

## DESIGN GUIDANCE NOTE NO: 6 THE REPLACEMENT OF WINDOWS AND DOORS

This guidance note is one of a series which provides advice on various types of development within the borough. It concerns development pressure relating to alterations to windows and doors in residential properties primarily, although the guidance is also relevant to business premises.

This leaflet is aimed at householders, builders and their agents. It sets out principles of good practice, explains the circumstances in which prior consent is required and provides a clear indication of the Council's attitude to such development.

This advice complements Council policy set out in the adopted Unitary Development Plan. It clarifies the Council's aim to generally maintain and improve the character and quality of the environment throughout the Borough.

The windows and door of a house contribute to its character. A house is designed as a complete composition, and therefore its windows, doors and other features should be consistent with the architectural style and age of the building. In the case of properties designed as part of a group, consistency in the design of windows and doors forms one of the most dominant linking

features, giving a development its architectural emphasis, harmony and unity. The unsympathetic replacement of these features can severely compromise the appearance of the property and the area in which it is situated. In order to avoid this, when considering alterations to windows or external doors, the materials, design and style require careful consideration. Additionally, it is worth remembering that the retention of original features of a property can often enhance its value, whilst inappropriate replacement may decrease its value.

### WINDOWS

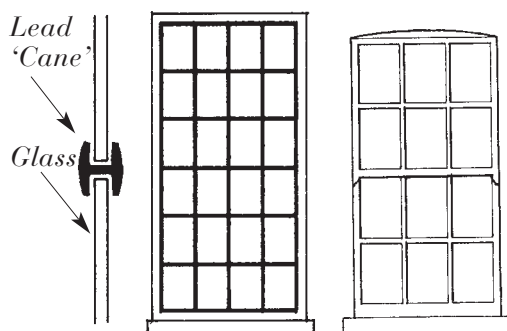
The appearance of windows is determined by their siting, size, style and by the design of elements, for example, the sill, frame, transom, mullion, glazing bars and leaded lights. Even small alterations in the dimensions of individual items can materially affect the overall proportions and appearance of the window, leading to an alteration in the appearance of the property.

Owners change windows to reduce heat loss, provide sound proofing, increase security, or decrease maintenance expenses. Often this is achieved by full replacement throughout the building. However, this is often unnecessary, costly and may harm the appearance of the property.

### PRINCIPLES OF GOOD DESIGN

The most appropriate windows for any property are likely to be those which were originally designed for it. It is usually desirable, therefore, that these are retained or closely copied.

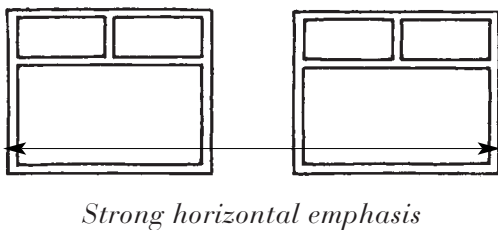
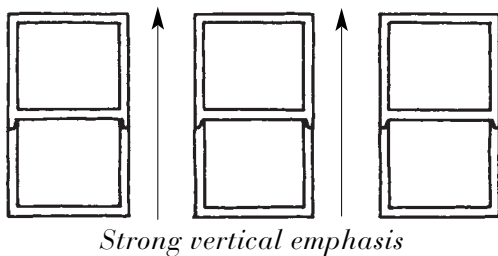
*Leaded Lights Double Hung*



Replacement windows will only be necessary when the originals are in such poor state of repair as to be no longer repairable. Timber and metal windows, if properly designed and maintained on a regular basis, have an indefinite life. The first thing to do is to inspect your existing windows very carefully. If there are any faults, they can often be fairly easily repaired by fitting a new part. This is much cheaper than full replacement.

If replacement is proposed, the existing window openings should be used and the basic design features of the window, its proportions and means of opening should be repeated. If the shape or size of window openings are altered, their position should be carefully considered to achieve a balanced appearance, and retain the existing architectural emphasis of the property. The heights of lintels and sills should line through where appropriate.

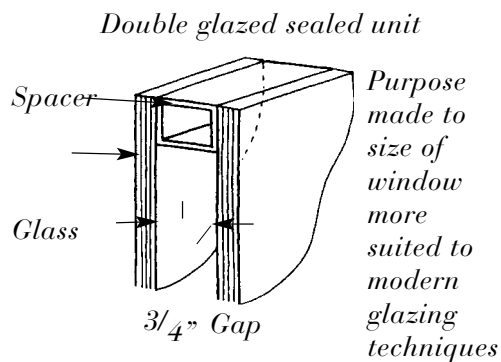
*The existing emphasis of the window design should be replicated in any replacements.*



If you are proposing additional windows, it is important to ensure that they match those existing in terms of materials and design. Any feature surrounding existing window openings

such as brick detailing should be copied. Additionally, any new windows should be sited so that overlooking into adjacent properties is minimised.

Double glazing provides advantages of heat insulation and sound proofing, but not necessarily a decrease in maintenance costs. Commonly plastic or aluminium are used which resemble a steel or timber window. They usually have thicker framing and other divisions, a smooth surface and often shiny reflective glass. They are normally manufactured in standard sizes, necessitating an alteration of the existing window opening and often cannot be painted to blend into the existing colour scheme. Often windows are pivot opening, side hinged or sealed shut apart from a top light. In addition most modern windows are designed to be fitted flush with the frame and external wall surface, as opposed to the recess often seen in older window design. Their appearance is often quite different from traditional windows. Their appropriateness requires careful consideration, therefore, if the character of a property is to be maintained.



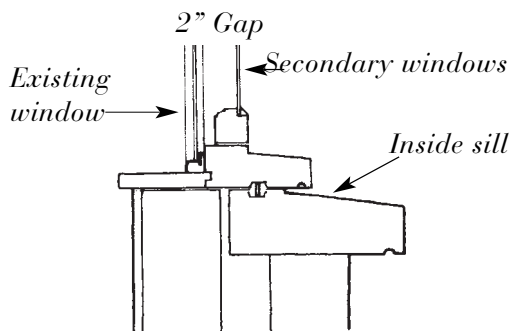
There are a number of manufacturers producing a double glazed timber or steel window. Please contact the Planning Group for further details.

Also, double glazed replacement panes may be fitted to the existing windows if the rebate is deep enough.

It is worth noting that there are a

number of cost effective alternatives to double glazing that allow the existing window to remain intact, and have little or no impact on the exterior appearance of the building. The cheapest is to fit insulating strips unobtrusively into narrow grooves on the inside of the existing window frame. Both draughts and noise can be reduced by this method.

Another method is the use of secondary glazing. This consists of a single sheet of glass in a light plastic or aluminium frame, set inside the window opening attached to the surround. This type of glazing can be removed during summer months and for cleaning. However, care must be taken to ensure that any divisions in this secondary glazing are hidden behind divisions in the existing windows.



People sometimes wish to remove glazing bars or leaded lights. Glazing bars provide support to the glass within the frame and also are essential in most cases to the design and architectural character of the house. Their removal often changes this character. The imitation of glazing divisions by metal or plastic strips placed between two plates of glass fails to replicate their three dimensional quality.

There is little evidence to suggest that modern window technology produces a more secure product than traditional windows. There are many security locks on the market that will provide security for traditional windows. If your

windows have wooden shutters, these can provide most effective security, and insulation.

Old glass displays fascinating imperfections that are not evident in modern glass. An effort should be made to match the type of glass appropriate to the age of the window.

Replacement of windows therefore, requires careful thought to ensure that the character of a property is not compromised as a result of the change.

## DOORS

The front door with its surround, canopy or porch is one of the most prominent features of a house. As built the size, ornateness, style and design of a door and doorway should reflect the architecture of the building in which it sits.

The replacement of a front door is often based on a desire for individuality or assertion of the owner's personal taste. This can be expressed through the choice of colour of front door, and does not always necessitate replacement.

## PRINCIPLES OF GOOD DESIGN

Again the starting point is to examine the door carefully and if it is the original, consider repair.

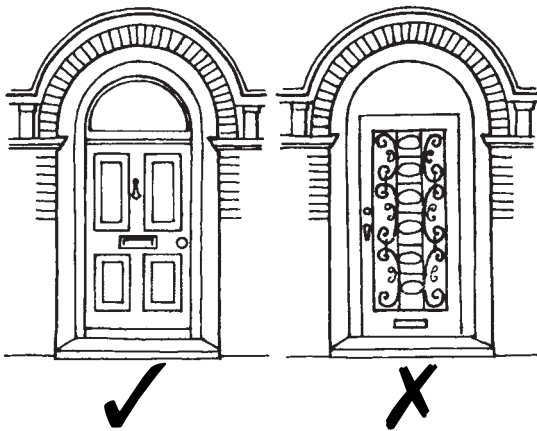
If replacement is necessary, or desirable, having examined the types of door in the near vicinity, a size, style and design appropriate to the architectural character of the building should be chosen.

The existing opening should be retained. Any alteration to the siting or size of the opening is likely to compromise the architectural integrity of the property.

If your property is detached, and of individual character, then there is likely to be more scope for individuality in

terms of design. However, if your property forms part of a group of uniform design, then any replacement should make reference to those of the neighbouring properties in style, design and size.

Mass produced doors crudely imitating traditional doors are an unhappy substitute for a traditional door, and tend to diminish the character and quality of an old property.



*A door must be carefully selected to complement the architectural character of the property*

Letter boxes, knockers, door plates, bell pushes etc. appropriate to the style of the property can add character and interest. The most appropriate type is likely to be the original. Any replacement should relate to the property in terms of style and design.

Again there is a clear role for modern materials and design solutions but their use requires careful consideration.

### **DO I NEED CONSENT FROM THE COUNCIL?**

A general permission under the provisions of the General Development Order 1988 exists for the replacement or other alteration to doors and windows. These provisions are explained below according to different house types and areas:

- If you live in a house that is not located within a conservation area then planning permission is not required for the alteration or replacement of doors and windows.
- If you live in a flat then planning permission may be required if such work materially affects the external appearance of the property. This is likely to be the case if window openings are altered, or new window openings are made, but not for a matching replacement. The same advice applies to business premises.
- If you live in a conservation area the Council may be able to exercise additional control through an Article 4 Direction which removes some permitted development rights for householders. Planning permission will normally be required for alteration to windows and doors.

In addition to the above controls, if you live in a *listed building*, you will require listed building consent for any works, whether internal or external, that materially affect the special architectural or historic interest of the building. This is most likely to include the alteration or replacement of doors and windows.

Where any structural alterations are proposed, consent under the *Building Regulations* should be obtained. This procedure is quite separate from that outlined above. Further information can be obtained from the Building Control Group of the Council, at the address at the end of this leaflet.

For residents of the *Hampstead Garden Suburb*, any external change to a property, including restoration of original work, will require the prior consent of the Hampstead Garden Suburb Trust. Residents should always check with the Trust at the earliest possible stage. The Council and the Trust have produced a design guidance leaflet for the Suburb. This is available

from the Council.

Lessees and tenants whose property is under the management of a landlord should seek advice from that landlord before incurring any expense.

### **LISTED BUILDINGS AND CONSERVATION AREAS**

The Council has designated a number of conservation areas which are of particularly high environmental quality. When assessing development proposals in such areas, the Council will have special regard to the desirability of preserving or enhancing the character or appearance of such areas. Therefore, particular vigilance will be exercised to ensure that any alteration to windows and doors is compatible with the architectural and historic interest of the property and the area of which it forms a part. The use of non-traditional materials and modern window and door designs is considered inappropriate in such areas.

Historic buildings that are considered of particular merit are included in the Statutory List of Buildings of Architectural or Historic Interest. Strict control will be applied to any type of development affecting such buildings through listed building consent. The

Planning Group can advise you whether your property is included in "The List" or not. The replacement of original features in such buildings is normally inappropriate.

The Council has compiled a list of buildings of local architectural or historic interest. Particular care will be taken to ensure that development proposals affecting buildings included in the "Local List" comply with advice contained in this leaflet.

### **POWERS TO ENFORCE THE ADVICE IN THIS LEAFLET**

If works subject to planning control are carried out without the written consent of the Council, then the Council has the power to ensure that the breach of planning legislation is remedied. This is likely to involve the reinstatement of the building to its former condition, which is likely to be a very expensive exercise for the owner of the property. In the case of a listed building, the person who executed works, or caused them to be executed is liable to prosecution in addition to enforcement proceedings outlined above. It is therefore in your own interest to follow advice in this leaflet.

This document supplements and expands upon the policies within the Unitary Development Plan. The advice it contains is consistent with them and therefore has the status of supplementary planning guidance.

The document has benefited from Council resolution and a consultation exercise. This has enhanced its status, and due weight will be accorded to it as a material consideration in the determination of development proposals.

Following boundary changes in April 1993 and April 1994, several small areas formerly within Hertsmere district and the London Boroughs of Camden, Enfield and Haringey are now included within Barnet. Pending the statutory review of the UDP, the policy context in these areas remains the relevant statutory development plan of the former local authority.



এই প্রচারপত্রে আবাসিক দালানগুলোতে জানালা এবং দরজা পরিবর্তনের উপর তথ্যাদি দেওয়া আছে। এতে ব্যাখ্যা করা আছে যে, কখন আগেভাগে কাউন্সিল হতে অনুমতি নেওয়ার প্রয়োজন আছে এবং কখন কাজটি গ্রহণীয় বলে গণ্য করা যেতে পারে। যদি আপনার অতিরিক্ত তথ্যের প্রয়োজন হয়, তাহলে অনুগ্রহ করে মঙ্গলবার সকাল ১০ - ১২টার মধ্যে 020 8359 6114 নম্বরে টেলিফোন করুন।

這份傳單的內容是關於替換住宅屋宇的窗戶與門戶的事項。它說明事先要獲得市議會的批准和如何的替換工作有可能獲得接受。若你想知道更多的資料，請逢星期四天上午由十時至十二時之間致電 020 8359 6114 查詢。

Αυτό το φυλλάδιο περιέχει πληροφορίες για την αλλαγή παραθύρων και πόρτων σε κατοικίες. Επεξηγά πότε χρειάζεται άδεια από το Δημαρχείο πριν γίνει η δουλειά και δείχνει το είδος της δουλειάς που έχει πιθανότητες να γίνει αποδεκτή. Εάν χρειάζεστε επιπρόσθετες πληροφορίες παρακαλείστε να επικοινωνήσετε με το 020 8359 6114 κάθε Δευτέρα το απόγευμα μεταξύ 2.00 και 4.00 μμ. (στα Ελληνικά).

રહેઠાણનાં મકાનોનાં બારી બારણાં બદલવા અંગેની માહિતી આ પત્રિકામાં છે. કેવા કામ માટે અગાઉથી કાઉન્સિલની મંજૂરી લેવી જરૂરી છે, અને કેવું કાર્ય કાઉન્સિલને સ્વીકાર્ય ગણાય છે, તે પણ આમાં જણાવાયું છે. વધુ માહિતી માટે ગુરુવારે બપોરે ૧:૦૦ અને સાંજે ૪:૦૦ કલાક દરમિયાન 020 8359 6114 પર સંપર્ક કરવો.

Bu bildiri pencerelerde ve kapılarda yapılabilecek değişiklikler üzerine bilgileri kapsar. Ne zaman önceden Beldiye'den izin alınması gerektiğini ve ne zaman değişikliğin kabul edilebilir olabileceğini açıklar. Daha fazla bilgi isterseniz çarşamba sabahları 020 8359 6114 numaralı telefona başvurunuz.

اس دستاویز میں کسی نئی تعمیر کے لئے تعمیری اشیاء کے انتخاب اور اس کے رنگوں کے استعمال کے بارے میں مشورہ فراہم کیا گیا ہے۔ اس میں یہ بھی مشورہ دیا گیا ہے کہ کن حالات میں آپ کو کونسل سے تعمیر کے لئے پلاننگ پریشن (اجازت نامہ) یا دوسری اجازت لینے کی ضرورت ہوگی۔ اگر آپ کو اس سلسلے میں اپنی زبان میں مزید معلومات درکار ہوں تو برائے مہربانی ٹیلیفون نمبر 020 8359 6114 پر بات کیجئے۔

For further information, please contact:  
Development Plan Section,  
Directorate of Environmental Services,  
London Borough of Barnet,  
Barnet House, 1255 High Road, Whetstone,  
London N20 0EJ  
Telephone 020 8359 4427