

Details for windows in Conservation Areas or Listed Buildings

Where the main body of an application is for the replacement of windows/doors and either takes place in a conservation area or is to a listed building then we require a level of detail which enables the planning officer to see clearly what the impact of the proposed change might be on the building and on the area it is located within. The details must be drawn to specified scales so that the planning officer can ascertain the width of visible framework. Please follow the advice below when submitting details to us.

It would be helpful to submit: Schedule (windows in situ)

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

Please submit a schedule (set of drawings) of **each side of the building and showing each window in situ**. Each window should be **numbered individually**. Photos instead of drawings are also accepted but they must show the same details. (see example below)



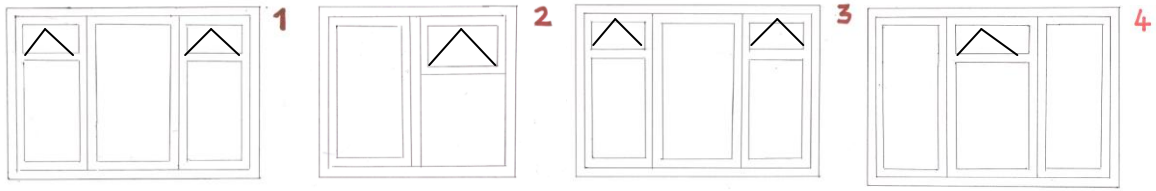
Example schedule – each window is identified by a number

You must submit: Elevations as existing and as proposed at scale 1:10

The planning officer needs to know details about what the windows in place are like including:

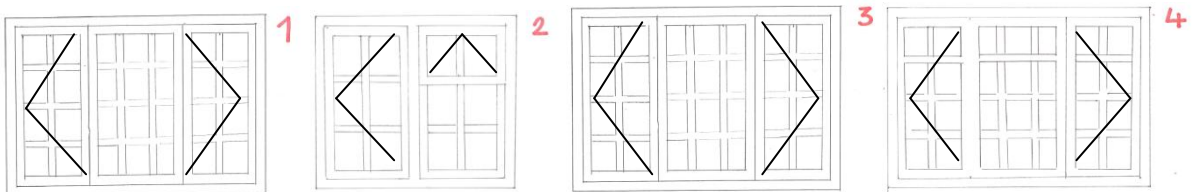
- **How they will open** - e.g. vertical sliding sash, casement, top-hung, central pivot, tilt and turn.
- **What material and finish they will be** - e.g. painted wood, white UPVC, powder-coated aluminium. The sill materials and finish is also required.
- **Exact measurements** - including width of the glazing bars, and the total width of mullions and transoms where an opening light meets another opening light or a fixed (non-opening) light, the inner and outer frame width.

Please submit a set of elevation plans of each **existing** window at **scale 1:10** (For an average house window a plan drawn to scale 1:10 should fit on an A4 sheet of paper) so that the officer can measure the details of the windows currently in place. Each plan should be labeled with the window number corresponding to the schedule. Each plan should be labelled as 'Existing'.

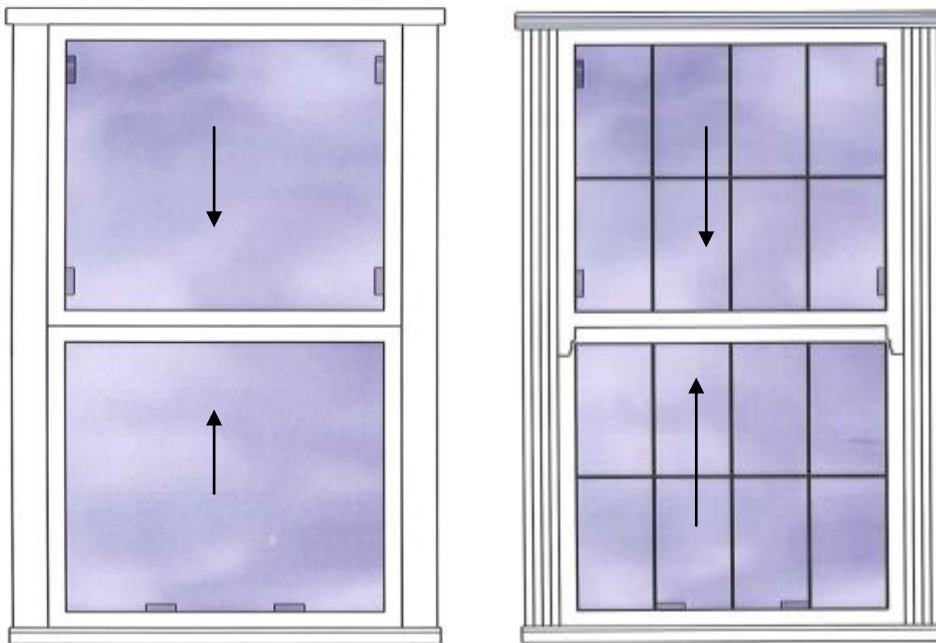


Example elevations (examples not to scale – please submit at scale 1:10) and each window bears the same number as in the schedule. Frames and glazing bars are clear and can be measured. Means of opening are indicated by the triangle (point denoting hinged side).

Please also submit 1 set of elevation plans of each **proposed** window at **scale 1:10** so that the officer can measure the size of the frames of the windows to be installed and check that they are appropriate for the listed building/conservation area. Each plan to be labeled with the window number corresponding to the schedule. Each plan should be labelled as 'Proposed'.



Further example - sliding sash frames may be illustrated as such:



The arrows indicate the direction in which the panes slide.

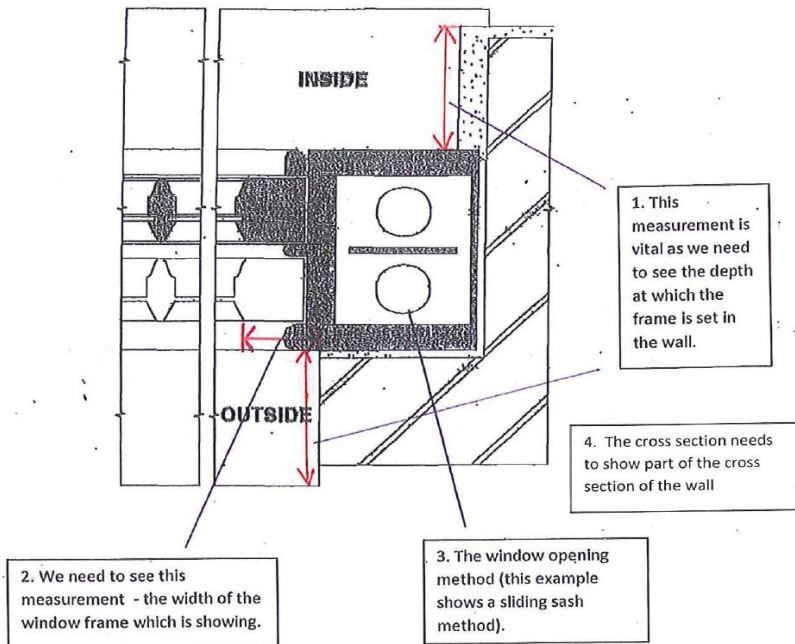
Examples not to scale-please submit at scale 1:10.

You must submit: Sections as existing and as proposed at scale 1:1

The planning officer will need to know the width of the window reveal (the part of the surround of the window that is visible) and also the means of opening. For this reason section details should be submitted at scale 1:1 (i.e. life-size -most will fit on an A4 sheet)

A cross-section of the **existing frame**/frames drawn at a **scale of 1:1** should be provided. This drawing, showing a horizontal section of a vertical part of the frame should include part of the surrounding wall.

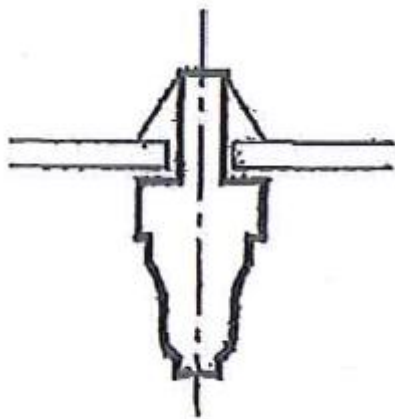
The **proposed section** should also be drawn at a **scale of 1:1** and should include the surrounding wall.



This example shows a section through a sliding sash window

Example not to scale – please submit at scale 1:1.

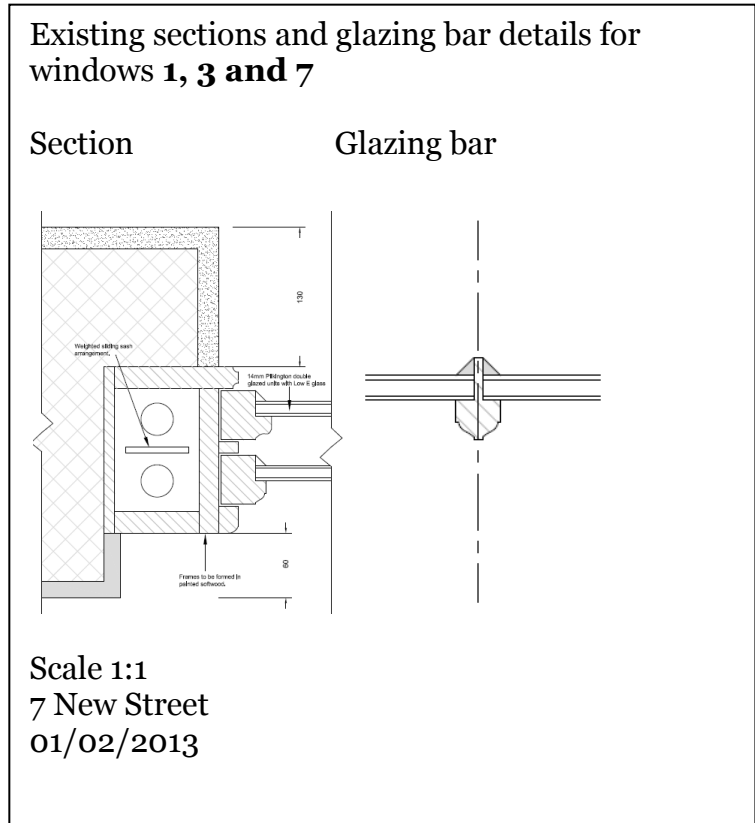
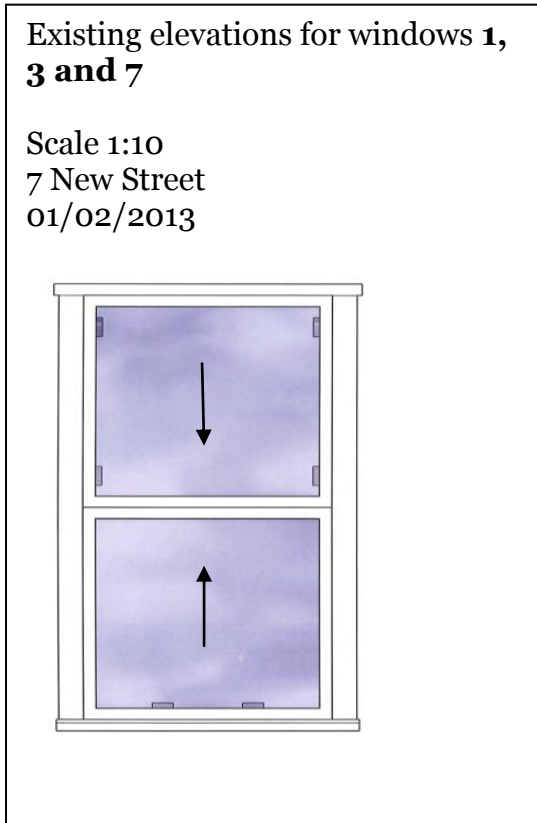
A cross-section of any **existing or proposed** glazing bars should be submitted at **scale 1:1**.



Example glazing bar detail
Example not to scale –please submit at scale 1:1

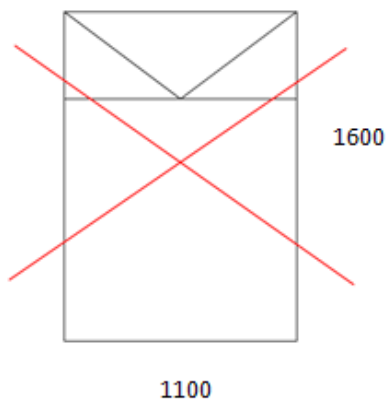
Please note: Where the details apply to more than one window (i.e. all relevant sizes are the same) then plans can refer to more than one window in the schedule, so long as it is clear which windows they apply to.

The examples below shows details supplied which apply to more than one window.



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**.

Drawing your plans

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.

In all cases, if an application for replacement windows to a listed building or in a conservation area is not accompanied by all the details as listed in this guidance note then the application cannot be validated and it may be closed.

Please ensure that all plans contain the following information:

- The site address and/or application reference number
- The date it was drawn
- As existing or proposed (identify which)
- Which windows as per the schedule the plan relates to
- The scale it is drawn to

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.

Further details for listed building/conservation areas

All applications should also be accompanied by a site location plan at scale 1:1250 with the application site marked by a red line. Flats must have the red line only around the flat concerned. Site location plans can be purchased from www.planningportal.gov.uk/buyaplan.

Applications affecting a listed building or in a conservation area must also be accompanied by a Statement of Heritage Significance. You can access more details about these online at: <http://www.torbay.gov.uk/index/yourbusiness/planning/developmentmanagement/makeapplication/plans/heritagestatements.htm>