

Planning and Environment  
**Supplementary Planning Guidance**

Planning Policy Note 2

30 June 2008

**Windows and doors in historic buildings**  
(their repair and replacement)

## About Supplementary Planning Guidance

Supplementary planning guidance builds upon the provisions of the Planning and Building (Jersey) Law 2002 and the policies in the Island Plan 2002 and provides more detailed advice on the way in which the provisions of the law and Island Plan policies are likely to be interpreted and applied. It can also provide clarification about how the planning system operates.

Guidance documents are prepared in consultation with interested parties and/or those who might use them and, in appropriate circumstances, will only be adopted following public consultation.

This guidance does not replace the law and does not have the same status as the policies in the Island Plan, which remains the first consideration when making decisions on development proposals. It will, however, be a material consideration in the determination of planning applications and can be given substantial weight.

This particular supplementary planning guidance supports and expands upon the policy provisions set out in Policy G13 of the Island Plan where it relates to Listed or Registered Buildings, and G11 where it relates solely to Sites of Special Interest. It also serves to provide the policy regime for the assessment of planning applications to replace windows and doors in other buildings which date from before 1920. (See also PAN 6 *Managing Change in the Historic Built Environment*, (June 2008) in particular sections 17 and 18)

For the avoidance of doubt, it supersedes the Planning and Environment Committee's *Traditional timber windows and external doors in historic buildings: policy statement* (1999) and the policies and guidance therein.

*A history of timber windows and external doors in Jersey* (1999), also published by the former Planning and Environment Committee remains valid as supplementary planning guidance, and serves to support and complement this policy note *Windows and doors in historic buildings (their repair and replacement)* (June 2008).

On this basis, the planning policy framework for the historic built environment presently comprises the following:

Island Plan (2002) Policy G11: Sites of Special Interest

**Island Plan (2002) Policy G12: Archaeological Resources**

PPN 1 (2008) Policy HE1: Preservation of Archaeological Resources

PPN 1 (2008) Policy HE2: Archaeological Evaluation

PPN 1 (2008) Policy HE3: Archaeological Excavation and Recording

Island Plan (2002) Policy G13: Buildings and Places of Architectural and Historic Interest

**PPN 2 (2008) Policy HE4: Windows and Doors in Historic Buildings (their repair and replacement)**

The current supplementary planning guidance is listed and can be viewed on the States of Jersey website [www.gov.je/Planning](http://www.gov.je/Planning). Documents which pre-date electronic production will be added to the website for viewing or downloading following review, as appropriate. Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Planning and Environment Department, South Hill, St Helier, JE2 4US. Telephone: 01534 445508 email: [planning@gov.je](mailto:planning@gov.je)

# Windows and doors in historic buildings

## (their repair and replacement)

June 2008

Historic windows, doors and other external features are important because they form an integral part of the fabric of old buildings and add to their special character. A change to the style or appearance of one of these features can disrupt the overall appearance and harmony of a building. The impact of change can be dramatic and of detriment not only to the individual historic building but also to the character of a street or lane which can, cumulatively, serve to undermine the character, identity and distinctiveness of the Island.

The characteristics of historic windows and doors derives from a whole range of inter-related shapes, details, colours and materials and, therefore, it is often the fine detail that is important, and not just a broadly similar effect. The character of doors is reliant on the size and proportion of panels; the types of mouldings and the shape and details of glazed fanlights. The character of windows is similarly influenced by the shape and thickness of glazing bars; the dimensions of frames; the width and location of sash boxes; the size of cills; the materials used for the frames and even the quality of the glass. There is also a long tradition in Jersey of painting windows in two contrasting colours: one for the moving sashes and the other for the fixed boxes that contain them. These colour schemes are often extended to doors and shutters, creating a distinctive and identifiable individual and local character which is important to retain and encourage. Shutters are a particular feature of Jersey houses and they should be repaired or reinstated where possible where they exist or there is evidence that they did in the past.

It is important that the historic character and integrity of historic buildings is maintained throughout, and the approach to the repair and replacement of windows and external doors should extend to the whole of the property and not just the main or public façade. The protection of historic buildings extends at the very least to the whole of the building's exterior and not, as has been suggested in the past, only to those parts visible from public vantage points or to the front elevation as some people suggest.

It is still not widely appreciated that if historic windows and doors are well maintained, they can last almost indefinitely. When carefully overhauled and draught-stripped, they can provide a level of performance, which in terms of noise reduction and air infiltration, compares well with many alternative products made from PVCu and aluminium. In terms of thermal insulation, single-glazed historic timber windows can be significantly improved by fitting draught strips and effective weather seals making them only slightly less efficient than many double-glazed alternatives. And where timber is well selected, well constructed and maintained new timber windows can, over the long-term provide a sustainable product that represents good value for money. (See also PAN 6 *Managing Change in the Historic Built Environment*, (June 2008) in particular sections 17 and 18)

In addition to the requirement for planning permission to be obtained for replacement windows in historic buildings and those from before 1920, there are requirements within the Building Byelaws for all replacement windows to achieve certain U-values in order to satisfy the building bye-law requirements relating to the conservation of fuel and power. Normally this means replacement windows will need to be double glazed. It is however recognised, that in the case of historic buildings it may not always be appropriate for double glazing to be introduced. In such cases secondary glazing may be an option that would improve insulation, draught proofing and noise control. In arriving at a balance between historic building conservation and energy efficiency improvements the aim will be to improve energy efficiency where and to the extent that is practically possible. It is recommended that advice is sought from the department's historic building officer and building control surveyor at an early stage so that any apparent conflict can be resolved at the earliest possible opportunity.

It is only in relatively recent times that the regulation of the installation of modern, unsympathetic windows and doors to historic buildings has been introduced in response to the damage being done to the character and appearance of many of the Island's older buildings, streets and rural lanes. Many properties have already lost their historic windows and doors and owners and occupiers of adjacent properties wishing to replace their own historic windows and doors often consider the need to have regard to issues of materials and detailed design as inconsistent and unfair: to ensure that the character of historic buildings and the character of a street or lane is not further eroded it is, however, important that each case is considered on its individual merits.

This 'on merit' consideration will also be applied to more recent extensions to buildings as individual judgements need to be made in respect of the period of the extension, its relationship to the original building and the proportion of the openings. There is little point in insisting on double hung sliding sashes in openings of a proportion which was not designed to take that style of window, so there is no clear rule here other than to have regard for the particular details of the property concerned.

In recognition of the importance of windows and doors in historic buildings, there is a requirement for planning permission to be sought for their replacement in all buildings which date before 1920; and for all Buildings of Local Interest, proposed Sites of Special Interest and Sites of Special Interest.

#### **POLICY HE4: WINDOWS AND DOORS IN HISTORIC BUILDINGS (their repair and replacement)**

All existing windows and doors in Listed or Registered buildings should be repaired, wherever possible, using materials and details to match the existing. The replacement of windows and doors in historic buildings which are Sites of Special Interest, proposed Sites of Special Interest or Buildings of Local Interest will not normally be approved unless there is clear justification to show that repair is not possible. Where repair is impracticable or where previous replacements are being replaced again, replacements that do not carefully replicate or restore the historic windows or doors in terms of materials, proportions, dimensions and decorative details will not normally be approved.

All existing pre-1920 windows and external doors should be repaired, wherever possible, using materials and details to match the original. Replacement will not normally be approved unless there is clear justification to show that repair is not possible. In considering proposals for replacement windows and doors in buildings dating before 1920, replacements will be expected to respect the character and design detailing of the building concerned in terms of the proportion of the window or door; the method of opening of windows; the visual weight and detail; and the finish.

Where previous replacements have failed to respect the original character, subsequent replacements will be expected to restore the original form wherever possible, with a minimum requirement of enhancing the character and appearance of the building.

## Useful sources

### Web sites

[www.buildingconservation.com](http://www.buildingconservation.com) **The Building Conservation Directory** - a source of advice and advertisements covering a wide field. The list of useful contacts is very varied. The paper copy is published annually and the website updated regularly.

[www.ihbc.org.uk](http://www.ihbc.org.uk) **The Institute for Historic Building Conservation**, the professional body for those with a close involvement in the historic built environment. The list of competencies required for membership requires a broad spread of knowledge and experience in this field.

[www.architecture.com](http://www.architecture.com) **The Royal Institute of British Architects** who can advise on the selection of architects with specific areas of experience or expertise.

### Publications

**A history of timber windows and external doors in Jersey**  
Planning and Environment Committee (1999)

**This Old House: how to look after your historic property**  
Jersey Heritage Trust

**The Building Conservation Directory**  
Cathedral Publications Ltd

### Useful contacts

#### Planning and Building Services

Planning and Environment Department, South Hill, St Helier, Jersey, JE2 4US  
t. 01534 445508    f. 01534 445528  
e: [planning@gov.je](mailto:planning@gov.je)    w: [www.gov.je/Planning](http://www.gov.je/Planning)