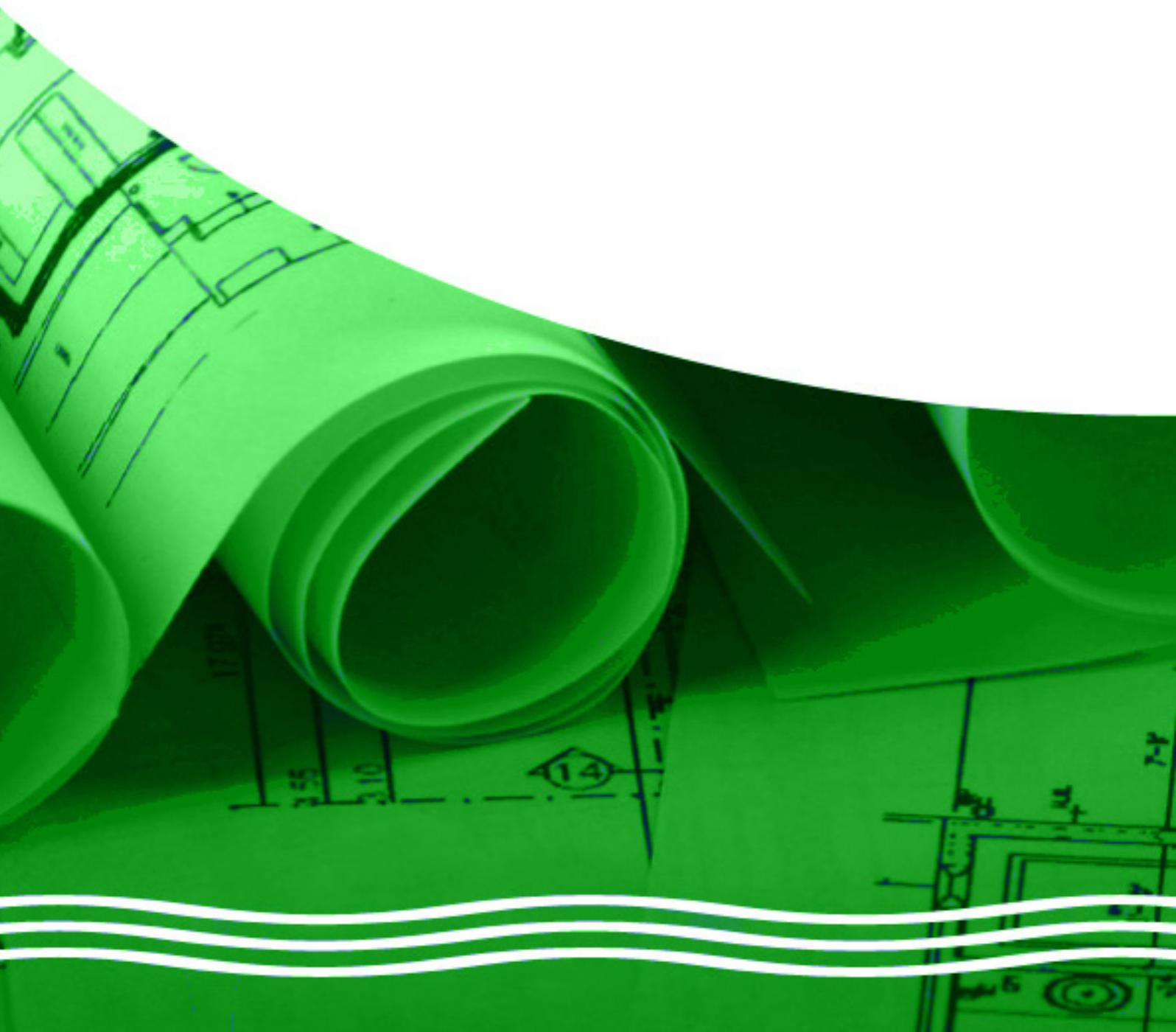


Windows and Doors in Protected Buildings



1. Introduction

- 1.1. Guernsey's Protected Buildings represent a small proportion of the overall building stock. Their statutory protection recognises their importance to our heritage and they are a reminder of the traditions, work and ways of life of earlier generations. However, they are not museums and often need to be adapted to meet our modern ways of living and working. Often, development of a protected building needs to take place in order to sustain its special interest and without investment and adaptation protected buildings may fall into disrepair and, potentially, be permanently lost.
- 1.2. Windows and doors can form an integral part of the architectural composition of a building and contribute to its special interest. Many have lasted 100 years and some even longer and they can be of high quality craftsmanship in themselves. On the other hand, unsympathetic replacements can detract from what is special about a protected building.
- 1.3. We receive several planning applications a month to replace windows or doors in residential protected buildings. The main reasons for replacement tend to be to reduce draughts or heat loss or they might be rotten. We do not dismiss these reasons, especially where they can reduce our carbon footprint. However, we are required to balance these considerations, as well as the owner's aspirations and any economic and social benefits, with any harm that might occur to the overall special interest of the protected building. Therefore, there will be many applications where the replacement of windows or doors can be supported, but there will be instances where the harm to the overall special interest of the particular protected building will be such that the windows or doors should be retained so far as is possible.

- 1.4. Even where windows or doors need to be retained, they can usually be altered or upgraded to address draughts or reduced heat loss. Also, areas of rot can usually be repaired. Such works fall under Class 3 Exemptions (Repair, Maintenance and Minor Alteration) and do not need a planning application.
- 1.5. This guidance note explains the principles and process by which planning applications for replacement windows or doors in residential protected buildings will be considered. It is aimed at building owners who make the planning application themselves. However, the same process and principles will apply to non-residential properties.

2. Island Development Plan Policy GP5

- 2.1. When development is proposed to a protected building, a planning application will be assessed using Island Development Plan (IDP) Policy GP5: Protected Buildings. Policy GP5 seeks to manage change and positively support alterations to protected buildings, such as replacing the windows or doors. However, we also need to ensure, so far as possible, that what makes a particular protected building special, which in some cases may be its windows and/or doors, is maintained in a manner that is proportionate to the overall special interest of the building (see IDP paragraph 19.6.6). Therefore, harm can occur to the special interest of a protected building and whether this is an acceptable degree of harm will be judged depending on how important the windows or doors are to the overall special interest of the building. This will be considered proportionately with the reasonable aspirations of the property owner (as per IDP para 19.6.7).

3. Understand What You've Got

- 3.1. The first and most important task is therefore to research the history of the windows or doors you want to replace, so that we can understand how important they are to the overall special interest of the protected building. The windows or doors might have mediaeval origins or might be contemporary with when the building was first built or later phases of development. The glass can help to date a window – modern glass tends to be flat with a uniform thickness whilst historic glass tends to be less uniform and can vary in thickness.
- 3.2. Many residential buildings in Guernsey have timber sash or casement windows with a variety of configurations some of which are finely detailed and ornate. The pictures opposite are just a small sample of windows and doors that can be found in protected buildings in Guernsey. Some of these windows are old, some are relatively simple, whilst others are fine and ornate. Others are modern replacements that have not stood the test of time.
- 3.3. You need to be proportionate in your research. If you want to replace a window or a number of windows or doors, you only need to understand the history of those elements and how they affect the overall interest of the building or not as the case may be. We do not need, for example, a study of the whole building and each room.
- 3.4. You should also consider if the building and its windows or doors has a common theme with adjacent buildings (e.g. part of a terrace) or is part of a larger building (e.g. where the building has been sub-divided into flats). This is known as group value.

Opposite page

Top three rows: Examples of windows and doors that make a positive contribution to special interest

Bottom row: Examples of windows and doors that detract from special interest



3.5. Once the importance of a window or door to the overall special interest of the particular protected building is understood, it will fall into one of three types:

Windows and doors that detract. Removing a window or door that detracts from the overall special interest will not cause harm and can offer an opportunity to enhance the protected building.

Windows and doors that are neutral. These are usually late 20th century replacements in timber with a configuration and, in the case of windows, a method of opening that are appropriate to the architectural or traditional style of the building. It can be difficult to tell the difference between these types of units and historic units, but close inspection of the glass and ironmongery can help. Sometimes these windows and doors may be historic but are not important to the overall interest of the particular protected building.

Window and doors that are positive. These are windows and doors that are historic and have a configuration and, in the case of windows, a method of opening that are appropriate to the architectural or traditional style of the building and which are significant to the overall special interest of the particular protected building.

4. Principles for Considering Replacement Windows and Doors in Protected Buildings

- 4.1. We will apply the following principles depending on whether the window or door detracts, is neutral or is positive to the overall special interest of the building.

Windows and doors that detract or are neutral

- 4.2. We will support the principle of their replacement. The replacement window or door offers an opportunity to enhance the protected building. Where windows or doors detract because of configuration and method of opening we may seek a more appropriate design, albeit the material may reflect that existing. Where windows or doors are historic but neutral to overall special interest we may seek that the material, method of opening and, in the case of a window, configuration is appropriate to the overall architectural or traditional interest of the building. Double glazing will be acceptable.



The windows in the building above have been repaired

Windows and doors that are positive

- 4.3. These windows and doors are important to the overall special interest of the protected building so that their removal would diminish what is special about it. Therefore, they should, so far as is possible, be retained. They should only be replaced where they cannot be repaired (e.g. there are extensive areas of rot) or altered (e.g. to address draughts and heat loss).
- 4.4. When it is necessary to replace a positive window or door it is generally expected that this should be like-for-like (i.e. the material, method of opening and configuration should be the same as the existing), but there will be an allowance for double glazing and a tolerance for modern methods of manufacture. Where a window or door has a high degree of special interest (e.g. it is ornate), it should be replaced precisely like for like (i.e. a facsimile of the existing). Also, in exceptional circumstances, glass, ironmongery or other parts of the original window or door may need to be reused.



The appearance of this building would be altered if sliding sashes were replaced with casements

5. PVCu Windows and Doors

- 5.1. We often receive planning applications to replace historic windows and doors with PVCu. We find that it is not possible to replicate the existing windows and doors in this material with sufficient accuracy to be deemed like-for-like. However, where the existing window or door detracts from the special interest of a protected building, it may be possible for PVCu to be considered an enhancement where configuration and method of opening is more appropriate to the architectural or traditional style of the building. If PVCu windows are proposed it is essential that a planning application is supported by 1:20 scale elevations and 1:5 scale details of the jamb, cill and head as well as the meeting rail and glazing bar where necessary.

6. Submitting an Enquiry or Application

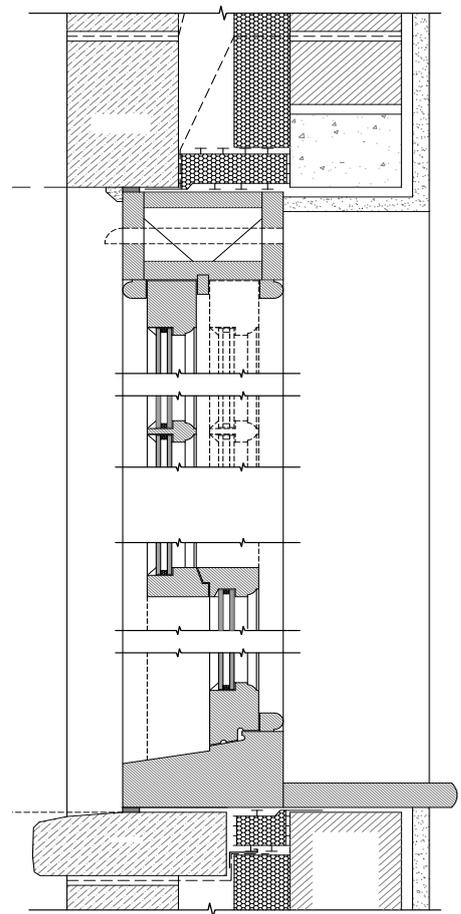
- 6.1. In addition to information required for all pre-application enquiries and applications (see Practice Note 2: Making a Planning Application), you should also include:

The images below give an example of the level of information that may be required to identify the window or door units to be altered. They are taken with owner's authorisation from an application made for a property in St Martin's

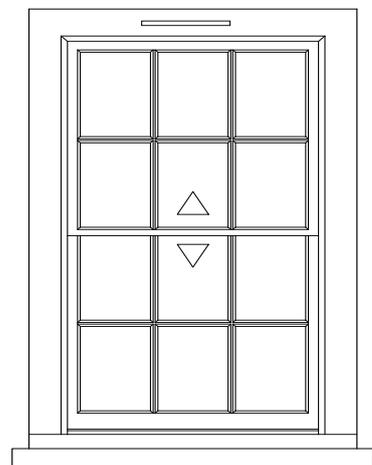
1. **Your understanding of the special interest of the window(s) or door(s).** This might be as simple as stating e.g. "The windows were replaced in the 1980s and are aluminium." However, where windows or doors are historic you should submit as much information as you have. Usually, we can combine this with information we hold on the protected building to understand the unit. A letter from an experienced joiner who has inspected the units may help.



2. **A key plan or photographs** (cross-referenced to 3, below). A simple key plan or photograph of the whole elevation which clearly identifies each window and door.
3. **Photographs of the window(s) and door(s)**. The photographs should have a reference number to identify each window or door; close-ups of details, features and the condition from the outside and inside of each window and door are helpful.
4. **Reason(s) why the window or door cannot be repaired, maintained or altered** (if applicable). For example, if rotten then close-up of photographs of the unit showing areas of rot in the context of the unit.
5. **Details of the replacement window(s) and or door(s)**. At the pre-application stage you might just want to establish the principle of whether a unit can be replaced. In which case details of the replacement are not necessary. However, a planning application must give us sufficient detail of the replacement window or door so that we can accurately establish if it will match the existing or if it is appropriate to the architectural style and traditional interest of the building. A window or door manufacturer can usually provide a scale elevation drawing, which should be no smaller than 1:20 scale. We will also need to see typical sections through the parts of the window frame (e.g. jamb, cill, head, meeting rail, glazing bar) or door. Usually, these would be at 1:5 scale.



1:5 scale section of window



1:20 scale elevation of window

The images above (courtesy of CCD Architects, Surveyors & Heritage Consultants) give an example of the level of information required to explain the proposed replacement window or door units

Further Information

- The Land Planning and Development (Guernsey) Law, 2005
- The Land Planning and Development (Special Controls) Ordinance, 2007
- The Land Planning and Development (Exemptions) Ordinance, 2007
- Conservation Advice Note 1: Your Protected Building
- Conservation Advice Note 8: Explaining the Notice
- Conservation Advice Note 6: Criteria for the Selection of Buildings for the Protected Buildings List
- Conservation Advice Note 10: Householder Guide to IDP Policy GP5 Protected Buildings

- Search and download the Protected Building Notice at <http://planningexplorer.gov.gg/portal/servlets/ApplicationSearchServlet>

The following have been published by other jurisdictions. They are useful, but must be read with care to ensure relevance to Guernsey's Planning Law, Ordinances and policies:

- Historic Windows – Their Care, Repair and Upgrading. Historic England (April 2015)
- Managing Change in the Historic Environment – Windows. Historic Scotland (October 2010)
- Practical Building Conservation Glass & Glazing. English Heritage (March 2012)
- Research into the thermal performance of Traditional Windows: Timber Sash Windows. English Heritage (October 2009)
- Technical Paper 01 - Thermal performance of Traditional Windows. Historic Scotland (October 2006)

Contact Us

For further information and advice at:
The Office of the Development and Planning Authority
Sir Charles Frossard House
St Peter Port
GY1 1FH
Telephone 01481 226200
E-mail planning@gov.gg

Have you Visited our Website?

Go to <http://www.gov.gg/> for additional guidance material on protected buildings and other planning information.

This note is issued by the Development & Planning Authority to assist understanding of the provisions of the current planning legislation. It represents the Authority's interpretation of certain provisions of the legislation and is not intended to be exhaustive or a substitute for the full text of the legislation copies of which are available from the Greffe. Electronic copies are also available at www.guernseylegalresources.gg. Substantive queries concerning the legislation should be addressed to the Authority by telephone on 226200. The Authority does not accept any liability for loss or expense arising out of the provision of, or reliance on, any advice given. You are recommended to seek advice from an independent professional advisor where appropriate.