



Supplementary planning guidance

Protection of historic windows and doors

February 2025

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About supplementary planning guidance

The Minister for the Environment may publish supplementary planning guidance in the form of guidelines and policies 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 is designed to operate under the Island Plan and is complementary but subordinate to it.

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.

This guidance supersedes supplementary planning guidance: advice note Protection of historic windows and doors (April 2018). It will be treated as a material consideration in the determination of planning applications.

'A history of timber windows and external doors in Jersey' (1999), 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.

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

The current supplementary planning guidance is listed and can be viewed [online](#).

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

1. Introduction

- 1.1. Planning permission is required for works which affect windows, dormer windows, rooflights and external doors in listed buildings. Changes to windows, dormer windows, rooflights and doors in conservation areas may also require planning permission². Where planning permission is required, works involving their substantial alteration or replacement must be the subject of a planning application and will be subject to consideration in accordance with the policy framework provided by the bridging Island Plan, at Policy HE2, together with this guidance.
- 1.2. To enable proposals to be properly assessed, it is important to provide an appropriate level of detail as part of a planning application: further information about the details required in support of an application to replace part of or all of an historic window, dormer window, rooflight or door, is set out at Appendix 1. The assessment process followed is set out at Appendix 2.
- 1.3. It is relevant to note that building byelaw consent is also required for the replacement of windows. FENSA³ accredited installers can replace windows without specific byelaw consent, but this does not preclude the requirement to secure planning permission, where required.

² See Classes F and K of Part 3 of the [Planning and Building \(General Development\) \(Jersey\) Order 2011](#)

³ 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. In simple vernacular buildings a considerable amount of the character comes from the windows and doors. 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.

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*⁴' (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.

⁴ 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)⁵.

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 repair⁶ or replace⁷ windows and doors in listed buildings, and in conservation areas.

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, 2011 Island Plan and the 2022 Bridging Island Plan.
- 3.6 The current planning policy regime for the repair and replacement of historic windows and doors is provided by the bridging Island Plan Policy HE2. All planning applications for changes affecting windows and doors in Listed buildings and

⁵ See pages 186-190 *St Helier Urban Character Appraisal*' (2005) Willie Miller Urban Design

⁶ [Planning and Building \(General Development\) \(Jersey\) Order 2011](#), Schedule 1, Part 3, Class K1

⁷ [Planning and Building \(General Development\) \(Jersey\) Order 2011](#), Schedule 1, Part 3, Class F1

conservation areas are assessed against this policy, its preamble and the assessment process at Appendix 2.

3.7 Its main provisions include:

- a presumption in favour of the repair of all historic windows and doors, wherever possible;
- 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 HE2 – Protection of historic windows and doors

Historic windows and doors in listed buildings or buildings in a conservation area which are of significance or special interest, or which contribute to the character of the conservation area should be repaired using materials and detailing to match the existing. Proposals for the replacement of modern glazing in historic windows with double glazing will be supported where it can be accommodated:

- a. within the existing window or door joinery frames; or
- b. within a like for like frame where the existing frame is beyond repair.

Where it can be demonstrated that repair of historic windows and doors is not feasible, proposals for their replacement will be supported where the replacements replicate the historic window and door in all respects including: the method of opening, materials, proportions, dimensions, visual weight and detailed design.

Where it can be demonstrated that existing windows and doors have little or no significance to the special interest of a listed building, proposals for their replacement will be supported where the replacements replicate the historic forms in all respects, including: the method of opening, materials, proportions, dimensions, visual weight and detailed design.

Where proposals for the replacement of windows and doors in conservation areas will affect the character and appearance of the conservation area, they will only be supported where they protect or improve that character or appearance.

The replacement of modern windows and doors in more recent extensions to listed buildings should have regard to the special interest or historic character of the property. Any replacement windows and doors should protect or, where possible, improve the special interest or character of the building.

Proposals to improve energy efficiency, where they affect historic windows and doors, will be supported where it can be demonstrated that they do not harm the special interest of a listed building or the character of a building in a conservation area. The use of double-glazing in replacement windows and glazing in doors will, therefore, be supported where replacements replicate the historic window and doors as far as practicable, helping to meet Jersey's commitment to energy efficiency.

Applications for the replacement of windows and doors in listed buildings or buildings in a conservation area must be supported by sufficient information and detail to enable the significance of windows and doors, and the impact of proposed change upon them, to be properly understood, considered and evaluated. Where this is not the case, applications will not be supported.

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 historic window and door components, using the same materials and craft, 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 replacement. 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 windows. 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 to 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 largely 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 high 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 and the joinery details are robust enough, 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 counterweights, 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 – historic 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 result 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.

Replacement windows – previously replaced windows

- 6.4 In some cases, a replacement window may be replacing an inappropriate modern (post 1951) window that has already replaced an historic window. In these circumstances, the policy objective is to deliver betterment, where the replacement window makes a more positive contribution to the character and appearance of the building than the window being replaced. To achieve this, replacements should seek to carefully replicate the likely form of the original historic window in terms of

materials, method of opening, proportions, dimensions, visual weight, decorative details and finish⁸.

- 6.5 The extent to which betterment can be delivered will be considered relative to the individual circumstances of each case. For example, improved thermal performance is likely to be the major driver for change and there will be a desire for replacement windows to be double-glazed. In such cases care is required to adapt the detailed design of all aspects of new windows, as far as possible, to incorporate double-glazed units having regard to the age, type and particular characteristics of the host building, including any existing historic windows.
- 6.6 In some cases, there may be a case to be made that the replacement of a poor, modern (post 1951) and inappropriate uPVC window improves the character and significance of a listed building sufficiently to allow use of modern composite materials. This may be acceptable by exception, in listed buildings with a non-statutory grade 3 or 4 only, where it can be shown to deliver betterment to the character and appearance of a listed building relative to an existing modern (post 1951) and inappropriate PVCu window that is being replaced. Any such exception will not apply to the replacement of windows in grade 1 and 2 listed buildings, which will still be required to be replaced in the likely material of the original historic window, which will be wood in most cases.
- 6.7 In considering applications to change uPVC windows to a window using composite materials in grade 3 and 4 listed buildings, all other policy requirements will apply: this will, therefore, require any such windows to have the likely historic form of opening, its framing to be as close as practicably possible to the likely historic window and to have any glazing bars expressed externally. There will also be a need to demonstrate how any proposed use of composite material can replicate the likely form of the historic window in terms of proportions, dimensions, visual weight, decorative details and finish. The betterment proposed will need to be fully justified having regard to the character and appearance of the listed building and its heritage significance.
- 6.8 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, materials 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.
- 6.9 The overall aim is to have regard to the historic character of the property and to design replacement windows and doors to best maintain and enhance the character of the building.

⁸ Advice about the history of windows in Jersey and Jersey window types is available in *A history of timber windows and external doors in Jersey* [previously cited]

Fitting glazing

- 6.10 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.
- 6.11 It may be possible to use timber fixing beads in specific cases, but the beads should replicate the 45-degree section of traditional putty.

Replacement doors

- 6.12 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.
- 6.13 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.
- 6.14 In some cases, a replacement door may be replacing an inappropriate modern door that has already replaced an historic door. As with the approach to windows, the policy objective is to deliver betterment, where the replacement door makes a more positive contribution to the character and appearance of the building than the door being replaced.
- 6.15 There may be a case to be made that the replacement of a poor, modern (post 1951) and inappropriate uPVC door improves the character and significance of a listed building sufficiently to allow use of modern composite materials. This may be acceptable by exception, in listed buildings with a non-statutory grade 3 or 4 only, where it can be shown to deliver betterment to the character and appearance of a listed building relative to an existing modern (post 1951) and inappropriate PVCu door that is being replaced. Any such exception will not apply to the replacement of doors in grade 1 and 2 listed buildings, which will still be required to be replaced in the material of the original historic door, which will be wood in most cases.
- 6.16 In considering applications to change uPVC doors to those made from composite materials in grade 3 and 4 listed buildings, all other policy requirements will apply: this will, therefore, require any such doors to have the likely historic form of the detail of the design, and the finish of the likely original door¹⁰. The betterment proposed

⁹ See pp. 8-13: [Traditional windows and doors](#)

¹⁰ Advice about the history of windows in Jersey and Jersey window types is available in *A history of timber windows and external doors in Jersey* [see link above]

will need to be fully justified having regard to the character and appearance of the listed building and its heritage significance.

- 6.17 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.
- 6.18 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.
- 6.19 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.

Appendix 1

Guidance for applicants

Planning permission is required for works which affect windows and external doors in listed buildings and may also be required in conservation areas¹¹. 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 residential buildings is P2. For all other types of building form P1 should be used (see: <https://www.gov.je/PlanningBuilding/MakingApplication/Planning/Pages/FormsFees.aspx>).

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.

1. Disrepair and design statement

- a justification setting out
 - a) evidence showing whether the windows and/or doors are historic or more recent replacements, and
 - b) a professional assessment of the condition of any historic windows and/or doors, detailing whether they can be repaired and other options that have been considered alongside replacement. 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. Surviving historic details, archive photographs and drawings are all useful evidence. *A history of timber windows and external doors in Jersey* can provide an overview as to how designs vary by period and building type.

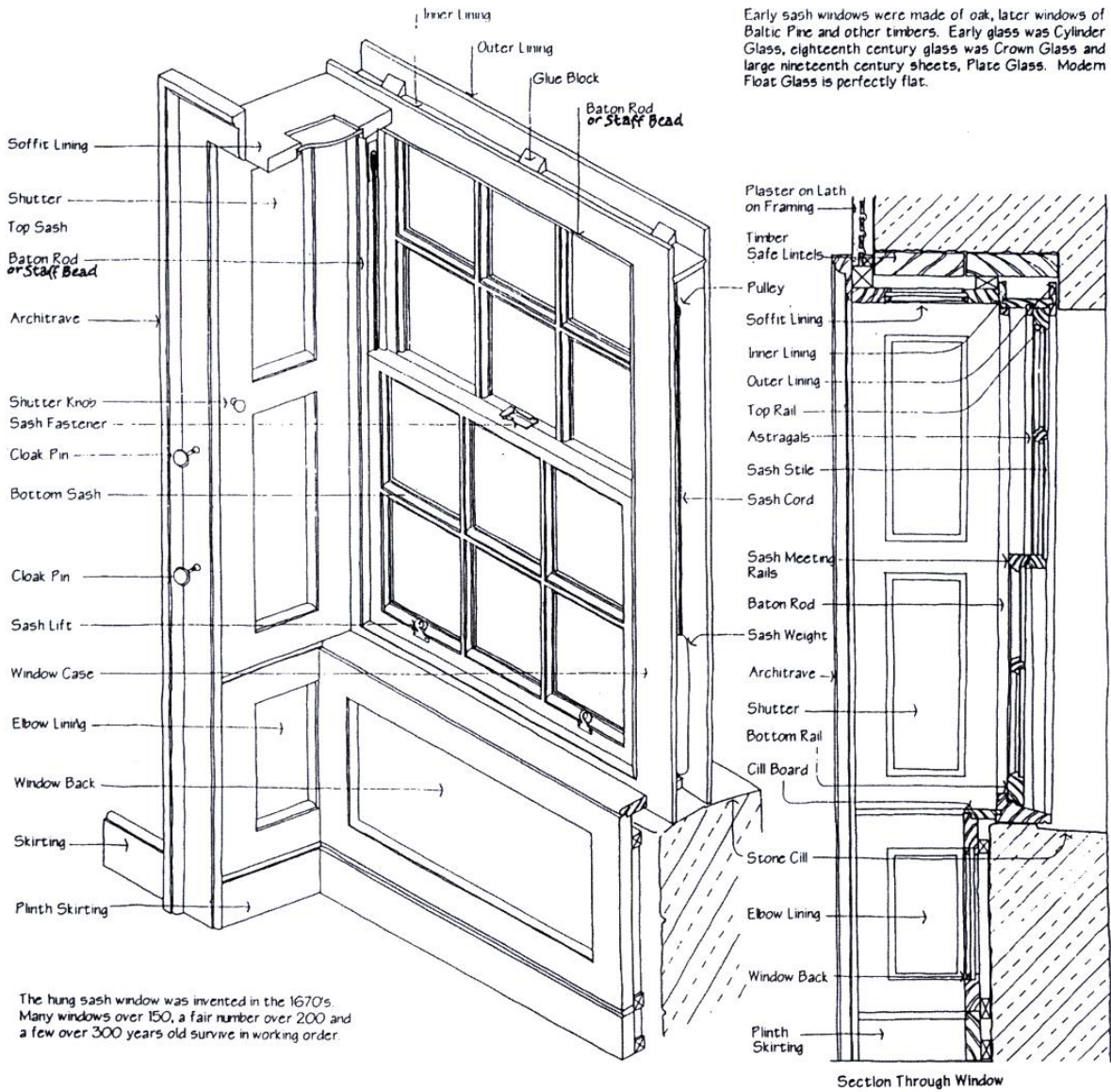
2. Details: existing

- 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 windows or doors which are the 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 or door'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;

¹¹ See Classes F and K of Part 3 of the [Planning and Building \(General Development\) \(Jersey\) Order 2011](#)

3. 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 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. Drawings of roof lights should show the joinery details and connections to the frame in its context on site (i.e. not a generic manufacturer's drawing).



Early sash windows were made of oak, later windows of Baltic Pine and other timbers. Early glass was Cylinder Glass, eighteenth century glass was Crown Glass and large nineteenth century sheets, Plate Glass. Modern Float Glass is perfectly flat.

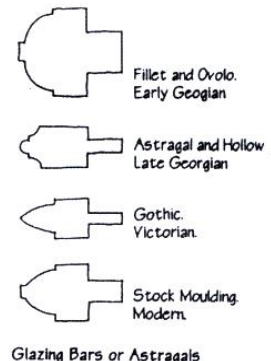
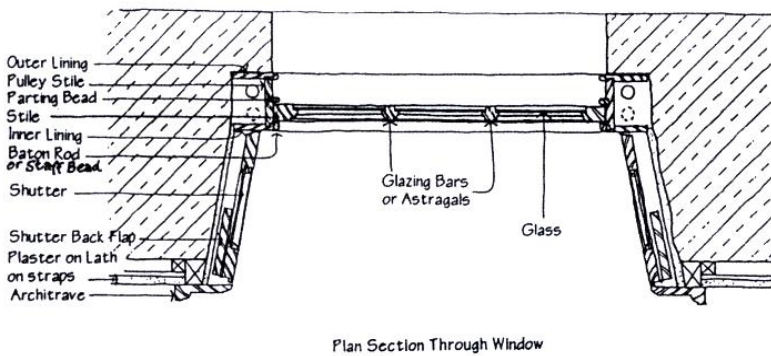
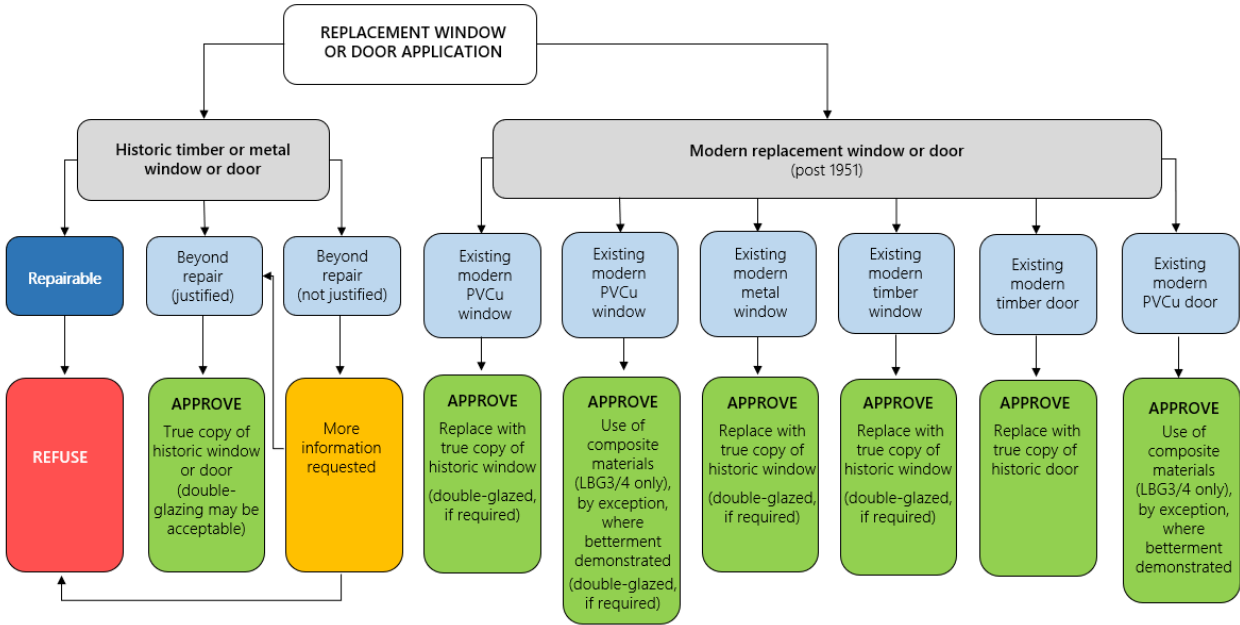


Figure: typical sash window and terminology

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/TimberWindowsDoors.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 team**
e: historicbuildingsstaff@gov.je w: www.gov.je/PlanningBuilding