



Supplementary Planning Guidance: advice note

Protection of historic windows and doors

April 2018

About supplementary planning guidance

The Minister for Environment may publish guidelines and policies (supplementary planning guidance) in respect of; development generally; any class of development; the development of any area of land; or the development of a specified site¹.

Supplementary planning guidance may cover a range of issues, both thematic and site specific, and provides further detail about either, policies and proposals in the Island Plan, or other issues relevant to the planning process. It can also be used to provide information about how the planning system operates.

Where relevant, supplementary planning guidance will be taken into account, as a material consideration, in making decisions.

Supplementary planning guidance is issued in a number of different forms including:

- **Advice notes**, which offer more detailed information and guidance about the ways in which Island Plan policies are likely to be operated, interpreted and applied in decision making;
- **Policy notes**, which can be issued by the Minister, following consultation with key stakeholders, in-between reviews of the Island Plan, to supplement and complement the existing planning policy framework;
- **Masterplans, development frameworks and planning briefs** provide more detailed information and guidance about the development of specific sites and areas of the Island; and
- **Practice notes**, which aim to provide information about how the planning system's protocols and procedures operate.

The current supplementary planning guidance is listed and can be viewed on the States of Jersey website at www.gov.je/planningguidance.

Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Department of the Environment, South Hill, St Helier, JE2 4US, telephone: 01534 445 508 email: planning@gov.je

¹ Under Article 6 of the Planning and Building (Jersey) Law

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1. Introduction

- 1.1. Historic windows and doors are important because they are an integral part of the fabric of old buildings: they add to their special character in both the town and the countryside.
- 1.2. A change to the style or appearance of windows and doors 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. This can cumulatively undermine the character, identity and distinctiveness of the Island.

Status of the guidance

- 1.3. This guidance supersedes Planning Policy Note 2: '*Windows and doors in historic buildings: their repair and replacement*' (June 2008). It will be treated as a material consideration in the determination of planning applications.
- 1.4. '*A history of timber windows and external doors in Jersey*' (1999)², which was published by the former Planning and Environment Committee, remains valid and is a useful reference source which complements the content of this advice note.

What is this guidance for?

- 1.5. This guidance has been prepared to:
 - provide further information about the importance of historic windows and doors;
 - elaborate and clarify how the provisions of Island Plan policy will be applied to proposals for change affecting historic windows and doors through the planning application process; and
 - provide further advice about the information that should be provided to as part of a planning application for change affecting historic windows and doors.

Who is the guidance for?

- 1.6. This guidance is principally for the owners of historic buildings, builders, tradespeople, joiners, architects, surveyors, designers and all those who are involved in preparing and processing planning applications for development affecting historic windows and doors in listed buildings.

What type of development does this guidance apply to?

- 1.7. Planning permission is required for works which affect windows and external doors in listed buildings³. Works involving their substantial alteration or replacement must be the subject of a planning application and will be subject to consideration in accordance with this guidance.
- 1.8. To enable proposals to be properly assessed, it is important to provide an appropriate level of detail as part of a planning application: further

² <http://www.gov.je/PlanningBuilding/LawsRegs/SPG/AdviceNotes/Pages/TimberWindowsDoors.aspx>

³ See Classes F and K of the Planning and Building (General Development) (Jersey) Order 2011

information about the details required in support of an application to replace part of or all of an historic window or door, is set out at Appendix 1.

- 1.9. It is relevant to note that Building Byelaw consent is also required for the replacement of windows. FENSA⁴ accredited installers can replace windows without specific Byelaw consent, but this does not preclude the requirement to secure planning permission, where required.

⁴ FENSA means Fenestration Self-Assessment which is a quality assurance scheme set up by the Glass and Glazing Federation.

2. Why protect historic windows and doors?

- 2.1 Windows and doors, and other associated features, such as doorcases, shutters and door furniture, make a substantial contribution to the character and physical integrity of most historic buildings. They can help to define the character and appearance of individual buildings and streets and contribute to a sense of place and identity.
- 2.2 Windows and doors are an important element of a building's design and weatherproofing. The size, shape and position of the openings are significant, as are the form and design of the framing and glazing. Their style, detailing and materials help us to understand when a building was constructed or altered, its function and advances in related technology. In simple vernacular buildings a considerable amount of the character comes from the windows.

Characteristics of historic windows and doors

- 2.3 The characteristics of historic windows and doors derive from a whole range of inter-related shapes, details, colours and materials: because of this it is often the fine detail that is important when considering applications to change them.
- 2.4 The character of windows is 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 age and quality of the glass.
- 2.5 The way in which windows are painted can also give a building a distinctive character. There is 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.
- 2.6 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. Original ironmongery and locks can be of importance together with other associated door furniture such as knockers, knobs and letter boxes. The detailing of door surrounds is also important and these features can be as significant as the actual door in terms of its scale and prominence on the elevation of a building and its contribution to a street.
- 2.7 The former Planning and Environment Committee publication '*A history of timber windows and external doors in Jersey*⁵ (1999) provides a valuable summary of the introduction and adaptation of different styles of windows and doors into Jersey and highlights the contribution that these features make to the Island's unique character and appearance.

⁵ See: <http://www.gov.je/planningbuilding/lawsregs/spg/advicenotes/pages/timberwindowsdoors.aspx>

3. How we protect and manage change to historic windows and doors

- 3.1 Jersey has been a signatory to the Convention for the Protection of the Architectural Heritage of Europe (Granada, October 1985) since 1988, and is required to protect the architectural and historical character of its heritage buildings. The principle of protecting historic windows and doors helps Jersey meet its commitment to protect the Island's architectural heritage and reflects good conservation practice that is followed throughout Europe.
- 3.2 The regulation of change to historic windows and doors in the Island came about in the early 1990s largely in response to the installation of modern, unsympathetic PVCu windows and doors in historic buildings which has, in many cases, caused considerable damage to the character and appearance of many of the Island's older buildings, streets and rural lanes.
- 3.2 The scale of loss of these original features in Jersey is, in some cases, considerable and the number of properties where historic windows and doors remain wholly intact are few. Some houses may have simply had their front doors replaced or their shutters removed but the implications of these negative changes can be considerable, particularly where several original features have been altered, removed or replaced: the damaging impact of this incremental change is well documented in the '*St Helier Urban Character Appraisal* (2005) Willie Miller Urban Design⁶.

Regulation of change to windows and doors

- 3.3 The need for development permission to alter or replace windows was first introduced in May 1991 by the former Island Development Committee.
- 3.4 The current regulatory regime is set out in the Planning and Building (General Development) Order which establishes the need for planning permission to repair⁷ or replace⁸ windows and doors in listed buildings.

Policy

- 3.5 A policy statement, introduced in 1994, established a presumption in favour of the repair of original windows in historic buildings or careful replication where replacement had become necessary. This has been carried forward into and developed further in supplementary planning guidance, published in 1999, and subsequently incorporated into Island Plan policy in the 2002 and 2011 Island Plans.
- 3.6 The current planning policy regime for the repair and replacement of historic windows and doors is provided by the Island Plan Policy HE2. All planning applications for changes affecting windows and doors in Listed buildings are assessed against this policy.
- 3.7 Its main provisions, , include:
- a presumption in favour of the repair of all historic windows and doors, wherever possible;

⁶ See pages 186-190 *St Helier Urban Character Appraisal* (2005) Willie Miller Urban Design

⁷ Planning and Building (General Development)(Jersey) Order 2011, as amended,, Schedule 1, Part 3, Class K1

⁸ Planning and Building (General Development)(Jersey) Order 2011, as amended,, Schedule 1, Part 3, Class F1

- allowing the replacement of historic windows and doors only where repair is not possible;
- the careful replication of the detail of the original historic windows and doors, where exceptional replacement is permitted; and
- the replacement of modern, replacement windows and doors with replacements which are historically appropriate in terms of materials, the method of opening, proportions, dimensions, visual weight, decorative details and finish.

Policy HE 2

Protection of historic windows and doors

All existing historic windows and doors in historic buildings should be repaired, wherever possible, using materials and details to match the existing.

The replacement of historic windows and doors in Listed buildings and in those historic buildings in Conservation Areas, where consent is required for such work, will not 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, method of opening, proportions, dimensions, visual weight, decorative details and finish, will not be approved.

Character and interest

- 3.8 Repairs and alterations to an historic building should protect its character. The character of a building is normally derived from consideration of the whole structure and not only those parts visible from public vantage points or limited to the front or principal elevation. The contribution of the windows and doors to that character must, therefore, be understood before considering how to alter the building. This includes whether the windows and doors are original, of historic significance or modern replacements. This should inform any subsequent strategy for repair or replacement.
- 3.9 The form, glazing materials and pattern, framing materials, method of opening, finish and associated fixtures of the window are important considerations.
- 3.10 Many properties have already lost their historic windows and doors and the owners and occupiers of neighbouring properties wishing to replace their own historic windows and doors often consider the need to use historically appropriate design and materials as inconsistent and unfair.
- 3.11 It is important to recognise that the aim of the planning policy regime is to ensure that the character of individual historic buildings and that of a street or lane is not further eroded. Each case will also be considered having regard to its own individual merits and specific circumstances.

- 3.12 This consideration will also be applied to the replacement of more modern windows and doors that exist in more recent extensions to historic buildings: in these cases, individual judgements will need to be made in respect of the period of the extension; its relationship to the original building; and the proportion of the openings.
- 3.13 The general rule is to have regard for the character of the property and to design proposals accordingly.

4. Principles for repair and alterations

- 4.1 Repairs and alterations to an historic building should protect its character and special interest. The contribution windows and doors make to this character must, therefore, be understood before proceeding. In assessing the character, it is essential to determine whether the windows are original to the building or, if later, whether they are of historic significance in their own right: e.g., part of a major or important scheme of overall works or decoration to the building. Evidence from adjacent or similar buildings, especially planned set-pieces or terraces, will be important. Such an assessment will inform any subsequent strategy for repair or replacement.

Repair

- 4.2 In almost all cases, repair of window and door components, on a like-for-like basis, is preferable to replacement of a whole unit, as this will best maintain the character and historic fabric of the window or door.
- 4.3 Historic windows and doors, if well maintained can last almost indefinitely. When carefully overhauled and draught-proofed, they can provide a level of performance, which in terms of noise reduction and air infiltration, compares well with many alternative products made from plastic and aluminium.
- 4.4 Traditional windows can often be simply and economically repaired, usually at a cost significantly less than replacement. For timber windows this is largely due to the high quality and durability of the timber that was used in the past (generally pre-1919) to make windows. Properly maintained, old timber windows can enjoy extremely long lives. It is rare to find that all windows in an old building require new sections. Many historic components continue to give service after 150, 200 or even 250 years. Traditional metal windows can also usually be economically repaired and their thermal performance improved, avoiding the need for total replacement.
- 4.5 The whole-life environmental costs of replacement will be much greater than simply refurbishing. It will take many years before savings on heating offset the large amounts of energy used to make PVC-u windows in the first place. Repairing traditional windows rather than replacing them is not only more sustainable but makes better economic sense, particularly when the use of shutters or secondary glazing to improve their thermal performance is taken into account.
- 4.6 Crucially, retaining historic windows of significance is an important part of good conservation.
- 4.7 In some cases there will be cosmetic damage to windows, with sashes painted shut, or peeling paint, often only on the more exposed faces of the building. There may also be individually decayed elements, such as rotten cills, which can normally be repaired or replaced. However, there will be situations when a window is in such poor condition, damaged or rotten to an extent that it is not possible or practicable to repair it. A specialist joiner may be able to advise on condition, and more detailed advice on the repair of timber windows and doors can be found in the publications listed at the end of this note.

Alteration

- 4.8 An assessment of the character and special interest of a window or door will be important when changes to its design are envisaged. If clear evidence for an earlier pattern exists, reinstatement of that pattern should be acceptable, unless later windows or doors are of interest in their own right; for example, if they relate to significant alterations and additions that are part of the building's special interest.
- 4.9 In other cases the windows or doors may be modern replacements, sometimes inexact copies of the original examples, or using inappropriate sections or materials. In such cases it should be acceptable to replace the windows with an aim to regain the original design intention or improve the existing situation.

Ventilation

- 4.10 Sometimes additional controlled ventilation is required for windows, especially in conversion works. Discreet vents inserted in the head, meeting rail or sides of the window should be used rather than adding prominent trickle vents. Further information on providing alternative methods of ventilation can be found in the publications listed at the end of this note.

Security

- 4.11 Additional window or door security measures, such as security bolts or sash restrictors for windows, can normally be installed discreetly without damage to the historic character of the building. Use of traditional internal shutters, or if necessary internal retractable grilles, is likely to be less disruptive to the historic appearance of a building than external shutters.
- 4.12 Where external measures are unavoidable, removable grilles are more acceptable than permanent fixtures (including roller shutters). Where no historic glass remains laminated, toughened glass can often be installed in historic windows to increase security.

Colour

- 4.13 Whilst changing the colour of windows and doors in Jersey is unregulated, there is a rich and distinctive tradition in the Island of painting moving sashes and sash boxes in different colours; with white commonly used for the windows and a different colour for the boxes and cills. Historically, the colours of doors and elements of windows have even been used to reflect different political allegiances, featuring rose or pink, and green in particular.
- 4.14 Where groups of listed buildings in multiple ownership/ occupation form a cohesive architectural set piece, such as terrace or crescent, a uniformity of colour is encouraged.

Glazing materials and patterns

- 4.15 The different production methods of various types of historic glass has resulted in a wide range of thicknesses, colours, and refractive and reflective qualities. The irregularities resulting from the historic glass-making processes can provide an attractive reflective sparkle, refractive variety and individual character to each historic window. Because of this, all historic glass is of interest, whether it is stained, painted, etched glass or an early form of plain glass such as crown glass. By contrast, modern

float-glass, introduced in the 1950s, is flat and blemish-free to a high degree of standardisation and lacks the character of historic glass.

- 4.16 Great care should be taken to protect old glass during building works as it is in itself a valuable historic asset. If it is necessary to remove panes to repair the window frames or infrastructure they should be reset. This is often challenging as the glass is fragile. To prevent loss it is often better to retain glass in the frames where possible.
- 4.17 Where external protection for glass is proven to be required, it should be reversible and as unobtrusive as possible. Fixings should be into mortar joints to ensure future renovation can be carried out.

New window openings

- 4.18 Location and design are key considerations in proposals for new window openings. New openings must be carefully located to avoid disruption to the characteristics of the surrounding external and internal context. For example, subsidiary elevations with no formal symmetry or rooms with few internal features are likely to be more suitable for new window openings than principal elevations or rooms.
- 4.19 In cases where the building forms part of a larger grouping, it may be necessary to consider the wider context of the group and the potential for a cumulative effect if similar work was undertaken on every building: this is particularly the case for the conversion of farm buildings, where the creation of new window openings should be kept to a minimum. Where the location is appropriate in principle, the design of the new window must take account of the size, proportion, material and detailing of surrounding or nearby windows.

Blocking up windows

- 4.20 Permanent blocking of windows by building up the opening should only occur where the window makes little contribution to the character of the building. Evidence of the opening, such as the window surrounds or relieving arch, should be retained. The blocking materials should be appropriate to the surrounding materials. If possible the window itself should remain in situ with the blocking materials set behind.

Converting windows to doors

- 4.21 Subsidiary elevations are usually more suitable for work of this type. Wherever possible the existing width of the window should be maintained and the opening expanded downwards to ground level. Depending on the circumstances it may be appropriate to match any external window surround detailing at the lower level.
- 4.22 Where windows contribute to the character of an elevation or internal space, the replacement door should be solid to cill level and glazed above to match the pattern of surrounding windows. Any internal joinery, such as shutters or panelling, should be retained and matched at the lower level of the new opening.

5 Upgrading windows and doors

Improving energy efficiency

- 5.1 Improving the energy efficiency of buildings is necessary and important in addressing the challenges of climate change and in reducing the cost of heating: improving thermal performance is often a major driver for change to historic windows and doors. In many cases cost-effective and sustainable improvements to the energy efficiency of historic buildings can be achieved without damage to their character: specific provision is made in the building byelaws for this to happen.
- 5.2 It is important to consider heat loss throughout the entire envelope of a building and, in most cases, less invasive approaches than the introduction of double-glazing or window replacement may be more cost-effective in both the short and longer term. It is notable that historic buildings are constructed from materials that allow more natural ventilation and from materials that allow a building to breathe rather than the barrier techniques used in modern construction. However, single-glazed windows are often the worst-thermally performing element in a building and a readily identifiable route for heat loss, especially in buildings with large window-to-wall ratios.
- 5.3 There are several methods of improving the energy efficiency of existing windows. Low-key and low-cost improvements include applying low-emissivity window films onto or behind the glass. At night, considerable improvements to heat loss can be obtained by lined curtains, insulated blinds, or using historic shutters, which can also be insulated. A combination of the above measures can be particularly effective (see Historic Scotland research publications at appendix 3).
- 5.4 The addition of secondary glazing can also deliver significant heat loss reduction, whilst leaving original windows intact. In some cases, where no historic glass survives, it can sometimes be possible to retrofit double-glazing within existing window frames to enhance the thermal performance of windows.

Draught-proofing

- 5.5 Sash windows were designed to allow some air flow into a room but not to be draughty. A traditional timber sash window in good condition will have very modest air leakage: this will be similar to a modern window with trickle ventilation. Lack of air tightness causes draughts usually when traditional windows have not been overhauled and maintained.
- 5.6 Draught-proofing can reduce air-leakage and the feeling of cold within a building. Removing draughts can lead to reductions in the heating levels required and can also be helpful in reducing dust and noise.
- 5.7 It is relatively simple to draught-proof a window using silicone sealant, foam-backed strips or by inserting brush strips into the baton rods and meeting rails.
- 5.8 Heat loss from doors can be reduced by either draught-proofing around the door or insulating the fabric of the door itself. These techniques are normally used on external doors as there is usually little need to insulate internal doors unless there are significant heat differentials between rooms. Draught proofing around the edge of the door, the letterbox and covering keyholes can help to considerably reduce heat loss.

Secondary glazing

- 5.9 Research has shown that internal secondary glazing can deliver significant reductions in heat loss from historic windows (by over 60%).
- 5.10 Secondary glazing does not affect historic windows; enables historic glass to be retained; and provides another option where double-glazing would be complicated or damaging. It can also be cheaper than replacement windows, and can be a more permanent solution than the introduction of double-glazed units, whose performance will degrade over time. Acoustically, secondary glazing can also be better at reducing noise transmission than double-glazing.
- 5.11 Systems vary, but normally comprise glass in thin aluminium or timber frames set on the internal window framing or staff beads, and they can sometimes be designed and fitted to still allow historic shutters to function. Care should be taken to keep frame sections minimal and match up internal meeting rails or frames with outside sashes. Painting the external frame face black can further disguise units from external view. Care is needed to allow ease of use for both opening and cleaning.
- 5.12 Temporary or demountable secondary glazing solutions are also available, utilising clear rigid acrylic or polycarbonate sheets. These can also provide significant reductions in heat loss, and can be fitted easily (often with velcro or magnetic strips) for the winter and removed and stored during warmer summer months. Another approach is to fix the sheets to individual panes. Again, these approaches can significantly reduce heat loss at a lower cost than more invasive works.

Retrofitting double-glazing

- 5.13 In some cases, where no historic glass survives, additional improvement to the thermal performance of historic windows can be made by retrofitting new double-glazed units into the existing sash frames.
- 5.14 Due to the design and construction of historic windows, it is normally only vacuum- or narrow-profile double-glazing that may be able to be used. Traditional single-glazing is usually between 4-6mm thick and so it is possible, in some cases, to accommodate vacuum- or narrow-profile double-glazing units within an historic frame or sash.
- 5.15 This is not always possible if the windows do not have a suitable glazing bar rebate to be able to accommodate the thickness of double-glazed units, or where the need for larger counter weights to balance the extra weight of additional glass cannot be accommodated within the existing sash box. For example, a late eighteenth century six-paned sash window will have very slim glazing bars which can only accommodate single glazed panes. Later nineteenth century sliding sash windows, with only one or two panes of glass in each sash with a generous box frame may well, however, be capable of being adapted to accommodate vacuum- or narrow-profile double-glazing.
- 5.16 Window frames will have to be robust enough to withstand any adaption or routing required to accommodate the thicker panes. Any works that either weaken the window or may lead to exacerbated decay should be avoided.

6 Principles for replacement

Replacement windows

- 6.1 Where there is no alternative to the replacement of historic windows or elements of their joinery or glazing, or where existing windows are of little historic interest, it should be acceptable to replace them. This can involve replacing just the individual sashes or the sash case as well. Proposals for replacement windows or glass that results in the loss of historic glass are not, however, appropriate.
- 6.2 In choosing the right replacement windows the age, type and particular characteristics of the host building will need to be understood. In addition the window opening orientation will guide the historically accurate style of replacement window.
- 6.3 In all cases the historically accurate replication of windows is at the heart of achieving the policy intention of conserving the quality of our historic environment. To this end the following principles should be followed:
- when an historic window that is beyond repair is being replaced the new window should carefully replicate the original window, with the same joinery and glazing details. Some types of double-glazing can be incorporated within historically authentic window joinery and may be acceptable where no historic glass remains;
 - replacement windows should be timber framed, unless the age and style of the property would point to the use of metal-framed windows;
 - all casements and sashes should hold glazing within true structural bars: applied glazing bars are unlikely to be acceptable;
 - the glazing pattern should fit the age and style of the building: for example, horns were traditionally only used on one-over-one and two-over-two vertical sliding sash units;
 - vertical sliding sashes should be truly box-weighted and not spiral-balanced or employ the use of other mechanical means of controlling window opening;
 - timber windows should normally be painted not stained and, in St Helier in particular, a two colour system encouraged in appropriate cases;
 - if additional controlled ventilation is required, trickle vents should be designed as part of the window system without plastic or metal outer hoods, and the insertion of extractor fans should be avoided.
- 6.4 In some cases a replacement window may be replacing an inappropriate modern window that has already replaced an historic window. As improved thermal performance is likely to be the major driver for change in most of these cases, there will be a desire for replacement windows to be double-glazed. In such cases care is required to adapt the detailed design of new timber windows to incorporate double-glazed units having regard to the age, type and particular characteristics of the host building, including any existing historic windows: replacements should carefully replicate or restore the historic windows in terms of materials, method of opening, proportions, dimensions, visual weight, decorative details and finish

- 6.5 Cases involving the replacement of more modern windows that exist in more recent extensions to historic buildings will be assessed on their individual merits: in these cases, judgements will need to be made about the form and design of the replacement windows relative to the period of the extension; its relationship to the historic building; the existing fenestration; and the proportions of the window openings.
- 6.6 The general aim is to have regard to the historic character of the property and to design replacement windows to best maintain and, where possible, enhance the character of the building.

Fitting glazing

- 6.7 Double-glazed units can be fitted with putty, or a synthetic glazing compound. Windows should be fitted according to manufacturer's instructions as linseed oil putty may damage unit seals.
- 6.8 It may be possible to use timber fixing beads, but the beads should replicate the 45-degree section of traditional putty.

Replacement doors

- 6.9 Original timber doors and their doorcases are an important aspect of the character of Jersey buildings⁹. Where they survive, they should be retained wherever possible and their repair is always the preferred option. Unless severely neglected, it is rare for a door to suffer so much decay that complete replacement is required.
- 6.10 Domestic and public building door types vary widely and in the exceptional circumstances where they have to be replaced, their design should be appropriate to the character of the building. To this end the following principles should be followed:
- in all instances, the original door frame should be preserved. This helps to maintain the character and proportion of the building's façade;
 - replacement doors should copy the original in the materials, the detail of the design, and the paint finish. The proportions and number of panels should be replicated, with similar mouldings being used;
- 6.11 Modern off-the-peg doors are not generally acceptable for use in historic buildings, nor are doors with incongruous design features such as integral fanlights. Unpainted hardwood or stained or varnished softwood doors are rarely suitable.
- 6.12 Doorways that become redundant should in general not be removed. This is particularly the case where a terrace of houses is converted into flats or offices and some of the doors are no longer required: it is most important that they are retained for the sake of the overall design of the terrace.
- 6.13 Similarly, doorcases, door furniture including hinges, knockers and letter-boxes, foot scrapers, fanlights, pediments, columns, pilasters, cornices, consoles and carved or stucco moulded details should not be removed or mutilated, but retained even if the doorway is redundant.

⁹ See pp. 8-13:

<http://www.gov.je/PlanningBuilding/LawsRegs/SPG/AdviceNotes/Pages/TimberWindowsDoors.aspx>

Appendix 1

Guidance for applicants

Planning permission is required for works which affect windows and external doors in listed buildings¹⁰. Works involving their substantial alteration or replacement must, therefore, be the subject of a planning application and will be subject to consideration in accordance with this guidance.

The form to use to apply to replace non-repairable windows and/ or doors in historic buildings is P2. The form is available from the Department of the Environment or can be downloaded from here:

<https://www.gov.je/SiteCollectionDocuments/Planning%20and%20building/F-P2-HouseholderApplicationForm%202018.pdf>

To enable proposals to be properly assessed, it is important to provide an appropriate level of detail as part of a planning application to replace part of or all of an historic window or door. In addition to the application form the following information should be submitted at the time that any application is made: failure to do so may mean that your application is not registered and is returned to you to provide further information.

Disrepair and design statement

- a justification setting out why the windows or doors cannot be repaired and the options that have been considered. This will need to assess the actual disrepair; accurately set out areas of failure and rot; and explain why this cannot be subject to localised or more substantial repair. The assessment should be carried out by a named competent person or company;
- for replacement windows and doors there should be a clear statement which sets out an understanding of the characteristics of the host building with details about the design; materials; methods of opening; finish and colour; and glazing of the new windows or doors and why they are considered to be historically accurate and appropriate.

Details: existing

- drawings or photographs showing the windows or doors in the whole façade of the building, numbered to match the description in the justification; and clearly showing the window(s) subject of the application;
- close up photographs of the windows or doors with a ruler or tape measure in focus to assist in judging the size and profile of the existing window's features; or drawings showing the existing windows or doors to scale – this is particularly important for replacement of non-repairable historic windows or doors;

Details: proposed

- drawings of the proposed new windows or doors. These will need to include an elevation and a cross section both vertically and horizontally which show the heads, cills, casements or sashes, box or solid frame and glazing and the reveal (how far they are set back from the outer

¹⁰ See Classes F and K of the Planning and Building (General Development) (Jersey) Order 2011

face of the external wall). These will need to be at a scale of at least 1:20 for the elevations and the joinery details at 1:5 or 1:2 for glazing bar cross sections and other such details;

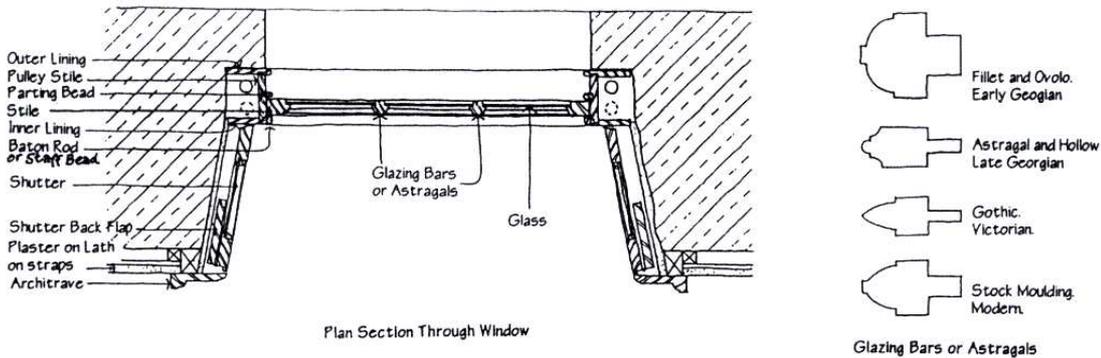
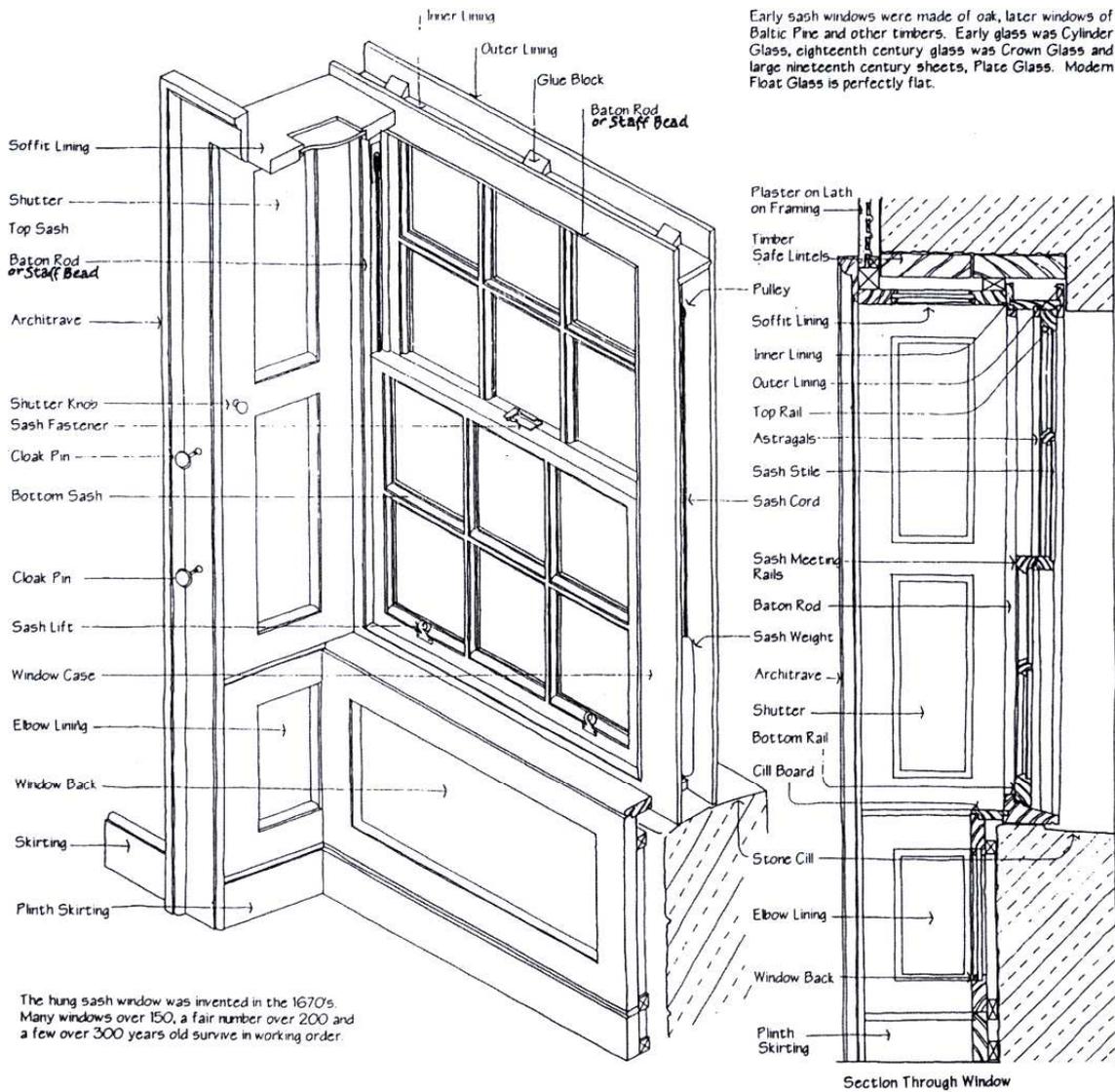
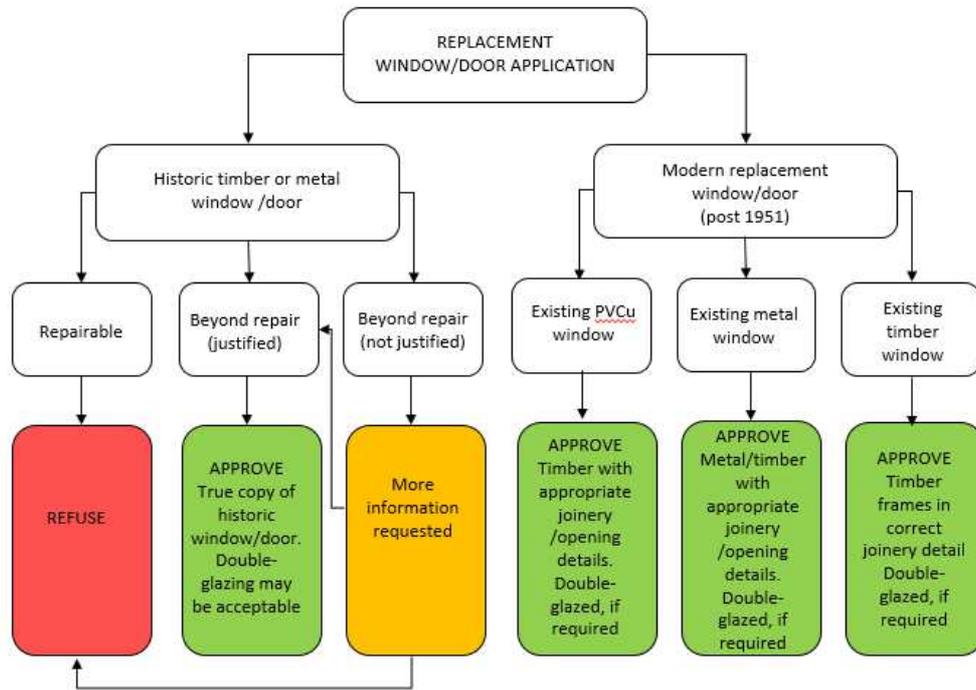


Figure: typical sash window and terminology

Appendix 2

Replacement window and door assessment: outline



Appendix 3

Further information

Web sites

- **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.buildingconservation.com
- **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.ihbc.org.uk

Publications

- **A history of timber windows and external doors in Jersey**
Planning and Environment Committee (1999)
<http://www.gov.je/PlanningBuilding/LawsRegs/SPG/AdviceNotes/Pages/TimerWindowsDoors.aspx>
- **This Old House: how to look after your historic property**
Jersey Heritage Trust
- **Fabric improvements for energy efficiency in traditional buildings (Short Guide 01)**
Historic Scotland (2013)
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=179c1909-3679-4486-9583-a59100fa98c1>
- **Thermal Performance of Traditional Windows (Technical Paper 01)**
Historic Scotland (2006)
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=f3e97c76-b4fa-4c76-a197-a59400be931b>
- **Slim profile double-glazing (Technical Paper 09)**
Historic Scotland (2010)
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=8c01582b-c71e-45d7-8991-a59400e44b0d>

Useful contacts

- **Historic Environment**
Department of the Environment, South Hill, St Helier, Jersey, JE2 4US
t. 01534 445508 f. 01534 445528
e: planning@gov.je w: www.gov.je/PlanningBuilding