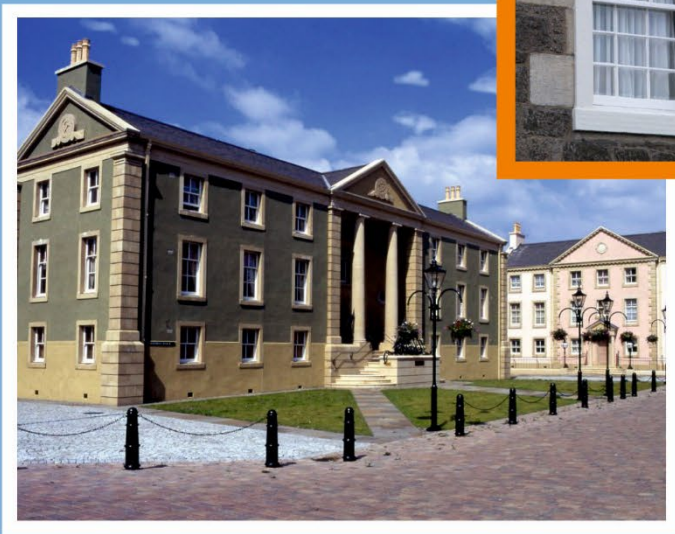


Advice Note

Window Design for Conservation Areas & Listed Buildings



Contents

| | |
|--|---|
| Introduction | 3 |
| Do I need permission for new windows? | 3 |
| Replacement or Repair? | 4 |
| Traditional Designs | 5 |
| Other Traditional Windows | 6 |
| Listed Buildings | 6 |
| Information needed with your application | 7 |
| Our Contact Details | 7 |
| Listed Building Flow Chart..... | 8 |
| All Buildings within a Conservation Area Flow Chart..... | 9 |

Introduction

Windows make a significant contribution to the character of most historic buildings. They can help us understand the history of a property as well as give an attractive appearance to historic buildings and streets. Replacing original single glazed timber windows with modern window systems using materials such as aluminium or uPVC can significantly harm a building's appearance and in turn its cultural significance. This is especially true where the property is either semi-detached or forms part of a terrace, especially tenement properties.

This note explains when consent is required for window replacement and what styles of windows may be appropriate to conservation areas and listed buildings. The note can also be used as general advice for the window design of proposed new buildings, extensions or alterations to existing properties.

The conservation areas in North Ayrshire are:

Beith, Corrie, Dalry, Dreghorn, High Corrie, Irvine Harbourside, Irvine Town Centre, Kilbirnie, Lamash, Millport, Perceton, Skelmorlie and West Kilbride.

To check if your property is within a conservation area or is a listed building, this can be done via [PastMap](#) or checking the council's online mapping service.

Do I need permission for new windows?

Changes to the General Permitted Development Order (GPDO) in May 2024, have extended Permitted Development Rights (PDR) to windows within conservation areas. PDRs are where an application for planning permission is not required subject to specific criteria. A flow chart is provided on pages 8 and 9 to help determine if permission is required. If at any point you are still in doubt as to whether permission is required, please contact the Planning Department.

Windows on the back of a property (rear elevation) or side of property (side elevation) which does not front a road within a conservation area can be replaced or altered utilising PDRs. This means that this work does not require an application to be submitted.

Windows on the front of a property (front elevation) or side of property (side elevation) fronting a road have some restrictions. You do not need to notify North Ayrshire Council's Planning Services where the replacement window matches or is substantially the same as the existing window regarding:

- The opening mechanism (e.g. sash and case replaced with sash and case)
- The number, orientation and colour of the panes of the window (e.g. 9 over 9 panes replaced with 9 over 9 panes)¹
- The dimensions and colour of the window's frame and any astragals²

The material of the proposed and existing windows does not need to match but the criteria mentioned above must. This is particularly pertinent to where timber windows may be replaced by uPVC with particular attention being given to the width of the replacement frame.

Where the above criterion is not met, meaning you intend to alter or replace a window on a building in a conservation area, a window situated on the building's principal elevation, and it is not the same or substantially the same as the existing windows then you are required to notify the Planning Department. This process is called Prior Notification/Prior Approval.

¹ Example of 9 over 9 panes shown in Figure 1 below.

² Astragals are the bars which divide windows into multiple panes as show in Figure 1 below.

The application form is available via [ePlanning](#) with additional guidance. It should be submitted to the Planning Services along with the following:

- A plan indicating the location of your property
- A written description of your proposal and the materials to be used
- The relevant fee³
- If possible, photos of the proposed elevation and images of the proposed windows such as the brochure page or previous installations on other buildings.

Where the property is a Listed Building, any proposed window alteration that alters the character of the property as a building of special architectural or historic interest will require Listed Building Consent. If such a property is within a conservation area, an application for prior approval may be required as per above as well.

Window alterations to flats outwith conservation areas will only require permission where the dimensions of the window openings are altered. For commercial properties, you are advised to contact Planning Services for more advice.

If you propose to install new windows and believe these will constitute permitted development, you may wish to consider submitting an application for a Certificate of Lawful Development. You are not obliged to do so, but having a Certificate of Lawful Development may be helpful in the event you are asked for evidence that planning permission was not required at a later date.

Replacement or Repair?

We will always suggest that you consider repairing your existing traditional timber windows. This is because in most cases windows can usually be repaired and/or upgraded. Repair could be a more practical, appropriate, and cost-effective long-term option than replacement.

The suggested hierarchy of window improvements are as follows:

1. repair the existing windows
2. installation of shutters – which can also be insulated (can provide 51% improvement)
3. draught stripping if necessary (please note ventilation is still required)
4. installation of internal secondary glazing (can provide 71%-88% improvement)⁴
5. new glass in existing sashes
6. new sashes in existing cases
7. new timber double glazing windows

Detailed repair advice can be found in Historic Environment Scotland's Inform Guide: Maintaining Sash & Case Windows, available from [Historic Environment Scotland](#)

Draughty sash windows are a common issue for owners. It may be possible to upgrade the energy efficiency of windows with the introduction of discrete draught proofing brushes around the sashes and by the use of well-fitted shutters/curtains at night. Further improvements may be achieved by appropriately designed internal secondary glazing.

³ As stipulated by The Town and Country Planning (Fees for Applications) (Scotland) Regulations 2022

⁴ Improvement numbers provided by Historic Environment Scotland, July 2024

Some windows may have been replaced in the past, using inappropriate materials and designs. New replacement windows can improve the situation through materials and designs in keeping with the character of the building.

If you still believe there is no alternative to replacing your windows, it is essential that you carefully consider what type of window that you would like to install.

Traditional Designs

Window designs, below, are examples of traditional timber sash and case windows commonly found on listed buildings and within conservations areas.



Figure 1 - Example of Georgian windows with astragals



Figure 2 - Examples of timber sash and case windows

Other Traditional Windows

Your property may have other types of traditional windows e.g. timber casement or early modern metal framed windows. These are relatively rare, and it is therefore advised their retention should be sought, if possible.

The broad guidelines as follows should aid your consideration on window design in addition to other factors such as costs, practicality, maintenance, and energy efficiency.

If you are in any doubt as to what is appropriate, contact North Ayrshire Council using the details provided on page 7.

Listed Buildings

If new windows can be justified, it is recommended these should be designed to replicate the original windows in materials, design and opening methods, where possible.

Ventilators which cut through the glass or are visible on the window frames may not be appropriate. Ventilators, if necessary, should be located unobtrusively in the meeting rail.

As all listed buildings are different in character, proposals to alter the window design of a Listed Building will be considered by North Ayrshire Council on a case-by-case basis.

Information needed with your application

Application forms and details of application fees can be found at [ePlanning Scotland](#). Applications for Listed Building consent can be made online or by post. A shortened version of the Prior Notification/Prior Approval application form is contained overleaf. This cannot be submitted online and must be submitted direct to the Planning Department.

With your application form(s), please provide the following:

- Photographs showing the existing and proposed windows as well as their opening style and finishing;
- A manufacturer's brochure extract if the replacement windows are not purpose-made for your property. The extract should show the dimensions of the replacement windows in millimetres;
- Plans specifically requested by the application form(s).

If the replacement windows are for a listed building, a condition survey of the existing windows may be requested illustrating that they are beyond repair.

Our Contact Details

If you require further advice, please contact us using one of the following methods:

By post:

Development Management
North Ayrshire Council
Cunninghame House
Irvine
KA12 8EE

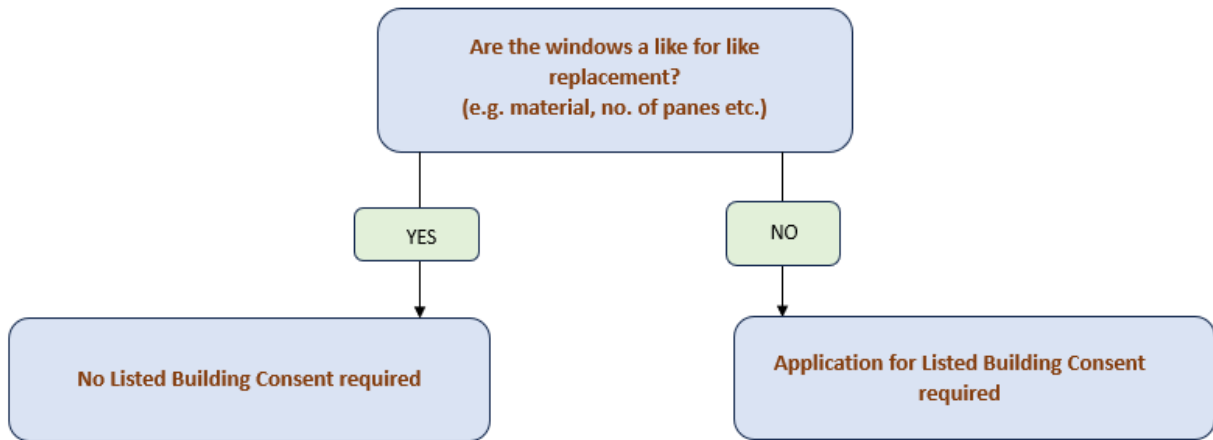
By email:

epanning@north-ayrshire.gov.uk

By phone:

01294 324319

Listed Building Flow Chart



N.B: If the Listed Building is also within a Conservation Area please see following chart as to whether the additional Prior Notification/Prior Approval Application is required

All Buildings within a Conservation Area Flow Chart

