

## Details for Replacement Windows/Doors - Standard

Please follow the guidance given below for applications where replacement windows are proposed for a house or flat where the application site is **not** in a Conservation Area or the application will **not** be affecting a Listed Building (separate guidance is available in these cases.)

### What do we need to know?

The planner needs to know **what's going to go where** and **whether or not the new windows are appropriate for the building.**

### How should this be provided?

**It would be helpful to submit the following details:**

#### Schedule (current windows shown in situ)

The planner needs to see what the current windows look like in situ so that they can see where on the building the windows concerned are located.

Please submit a schedule (a set of drawings to scale eg. 1:100 if the overall window size is to change, photos if the overall window size to remain the same) of **each side of the building and showing each window in situ**. Each window should be also **be given a number**.



Example photo window schedule with windows given numbers

### Details of the windows currently in place ('existing')

The planning officer also needs to see more clearly what the windows in place are like up close so your schedule should be accompanied by closer details. If the window size is to change then this should be in the form a plan of each window to be replaced that is **drawn to scale 1:10**. If the window size is to remain the same then a plan of each window that is either drawn to scale or has all the relevant measurements included on the plan should be submitted.

### In all cases

- **Frame widths must be shown**
- **Each window must be given the same number as on the schedule**

- Each plan should be labeled as 'Existing'

### Elevations as proposed

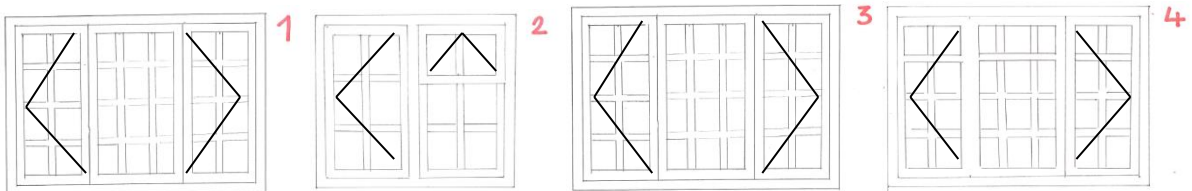
The planning officer needs to know details about what the proposed new windows are like.

**In all cases** you must submit 1 set of elevation plans of each proposed window at **an identified scale (scale 1:10 is recommended)**.

### In all cases

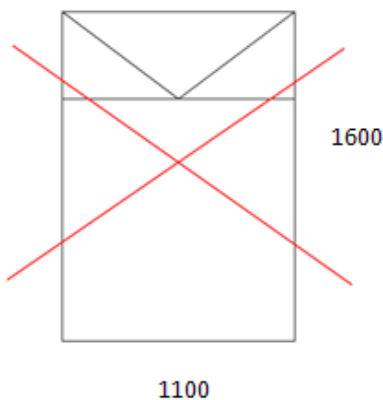
- **Frame widths must be shown**
- **Each window must be given the same number as on the schedule**
- **Show the means of opening indicated by a triangle (as per example-point denoting hinged side)**
- **Each should be labeled as 'Proposed'**

Example elevations 'As proposed' (examples are not to scale)

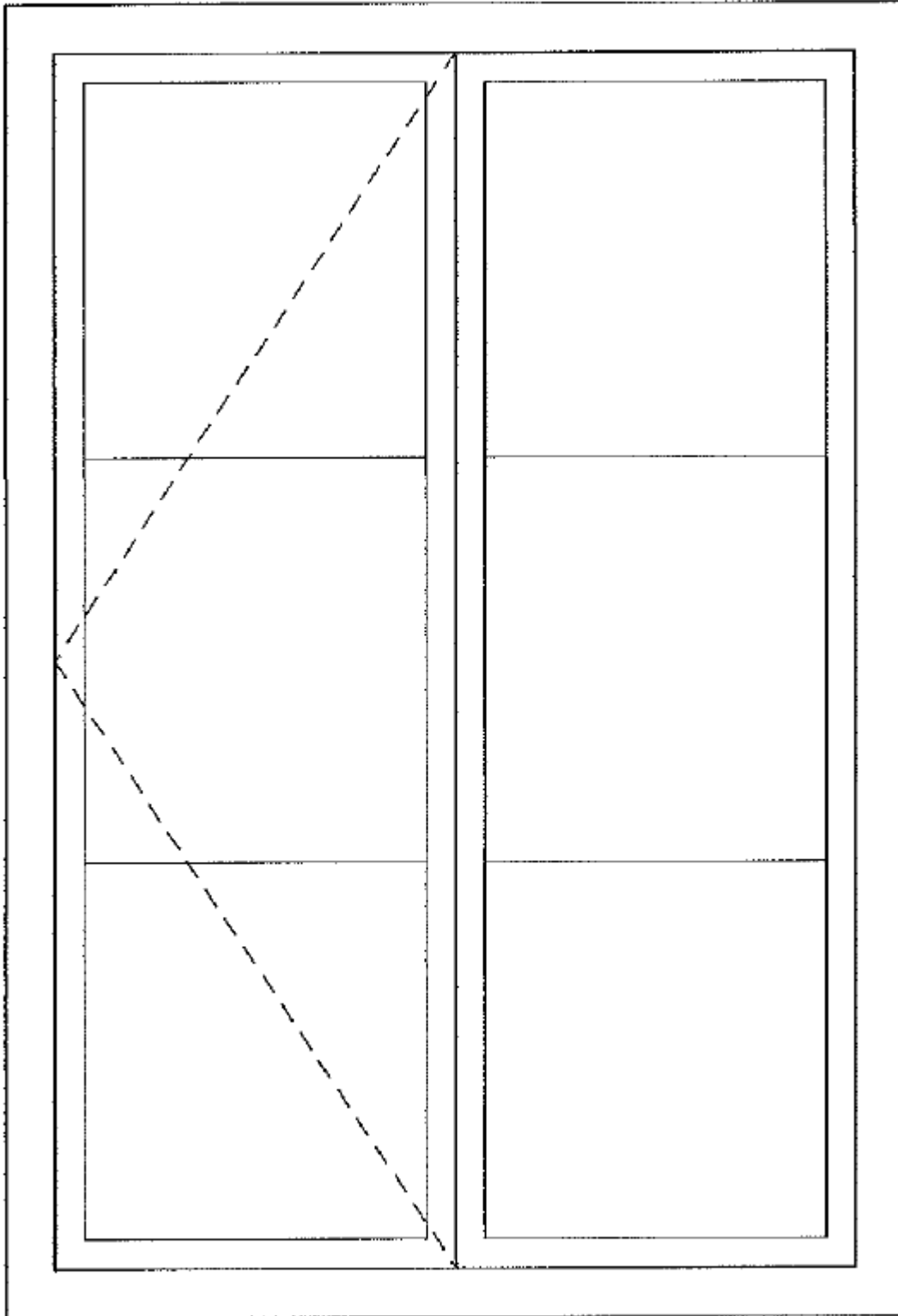


If the frame width is not shown or if the plan is not drawn to an identified scale then we cannot validate your application.

Unacceptable plan type:

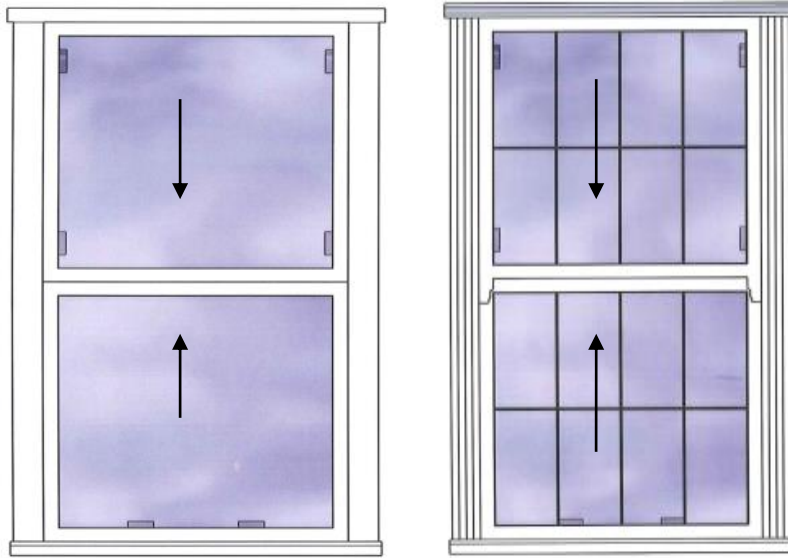


This plan cannot be accepted because the window **frame width is not shown** (a frame cannot be presented as a single line) and although measurements are shown it **has not been drawn to an identified scale**.



**This plan is drawn to scale 1:10.** On the plan the window is 9.2 cm in width by 13.3 cm in height. This means that the window would measure 92 cm in width by 133 cm in height in real life (i.e. exactly 10 times larger than on the plan)

Sliding sash frames may be illustrated as such:



The arrows indicate the direction in which the panes slide.

**Examples not to scale**

Details which are the same for more than 1 window may be presented as such:

Existing elevations for windows  
**1, 3 and 7**

Scale 1:10  
7 New Street  
01/02/2013

Where the details apply to more than one window (i.e. all relevant sizes are the same) then plans can refer to more than one window in the schedule, so long as it is clear which windows they apply to.

## Drawing your plans to scale

We would always advise that you seek the services of a professional when applying for planning permission. In some cases it is advisable to contact the window manufacturer to supply details if they offer a plan-drawing service and we would advise that you pass a copy of this guidance leaflet for them to follow.

### Drawing to scale

If you plan to supply these details yourself but you are not sure how to draw a plan to scale then please follow the guidance as below:

### What do we mean by 'to scale'?

Plans drawn to a scale allow us to take measurements on the plans and convert them so we then know what sizes things will be in real terms.

### Most commonly used scales are:

Scale 1:1 = 1cm on your plan denotes 1cm in reality (i.e. life-size)

Scale 1:10 = 1cm on your plan denotes 10 cm in reality (for window elevations)

Scale 1:100 = 1cm on your plan denotes 1 meter in reality (for standard layouts)

Scale 1:50 = 1cm on your plan denotes 50 cm in reality. (for larger site layouts)

Scale 1:1250 = 1cm on your plan denotes 1,250 (12.5 m) in reality (site location plans)

Before drawing a 'to scale' plan you need to consider both the size of the object you wish to draw and the size of the paper you wish to draw it on. If what you want to draw is very large, but your paper size is not, you will need a scale that turns the large in reality to the small on paper, such as 1:100.