windows. It has been shown to significantly reduce heating bills and energy use, and does not adversely affect the appearance of historic windows.

Other options to be considered to improve thermal efficiency at far less cost than window replacement include upgrading existing glazing, the rehabilitation and use of traditional shutters and in some instances the introduction of secondary glazing.

One of Historic Environment Scotland's (HES) roles is to provide best practice advice and the publication "[Managing Change in the Historic Environment - Windows](#)" is commended as perhaps the most authoritative on the subject and essential reading.

Consideration should also be given to the [HES Energy Retrofit Guide](#) which promotes a holistic attitude towards improving the energy efficiency of traditional buildings. It considers heat loss throughout the entire building envelope and focuses on a suite of less invasive measures than double-glazing and window replacement while maintaining as much of their historic fabric as possible while creating healthier indoor environments. In some circumstances however, it is recognised that repairs are not always possible, that windows may have deteriorated beyond economic repair and that their replacement may be justified.

When all reasonable efforts have been made to retain or adapt original windows, the next best option is then to replace them with units matched as close to the originals as possible.

In order to evidence that windows need replacing, the Council will invite applicants to prepare a *Window Condition Survey* and to submit this alongside the relevant application for planning permission or listed building consent for the replacement of windows in all listed buildings and/or in buildings in conservation areas.

The survey must however be undertaken by a professional or a person who is knowledgeable and competent in the relative fields of architecture, building conservation, joinery etc.

A template is provided (**Figure 1**) which is intended to help identify the scope and the content of a submission.

Figure 1

Required information for a Window Condition Survey

The assessment should detail all defects on a window by window basis with each window being clearly numbered and identified.

- **Detailed description of the window(s) being replaced.**
 - Type of window(s)
 - Type of opening mechanism
 - Age of the window(s)
 - Details of window(s) condition/defects
 - Confirmation of presence of original and/or historic glass
 - Any other relevant information about the window(s)

- **Photographs of the window(s) clearly highlighting the areas of deterioration.**

- **Architectural drawings**
 - A standard detail sheet showing horizontal and vertical sections through windows at 1:5 scale. This should show how the external face of the casement or frame and timber sill relates to the stone reveal and should replace the existing.
 - A sectional drawing of the astragal at 1:1 scale indicating the glazing unit and method, where applicable.
 - Copies of elevational drawings to a scale of 1:100 are required to be submitted showing the existing and proposed windows and doors to be replaced or repaired.
 - Copies of the replacement window and door details are to be submitted at a scale of 1:50 and 1:10.

Additional information may be requested for a more complex building or where significant historic windows are involved. Similarly, for a very straightforward residential property the requirements for architectural drawings may be simplified and an annotated photograph with the windows numbered and a short description of the window condition may suffice. The [Development Management team](#) will advise on a case by case basis.

The requirement for Planning Permission and/or Listed Building Consent

If a property is not a listed building and not in a conservation area, planning permission is not normally required to repair or replace windows.

However, if the property is a flat it is important to be aware that the size of windows cannot be altered without securing planning permission, for example, a larger window is created from 2 smaller windows or a window is converted into a door which is larger than the window.

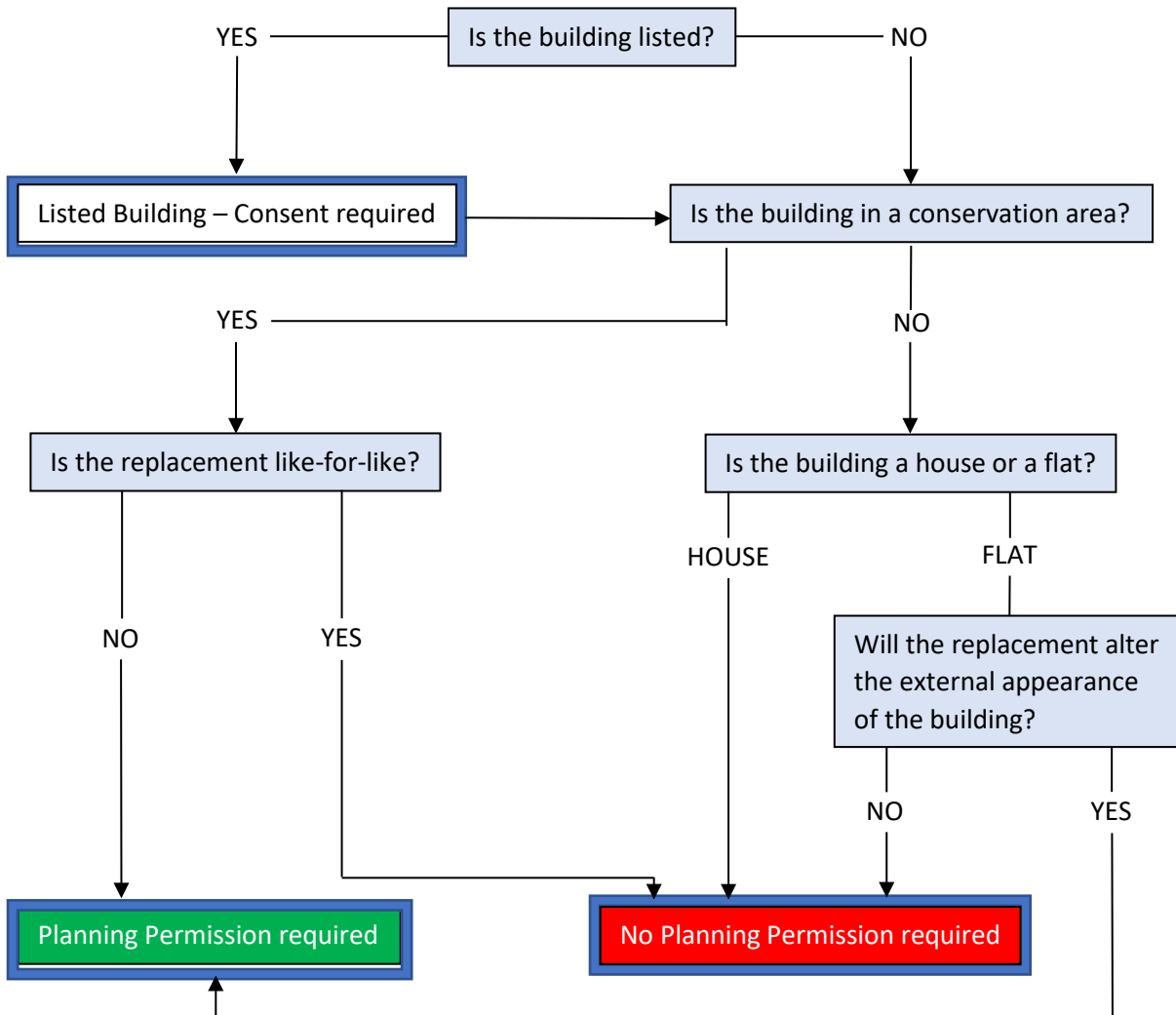
In circumstances where a property is a listed building and/or is in a conservation area, you can use the flowchart diagram as a guide to determining what approvals are required.

If you are in any doubt please contact the [Development Management team](#) for advice.

Figure 2

The requirement for Planning Permission and/or Listed Building Consent

(This diagram only relates to domestic properties – Non domestic properties will generally require planning permission whether they are listed/and or in a conservation area)



To avoid any misunderstandings as to what constitutes a "like for like" replacement, drawings are required to show full details of the replacement windows to be fitted.

If you require formal and documented confirmation that planning permission is not required for the repair or replacement of windows, there is a well-established process for submitting an application to the Council for a *Certificate of Lawfulness*. You can do this [here](#) online. This certificate may be useful if you decide to sell your property or if asked to provide proof that any installed replacement windows are compliant with planning policy. Please note that a Certificate of Lawfulness does incur a fee.

NB: A *Building Warrant* application is not usually required to replace existing windows. If the replacement window is of the same type as the one being replaced care must however be taken with such replacements to ensure that the new window design will not fail to meet the regulations to a greater degree. If the replacement is by a window which is not of the same type as the one being replaced it must comply with the relevant sections of the Building Regulations.

General advisory

It should be noted that works undertaken without the appropriate consents having been secured could lead the Council to take enforcement action resulting in the removal of unauthorised works, the restoration of the property to its pre-works state and a substantial financial penalty being imposed by the courts. It is also a **criminal offence** to alter the character of a listed building without having first secured the necessary permissions.

For these reasons the Council strongly advises that early contact is made with the [Development Management team](#) in order to establish if and what consents may be required, to allow sufficient time for these to be submitted and processed and to discuss the suitability of the proposal and whether they are likely to be compliant with this guidance. The Council cautions against entering into any binding contracts to purchase materials or engage trades until after the necessary consents have been secured.

Repair works must in any event only be undertaken where it is necessary (in terms of sustainability, damage or deterioration) and should always be done on a like-for-like basis, ensuring that any repairs provide for an identical match to the original windows.

Proposals for the alteration or replacement of historic windows in a listed building or a property in a conservation area are only likely to be supported where it has been demonstrated that the historic windows have deteriorated beyond practical repair and there is no reasonable alternative.

An exception is however made where windows may have previously been inappropriately and unsympathetically replaced, in which case more sensitive and appropriately designed replacements which better reflect the original style may be acceptable

All Listed Buildings (*within and outwith a conservation area*)

Repairs to windows in listed buildings using original materials to match the original design and on a 'like-for-like' basis do not require planning permission or Listed Building Consent. However the replacement of windows in listed building does require planning permission and also Listed Building Consent.

The Council would prefer to receive and process applications for Listed Building Consent and planning permission for the same property at the same time wherever this is possible.

Proposals for the alteration of a listed building will only be supported where its character, special architectural or historic interest and setting are not adversely affected.

Where justification for the replacement of historic windows has been demonstrated and agreed by the Council, the replacement windows must replicate the original in every respect. They must be fitted in the same plane, made up of timber sections (the profile and dimensions of which match the originals) and have the meeting rails in the same position as the originals. Mullions (the vertical dividers that separate windows) must be retained where they exist.

The way in which a window opens can contribute significantly to the authenticity and appearance of a historic building and it is therefore important to retain the original method of opening the window. The most commonly found are the 'double hung' sash and case windows which open by sliding the sashes up and down in the same plane: in the open position they never project outwards or inwards from the building.

Furthermore, replacement windows should also seek to re-use historic glass (including crown, stained, leaded or etched glass) where this is present. It is however recognised that its removal and incorporation within a new window is very complicated and not always feasible in the case of a double-glazed windows. Historic ironmongery should also be salvaged, refurbished and re-used wherever this is practicable.

The colour of windows can make a significant contribution to the character and appearance of a listed building and should not automatically default to ubiquitous white. Many traditional colours were much darker, with green, brown, grey and black often used and it is sometimes possible to sample underlying layers to establish the original paint colours. The colour of paint should therefore be selected and agreed with some reference to historical analysis.

For the avoidance of doubt, uPVC, aluminium and composites are not considered a suitable window frame material for any listed buildings. They would be historically inaccurate, aesthetically inappropriate and would impact negatively on the character and authenticity of the building.

New technology has however allowed a close replication of historic sash windows in a way that standard thicker double-glazing previously could not and this opens up the possibility that the use of double-glazing may therefore be sanctioned where previously it would not. Consequently, proposals relevant to all listed buildings will be considered on a case-by-case basis with decisions founded on an understanding of the significance and importance of the particular building, including whether the windows add to its special interest. This understanding should help inform the decision-making process.

In these circumstances, the double-glazing unit must nevertheless be of the same material as the original window and be capable of being fitted into the existing window frames without prejudicing their appearance, have the same glazing pattern and method of opening as the existing window. The loss of historic glass (where present) should also be avoided.

Double-glazing presents particular problems with small paned windows as the glazing bars have generally to be deeper and wider than the original patterns to accommodate sealed glazing units.

Narrow-profile double-glazing has been specifically developed to allow more accurate replication of historic window patterns and it is this, rather than Standard double-glazing which is likely to be most appropriate as the latter is often unable to successfully replicate historic multi-pane patterns, especially those windows with thinner astragals.

It is important that it must not have astragals where there is no historical evidence that they used to exist and astragals must never be sandwiched between two panes of double-glazing or stuck onto the surface of the glass. Where glazing bars or astragals are proposed these must be slender (generally less than 25mm) and timber beads should be tapered to resemble a traditional 'putty fillet'.

Secondary glazing, consisting of an independent glazing unit, may also be sanctioned for use in listed buildings but only if fitted immediately **inside** the existing windows (not externally) and where it can also be demonstrated that it will not be visible when viewed from outside the building. In this regard it is essential that the meeting rails and frames of secondary units are sufficiently small in section so as to allow them to be hidden behind the existing rails. Secondary glazing also needs to avoid causing damage to any historic mouldings and historic shutters if it is to secure approval. It has been established that internal secondary glazing can reduce heat loss by over 60% and it also has the advantage of leaving the original windows untouched.

Finally, it should be noted that the Council, as planning authority, is obliged to consult Historic Environment Scotland before granting or refusing applications for listed building consent in respect of works to listed buildings and providing an additional level of scrutiny of proposals relating to our most important and sensitive buildings.

Unlisted Buildings in conservation areas

Repairs to windows in unlisted building in conservation areas using original materials to match the original design and on a 'like-for-like' basis do not require Planning Permission. However the replacement of windows within a property in a conservation area may require planning permission.

This will depend on whether the replacement window gives rise to a *material change* to the appearance of the window and in so doing would then constitute *development*.

A material change is where there is an alteration to the design, material, size, method of opening, or proportions of the window, including an increase in the size/thickness of the frames and removal of glazing bars (*astragals*) or horns. It also includes the removal of historic glass, replacement of clear glazing with obscure glazing, and the introduction of ventilation/louvres in the glazing.

Unless the replacement window is essentially a facsimile of the existing window it is highly probable that it will give rise to a material change to the appearance of the window and the replacement windows will require to be made the subject of a planning application in these circumstances.

First and foremost, proposals must preserve or enhance the character and appearance of conservation areas if they are to be deemed acceptable.

(A) Replacement windows on public facing façades

Where justification for the replacement of historic windows has been demonstrated and agreed by the Council in specific relation to windows on an elevation of an unlisted building in the conservation area which has a street frontage or is visible from a public area such as (but not limited to) a footpath, park or playing field, the replacement windows must match the original windows in terms of their materials (in most instances this will be timber), proportions, profiles and dimensions of frames and astragals and method of opening and which includes details such as glazing bars and horns (where present). They must be fitted in the same plane and have the meeting rails in the same position as the originals. Mullions (the vertical dividers that separate windows) must be retained where they exist.

The way in which a window opens can contribute significantly to the authenticity and appearance of a building and it is therefore important to retain the original method of opening the window. The most commonly found are the 'double hung' sash and case windows which open by sliding the sashes up and down in the same plane: in the open position they never project outwards or inwards from the building.

Furthermore, replacement windows should also seek to re-use any historic glass (including stained, leaded or etched glass) where this is present. It is however recognised that its incorporation within a new window is very complicated and not always feasible in the case of a double-glazed windows. Historic ironmongery should also be salvaged, refurbished and re-used wherever this is practicable.

The colour of windows can make a significant contribution to the character and appearance of the conservation area and should not automatically default to ubiquitous white. Many traditional colours were much darker, with green, brown, grey and black often used. It is sometimes possible to sample underlying layers to establish the original paint colours. The colour of paint should therefore selected and agreed with some reference to historical analysis.

For the avoidance of doubt, uPVC, aluminium and composites are not considered a suitable window frame material for any elevation of an unlisted building in the conservation area which has a street frontage or is visible from a public area such as (but not limited to) a road, a footpath, park or playing field. They would be aesthetically inappropriate and would impact negatively on the character and authenticity of the building.

New technology has however allowed a close replication of historic sash windows in a way that standard thicker double-glazing previously could not and this opens up the possibility that the use of double-glazing may therefore be sanctioned where previously it would not. Consequently, proposals to fit double glazed units on an elevation of an unlisted building in the conservation area which has a street frontage or is visible from a public area such as (but not limited to) a footpath, park or playing field will be considered on a case-by-case basis with decisions founded on an understanding of the significance and importance of the particular building, including whether the windows add to its special interest. This understanding should help inform the decision-making process.

In these circumstances, the double-glazing unit must nevertheless be of the same material as the original window and be capable of being fitted into the existing window frames without prejudicing their appearance, have the same glazing pattern and method of opening as the existing window. The loss of historic glass (where present) should also be avoided.

Double-glazing presents particular problems with small paned windows as the glazing bars have generally to be deeper and wider than the original patterns to accommodate sealed glazing units.

Narrow-profile double-glazing has been specifically developed to allow more accurate replication of historic window patterns and it is this, rather than Standard double-glazing which is likely to be most appropriate as the latter is often unable to successfully replicate historic multi-pane patterns, especially those windows with thinner astragals.

It is important that it must not have astragals where there is no historical evidence that they used to exist and astragals must never be sandwiched between two panes of double-glazing or stuck onto the surface of the glass. Where glazing bars or astragals are proposed these must be slender (generally less than 25mm) and timber beads should be tapered to resemble a 'putty fillet'.

Secondary glazing, consisting of an independent glazing unit, may also be acceptable for use in unlisted buildings in these circumstances, but only if fitted immediately inside the existing windows (not externally) and where it can also be demonstrated that it will not be visible when viewed from outside the building. In this regard it is essential that the meeting rails and frames of secondary units are sufficiently small in section so as to allow them to be hidden behind the existing rails. It has been established that internal secondary glazing can reduce heat loss by over 60% and it also has the advantage of leaving the original windows untouched.

As a general observation, windows being replaced on the same elevation of a building should be treated in a similar manner and, where practicable, replaced at the same time.

(B) Replacement windows on façades not immediately visible to the public

The guidance permits some variation of window styles and materials on some unlisted buildings in conservation areas (typically a rear elevation facing onto a private garden or courtyard). However the distinction that is being made between public and non-public façades is not intended to devalue the important contribution made by all buildings in a conservation area and is instead an acknowledgement of the improvements achieved in the design and quality of new windows products.

Where justification for the replacement of historic windows has been demonstrated and agreed by the Council in relation to windows on an elevation of an unlisted building in a conservation area which does not front a road or a street, is not visible from a public area, such as (but not limited to) a footpath, park or playing field, the replacement windows must nevertheless still closely match the design of the original windows in terms of their proportions, profiles and dimensions of frames and astragals and methods of opening.

Replacement windows must be fitted in the same plane and have the meeting rails in the same position as the originals. Mullions (the vertical dividers that separate windows) must also be retained where they exist.

The colour of windows can make a significant contribution to the character and appearance of the conservation area and should not automatically default to ubiquitous white. Many traditional colours were much darker, with green, brown, grey and black often used. It is sometimes possible to sample underlying layers to establish the original paint colours. The colour of paint should therefore be selected and agreed with some reference to historical analysis.

While the Council will always encourage the use of "like for like" timber replacement windows it is nevertheless prepared to give consideration to proposals for replacing traditional windows with uPVC or composite sliding sash and case or casement windows in these very particular circumstances and where it can be demonstrated that they will not individually or incrementally harm the character or appearance of the conservation area.

In these circumstances, the unit must however be the same size and design of the original window including the way it opens (most original sash windows have vertically sliding sashes) and should comprise slim section uPVC frames.

It is important that it must not have astragals where there is no historical evidence that they used to exist and astragals must never be sandwiched between two panes of double-glazing or stuck onto the surface of the glass. Where glazing bars or astragals are proposed these must be slender (generally less than 25mm) and timber beads should be tapered to resemble a putty fillet.

Double-glazing would however not be acceptable, where it resulted in the loss of historic glass. In these instances internal secondary glazing may instead be appropriate.

Secondary glazing, consisting of an independent glazing unit, may also be acceptable for use in unlisted buildings in these circumstances, preferably fitted inside the existing windows (and where it can also be demonstrated that it will not be visible when viewed from outside the building). In this regard it is essential that the meeting rails and frames of secondary units are sufficiently small in section so as to allow them to be hidden behind the existing rails.

As a general observation, windows being replaced on the same elevation of a building should be treated in a similar manner and, where practicable, replaced at the same time.

In situations of multiple ownership, for example tenement flats, it is important to try and retain the original uniformity of the window scheme (in as much as this still survives) and therefore the use of disparate window types and styles, often supplied by different manufacturers, will be resisted.

Windows being replaced on the same elevation must be of a broadly similar style and appearance and ideally co-ordinated to be replaced at the same time

Windows in new buildings in conservation areas

The Council is minded to adopt a pragmatic approach towards the use of uPVC, composite and aluminium windows in contemporary and modern buildings within conservation areas where it can be demonstrated that they do not individually or incrementally harm the character or appearance of the conservation area.

Windows must however be selected to compliment those in adjacent older property, respect traditional proportions and generally avoid a horizontal emphasis.

Non-listed properties outwith conservation areas

For the sake of completion it should be noted that all residential properties outwith a Conservation Area which are not listed buildings do not usually require planning permission for replacement windows

Further reading

Further advice concerning the repair of historic windows and what can be done to improve energy efficiency in traditional buildings can be found in the following HES publications which can be accessed by clicking on these links.

- [Inform Guide - Improving Energy Efficiency in Traditional Buildings](#)
- [Inform Guide - Domestic Decorative Glass](#)
- [Inform Guide - Maintaining Sash and Case Windows](#)
- [Short Guide - Conservation of Sash and Case Windows](#)
- [Short Guide - Fabric Improvements for Energy Efficiency](#)
- [Short Guide - Maintaining Your Home](#)
- [Explore Your Built Heritage](#)
- [Guide to Energy Retrofit of Traditional Buildings](#)

While this PG has been specifically prepared for the purposes of addressing proposals for replacement windows in Listed Buildings and in Conservation Areas, and which for the most part come within planning controls, it is hoped that it will be taken as good practice when considering the renovation or replacement of windows in other circumstances where planning permission is not required. Windows that are age appropriate to the style of a property, whatever its location, will always make an important contribution to its character and appearance and 'fit' within a street scene.

The [Development Management](#) and [Building Standards](#) teams can be contacted for advice on the replacement of windows. In the case of properties which are either listed or within a conservation area, it is strongly recommended that discussions take place at the earliest possible opportunity and certainly before any order for replacement windows is made.

Appendix 1: An 'at-a-glance' guide to window alterations and replacements

Status	Requires condition survey justifying replacement?	Planning permission required to <u>repair</u> ?	Planning permission required to <u>replace</u> ?	Obligation to retain opening mechanism?	Obligation to retain original proportions/ profile/ design?	Obligation to retain original material?	Obligation to retain original paint colour?	Is Double Glazing permitted?	Is Secondary Glazing permitted?	Is uPVC and composite materials permitted?
Listed	YES	NO	YES	YES	YES	YES	For discussion	YES, in principal, but site specific	YES, but internal only	NO
Unlisted Public facing façades	YES	NO	YES, unless exact 'like-for-like'	YES	YES	YES	For discussion	YES, in principal, but site specific	YES, but internal only	NO
Unlisted Non public facing façades	YES	NO	YES, unless exact 'like-for-like'	NO	YES	NO	For discussion	YES, in principal, but site specific	YES, but preferably internal	YES

Appendix 2: Glossary

Astragal or Glazing Bar

An astragal is a glazing bar that divides a window into smaller panes of glass. In timber sash and case windows it is normally moulded and narrower than the main frame.

Certificate of Lawfulness

Certificates of Lawfulness are a way of deciding whether a use or a piece of building work is legal or not. Certificates can be issued by the planning authority for completed developments or proposed developments. A fee is charged for this service.

Historic Glass

This is a broad term that includes a variety of decorative glass including stained, leaded, frosted and etched glass. It also covers glass that is original to the building where this has special characteristics including curved glass.

Historic Window

This term, used by Historic Scotland, includes original windows and subsequent alterations/replacements that contribute to the historic interest of a building as evidence of changing fashions and technology. For example following the significant reduction in window tax in 1845 technological advances led to the manufacture of large panes of glass. As a result, fewer subdivisions, and larger, heavier panes of glass became common. Windows glazed with single panes of plate glass in each sash became popular in many areas, while window designs with a single pane of plate glass in the lower sash and small panes in the upper sash also emerged. The term also includes newer well-detailed windows that have been based on the historic design.

Horns

Horns are extensions of the lower part of side frames of the top sashes of late Victorian and Edwardian windows that were used to strengthen the lower joints of the top sashes following the introduction of large sheets of glass. Georgian and early Victorian windows did not have horns.

Material Change

A material change is where there is an alteration to the design, material, size, method of opening, or proportions of the window including an increase in the size/thickness of the frames and removal of glazing bars [astragals], horns or mullions. It also covers removal of historic glass, replacement of clear glazing with obscure glazing, and introduction of vents/louvres in the glazing.

Meeting Rail or Transom

This is where the top and bottom sashes meet.

Mullion

A vertical division between the *lights* of a window. This may be in stone or timber. The removal of mullions to increase the glazing area of a window is not appropriate in listed buildings or buildings in conservation areas and would be considered as a material change requiring listed building consent and or planning permission.

Replica Window Frame

A new window frame that replicates the original design and uses the same material.

Sash and Case Windows

A form of window in which two sashes slide within a frame (the case) and are counterbalanced by weights hung on ropes (sash cords). The upper sash slides over the bottom sash on the outside of the window and this projection of the top sash beyond the bottom sash gives the window its characteristic 3-dimensional effect.

Sealed Double-Glazing Unit

Two sheets of glass held apart by a spacer bar and sealed around the edges to form a sealed unit that can be fitted into the window frame. The cavity is normally filled with air and provides thermal insulation. Thermal insulation can be improved by the use of gas such as Argon gas, within the cavity or by using vacuum insulated glass (VIG). Some companies are producing 'slimline' double-glazing units that have a narrower depth than traditional double-glazing units and may be more appropriate for installing in existing window frames of Listed Buildings.

Secondary Glazing

Secondary glazing involves the provision of an independent internal window in addition to the original or replacement window. If used, the meeting rails and frames of secondary windows should be as small in section as possible to allow them to be disguised behind existing rails. The installation of secondary glazing should avoid damage to original window shutters, mouldings or other features.

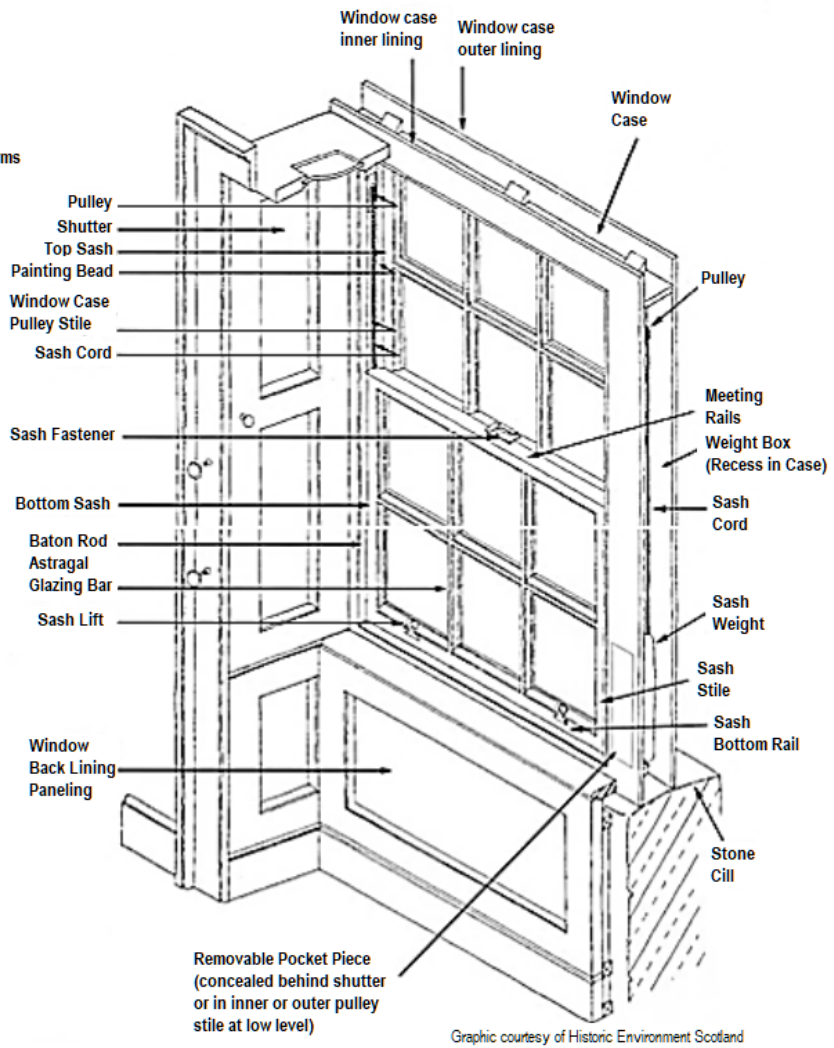
Ventilation

Vents in the window frame allow for ventilation without the need to open the window. Where vents are required these should be located unobtrusively at the meeting rail of sash and case windows rather than using an external fixture.

Appendix 3:

THE COMPONENT PARTS OF A TRADITIONAL SASH & CASE WINDOW

A typical sash and case window, including the terms used to describe parts of the window.



DRAFT

(PG) The Repair and Replacement of Windows in Listed Buildings and in Conservation Areas

Approved by West Lothian Council Executive
Subsequently adopted as Planning Guidance (PG)

Date to be inserted
Date to be inserted

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