Dumfries and Galloway Council

LOCAL DEVELOPMENT PLAN 2

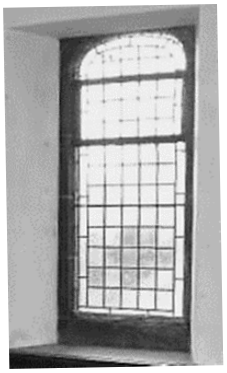
Windows and doors in Listed Buildings and Conservation Areas

Planning Guidance, updated August 2025

https://www.dumfriesandgalloway.gov.uk

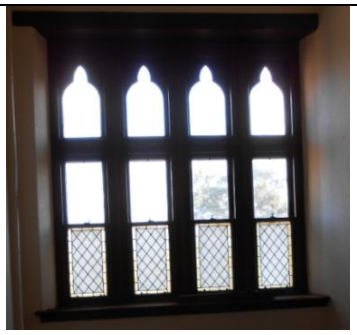
Dumfries & Galloway Council


















WINDOWS AND DOORS
IN LISTED BUILDINGS AND CONSERVATION AREAS

INTRODUCTION

1. Dumfries and Galloway region has approximately 3400 entries in the national, statutory list of buildings and structures of architectural or historic interest. Listed buildings are designated by Historic Environment Scotland. Dumfries and Galloway Council as local planning authority has a statutory duty to support proposals which preserve the character of listed buildings in the region. Character includes the architectural and historic details and original materials. The windows and doors, including their original designs, opening mechanisms and door furniture will often contribute to character. In order to fulfil its duty to preserve as much historic architectural character of a building as possible, the Council may ask for amendments to applications before they are approved.

2. There are 36 Conservation Areas, designated from 1970 onwards. A conservation area is an area of special architectural or historic character. Many of the region's Listed buildings are found within conservation areas. Dumfries and Galloway Council, as local planning authority, has a statutory duty to preserve or enhance the character of the conservation area.

National Planning Framework 4

3. Scotland's climate change legislation sets the overarching goal of net zero emissions of greenhouse gases by 2045. In 2025 Scotland is halfway there. National Planning Framework 4 Policy 1 states: *"when considering all development proposals, significant weight will be given to the global climate and nature crises."* Policy 2 states that development proposals: "*… will be designed to minimise lifecycle greenhouse gas emissions as far as possible and adapt to current and future risks from climate change. Retrofit measures to existing developments for emissions reduction or climate change adaptation will be supported."* Scottish Government Planning Guidance: Policy 2 climate mitigation and adaptation published June 2025 includes discussion on this topic.

4. NPF4 Policy 7 Historic Assets and Places sets out an intent to protect and enhance historic environment assets and places. Conservation Areas and Listed Buildings are included in that description. The policy outcomes also seek to support the transition to net zero. Proposals which may have a significant visual, physical and cultural impact on historic assets and places should be accompanied by an assessment of that impact. Change to Listed Buildings is expected to preserve character and special architectural or historic interest. Proposals for Conservation Areas are expected to preserve or enhance the character and appearance of the conservation area.

Local Policy

5. Dumfries and Galloway Council recognised the Climate Emergency in 2019. The current Council Plan Policy and Strategy Development Framework and Guidance, May 2024 acknowledges that to safeguard our future, the climate emergency must be addressed.

6. Dumfries and Galloway Local Heat and Energy Efficiency Strategy (LHEES) with delivery plan sets out a range of options in respect of improving energy efficiency including in buildings of traditional construction. Traditional construction describes the majority of buildings in Conservation Areas and Listed Buildings in the region.

7. Through policies in Local Development Plan 2, Dumfries and Galloway Council supports good design which preserves and enhances the region's heritage. Overarching Policies OP1: Development Considerations b) Historic Environment, HE1: Listed Buildings and HE2: Conservation Areas set out the importance of historic character and have more detail of what is normally acceptable, supported by supplementary and planning guidance.

8. The need for energy efficiency has resulted in many people seeking to reduce the heat loss from their living or working environment including through adaption of existing windows and doors or their replacement.

Planning Permission, Listed Building Consent and Prior Approval

9. To determine a planning application, it needs to include enough information to support the proposal showing how any impact on the historic and architectural character is balanced against the lifecycle greenhouse gas emissions of the building. This guidance advises applicants and agents to include information showing how they have considered the materials and design of replacement windows or doors to minimise lifecycle greenhouse gas emissions as summarised in the table below.

Lifecycle greenhouse gas emissions are the total amount of greenhouse gases released into or removed from the atmosphere over the entire life of a development, at all stages. This includes

- the source of the material – was it grown or is it made from oil or metal
- the emissions from manufacture, transport and construction
- the length of time it will continue to be serviceable
- the ability to maintain and repair, and
- the impact of the end-of-life disposal of the materials.

10. The main duty of care for every Listed Building lies with the owner. Permission to change windows or doors or make other alterations to a Listed Building requires a formal Listed Building Consent which can be made through the eDevelopment Scotland website

11. The duty of care for a building within a Conservation Area lies with the owner. In May 2024, Scottish Government introduced new permitted development rights for unlisted dwellings in conservation areas in Planning Circular 1/2024 Section 7 and for other unlisted buildings in conservation areas in Planning circular 2/2024 Annex M. A permission known as Prior Approval is required for replacement windows on road fronting and/or principal elevations but not for other windows on an unlisted building. The details of this process is set out in Scotland's ePlanning Guidance page 11 - Alteration/Replacement to an Existing Window. A list of the information that needs to be provided is found here

12. Doors continue to need Planning Permission for alteration or replacement in a conservation area. Planning applications can be made through the eDevelopment Scotland website

13. It is a statutory duty, in Scottish Planning Law, that Dumfries and Galloway Council considers the impact of development proposals on the historic and architectural character of Listed Buildings and of buildings within a Conservation Area. Proposals which preserve historic and architectural character of Listed Buildings and proposals which preserve and enhance the character of Conservation Areas are supported. Balancing the reduction in greenhouse gas emissions with limiting the impact on historic and architectural character is a key consideration in determining planning applications.

Summary of what permission is needed for work to windows and doors:	
Replacement of a window in a road facing elevation or a principal elevation within a conservation area will require formal Prior Approval to be obtained.	**Replacement of a window or door in all Listed Buildings will require** Listed Building Consent. Planning Permission may also be required in some buildings.
Repairs to historic windows and doors using materials to match the original, **do not** require Planning Permission or Listed Building Consent.	**Replacement of any external door in a building in a conservation area will require** planning permission.
Installation of internal secondary glazing that does not result in the removal of internal architectural features **will not normally** require Listed Building Consent.	**Installation of double-glazed panes** in existing window frames in Listed Buildings **will require** Listed Building Consent.
Installation of double-glazed panes in existing window frames in unlisted buildings in conservation areas does not require permission	**If you are not sure, please ask before you instruct an agent or a supplier.**

MATTERS TO CONSIDER WHEN PUTTING PROPOSALS TOGETHER

14. In both vernacular construction and designed and more refined architecture, the windows and doors are one of the most noticeable parts of the building. On a front or principal elevation they make a very significant contribution to the character and interest of buildings, groups and places.

15. The materials and method of manufacture of the building, including its windows and doors, demonstrate a building's age, what it was built to do, or show and the skills needed to create all its elements. Replacing original windows or doors may remove examples of historic, skilled labour and in some cases can harm the character and appearance of an original design and reduce the historic significance of the building

or group. While modern materials for windows and doors may seem attractive for a variety of reasons, the length of time they will remain functional may not match the good quality timber of many existing windows, which can be repaired and adapted.

16. Owners and agents should consider the wider context of the building and identify in what way the windows and doors contribute to character. Often, not all windows are in the same condition due to previous maintenance, repair or their position on the building, therefore a condition survey of each individual window and door should be carried out. It should not be assumed that replacement of all windows is necessary on the basis that a proportion are past repair. The condition information should be submitted when applying for Planning Permission or Listed Building Consent. It is not part of the information required for a determination of Prior Approval.

17. Photos are extremely helpful to assess both condition and the detailed design of replacements. There is an assessment form appended to this guidance to prompt the content of a condition survey of windows attached at the end of the document. This assessment can be adapted for doors.

18. Defects in windows and doors and ways of reducing heat loss, should be addressed through maintenance, repair or adaptation. Significant alterations to, or replacement of, some windows and/or doors in Listed Buildings and Conservation Areas should be based on sound reasoning for those proposals which balances the historic character with other matters including the lifetime greenhouse gas emissions. There is a technical note which sets out what is needed to assess an application for change to windows: Technical Details for Windows and Doors - Information required

WHEN REPLACEMENT IS JUSTIFIED

19. In some cases, the argument for replacing windows or doors will outweigh the case for repair and adaptation of the existing. All matters should be considered to reach this conclusion including the degree of loss of historic character, loss of an existing sustainable material, the creation of waste and lifetime greenhouse gas emissions to make replacements and dispose of those being removed.

20. For individual windows or doors, if more than half of the fabric of the window or door would be removed during repairs it is reasonable to describe this as being ‘beyond practical repair’. Where this is the case, the exact requirements for the design of replacement windows and doors will depend on the designated heritage status and location of the building as set out below.

21. Replacement windows should always be of an appropriate design including pane size and format, opening mechanism and profile details. [Using the same test and conditions set out in Prior Approval determinations for replacement windows on principal and road facing elevations in Conservation Areas.] They should take proper account of the window linings and shutters on the inside of the building in their design and fitting.

22. Where it is proposed to replace one or more window which are not the original historic design for that building, new windows closely reflecting the original historic design will be supported unless it would result in detriment to historic fabric. Research into the design of the original windows and doors may be required.

23. When applications for Planning Permission or Listed Building Consent are submitted, whether they are acceptable or not will be degree to which the overall historic significance and character of the building or group will be preserved or enhanced. This should be set out in an accompanying heritage statement.

24. If proposals for alterations are included in a Listed Building Consent application which maintain the historic accuracy of windows or doors on the principal and/or publicly visible elevations but would replace windows in modern materials away from the principal elevations, a heritage statement should set out the choices considered to help determine if it might be an acceptable approach in that building.

25. Proposals which replace a modern door to reinstate one of original historic design will be supported. If the new door enhances the historic and architectural character significantly, it may outweigh the impact of other alterations. This should be explored in a heritage statement.

26. Occasionally, some buildings may be in very poor order and at risk of remaining unoccupied because a great deal of restoration work is required for a new use. All of the proposed elements of the restoration scheme, including changes to original historic windows and doors, should be considered together. Some potential examples



are in the photos below. A balanced planning decision will be taken based on the overall benefit to the historic significance and character. A supporting heritage statement should set out how this benefit will be achieved, with financial evaluation included.

APPLICATION OF WINDOW AND DOOR RETENTION PRINCIPLES TO LISTED BUILDINGS AND TO UNLISTED BUILDINGS IN CONSERVATION AREAS.

27. Some of the details and options that should be included and considered when designing proposals are set out below. Their importance depends on the original historic design of the building or group of buildings. Applications requiring Planning Permission or Listed Building Consent need a condition survey of windows or doors and may also need a heritage statement to support the design of proposals including reference to the options that have been considered.

- From the outset, the historic and architectural context of an application to change should be considered including the impact on parts of the same building, adjoining buildings and streets.
- In the same building, sizes and details of windows may vary, so each timber section, astragal, and other individual parts of each window/door should be measured and recorded for use as the basis for the manufacture of replica windows or doors.
- Doors should be repaired and updated before removal and replacement is considered.
- Window opening mechanisms should be included in drawings and show where whole box frames will be replaced if the timber has decayed to that extent.
- In a Listed Building, the detail of historic single glazing historic glass may be of particular significance and retention may be requested. This may apply to a small number of buildings in the region which have a particular design of windows which would not be easily replicated in double-glazed replacement windows. Other means of improving heat retention should be sought.
- Carefully designed secondary glazing may be used in conjunction with new or existing windows.
- Trickle ventilation should be very discreet or invisible by adapting the sash or frame.
- Timber shutters should remain operational or be brought back into use where possible, adding draft exclusion measures.
- New doors should replicate the original historic door in material and design based on evidence.
- Introducing vestibule doors may reduce heat loss and improve fire safety of traditional doors where needed.

The table sets out what will normally be expected from applications relating to replacement and alterations to doors and windows in the historic environment.

Information required to assess a proposal, and acceptable proposals for materials, design and opening mechanisms.	Category A Listed	Category B Listed	Category C Listed	Unlisted in Conservation Area
Survey of condition of **individual windows**	yes	yes	yes	no
Survey of condition of **individual doors**	yes	yes	yes	yes
Options for window repair and energy upgrade	yes	yes	yes	no
Identification of windows beyond practical repair	yes	yes	yes	no
Options appraisal for replacement	yes	yes	yes	no
Materials when replacement windows acceptable				
Match existing/historic materials on all elevations	yes	yes	yes	no
uPVC substitute for timber or metal windows	no	no	no	yes
Composite substitute for timber doors on principal/ road facing elevations	no	no	no	no
Composite substitute for original timber doors on other elevations	no	no	no	yes
Design of replacements (when acceptable)				
Copy profiles and pane format on front and road facing elevations	yes	yes	yes	yes
Match opening mechanism	yes	yes	yes	yes
Trickle ventilation to be concealed in frame	yes	yes	yes	yes
Include double glazed panes	yes*	yes*	yes	yes
Glazing bars to divide individual panes	yes	yes	yes	yes
Use of putty to fix glazing	yes	yes	yes	yes

* impact on interior to be considered in heritage statement				
New door/windows in new openings on front, road facing and principal elevations to replicate others in the same or adjacent building	yes	yes	yes	yes
Upgrades for existing windows and doors being retained				
Add discreet draft proofing to windows and doors	yes*	yes	yes	yes
Alter existing doors for fire proofing and/or insulation	yes*	yes	yes	yes
* impact to be considered in heritage statement				
Replacing, casement locks on windows	no	yes	yes	yes
Replacing door furniture	no	no	yes	yes
Repair of sash and case locks and door furniture	yes	yes	yes	yes
Additional door and/or window locks	yes	yes	yes	yes
Adding sash hinge system for cleaning/maintenance	yes	yes	yes	yes
Slim double glazing in existing frames	no*	yes*	yes	yes
* depending on the impact on existing historic glass				
Generally unacceptable				
plant on astragals on principle and road elevations	no	no	no	no
beading where putty is traditional	no	no	no	no
loss of operational shutters due to window design	no	no	no	

COMPARING TRADITIONAL DESIGNS WITH NEW WINDOWS AND DOORS

There are many different types of windows and doors, both traditional and modern, in Dumfries and Galloway. Some replacements available may be acceptable when replacement is genuinely necessary. The table above sets out how the heritage status of the building and which elevation is to be altered, will affect the likelihood of the proposal being acceptable. The following is intended to help potential applicants recognise some of the details that contribute to traditional windows for replica designs.

Windows:

Traditionally, in the Dumfries and Galloway region, windows are made from timber using a variety of weighted, sliding sash and case and side hung casement formats. There are also metal windows from different periods, some set into cut stone openings with minimal or no frames. Timber window frames were not always a snug fit which provided a form of trickle ventilation but timber is readily adapted to slightly irregular shaped openings in stone buildings and relatively easy to repair. Single glazing was normal but many windows had wooden shutters inside that served to reduce heat loss when closed. The glass pane sizes available changed over the years as glass manufacturing methods progressed as did the quality and appearance of the glass. Some older panes of glass have survived and can be identified by looking at small imperfections, reflective qualities and thickness. Historic Environment Scotland have general information about the history of windows in Scotland here and guidance on how to look after them in the Sash and Case Window short guide

In the 20th century, timber changed in quality. From the 1930s, softwood timber has been fast grown and became less resistant to deterioration. Hardwood was used as an alternative and metal frames became a fashion for a time. Expectations for indoor comfort and energy efficiency have changed and alternative materials for windows, including uPVC, have replaced many timber or original metal framed windows over the last few decades. uPVC is generally made in factories from fossil fuel oil and although less expensive, may have limited design options although opening mechanisms now include sliding versions. uPVC has limited lifespan and is not so easily repaired as timber and continues to be difficult to dispose of in a sustainable way.

Softwood can now be treated using ecologically safe methods to prolong its life and used to manufacture new windows and doors. However, maintenance and repair of existing windows and keeping up with weatherproof coatings like paint, varnish and wax is better when the historic character of existing windows is of importance and to avoid the need for the disruption caused by window replacement.

Legislation changed in 2024 so that windows in unlisted buildings in conservation areas which are on principal and road facing elevations, as long as they meet certain conditions, may be replaced without a full planning application being made. They require that a formal Prior Approval determination is first sought. The new windows should match the appearance and opening mechanism of the old. The reason is that the quality and appearance of replacement windows and doors can have a significant impact on the character of the building and its neighbours.

Below are examples of traditional windows, acceptable replacements and examples where meeting rails and opening methods are not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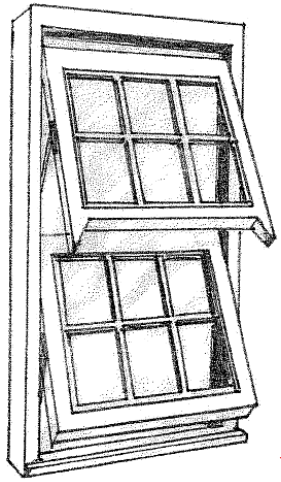
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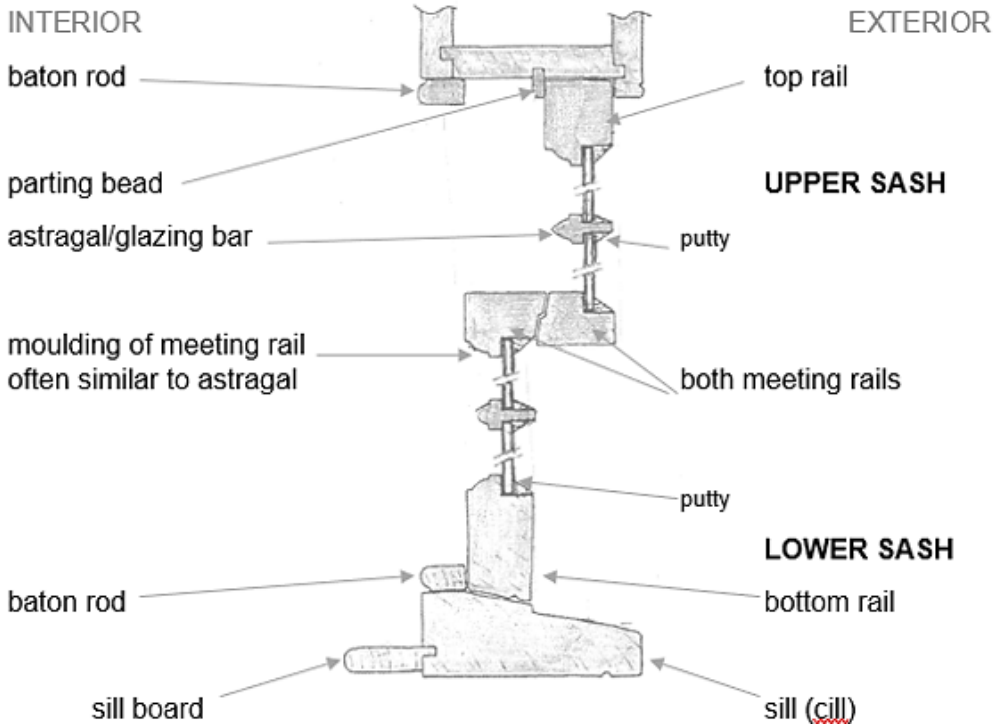
- Modern hinged sashes which tilt open have a poor appearance because of the opening mechanism as the storm-proof style meeting rails are too thick.
- Inappropriate use of, or poor design of, horns is detrimental to historic and architectural character.
- New and refurbished windows can include a sash hinge system so that sashes swing in for cleaning, maintenance and even for escape purposes but the traditional sliding sash opening mechanism for general use.
- Well proportioned, modern, sliding sash and case window with traditional details and meeting rails in modern materials may be acceptable in some buildings.
- Carefully designed triple glazing may also be provided in a timber sliding sash and case window depending on the pane format and may be acceptable in some buildings.

Doors

From left to right: Two sensitively adapted doors with glazing inserted into uppermost fielded panels.

A fully glazed, uPVC door, out of character with the original building due to the detail of panels and side rails.

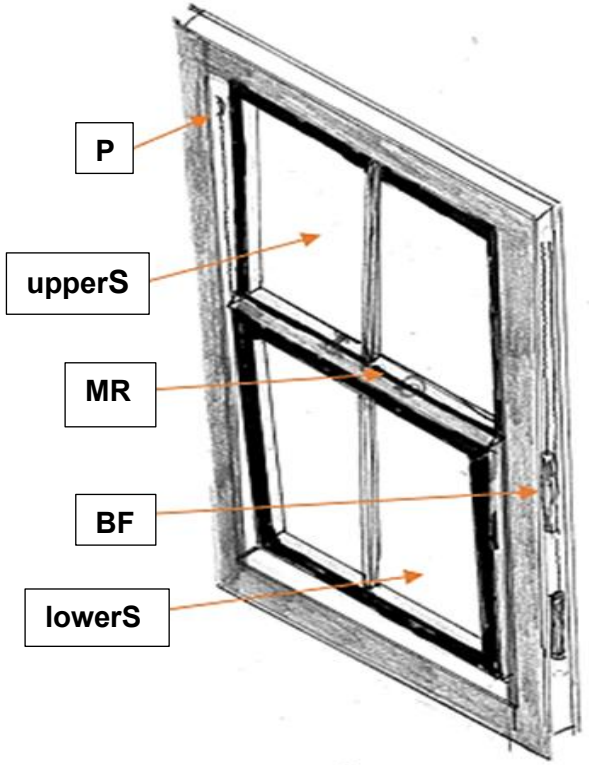
A replacement timber door that has not taken the detail of the proportion of panels properly into account.

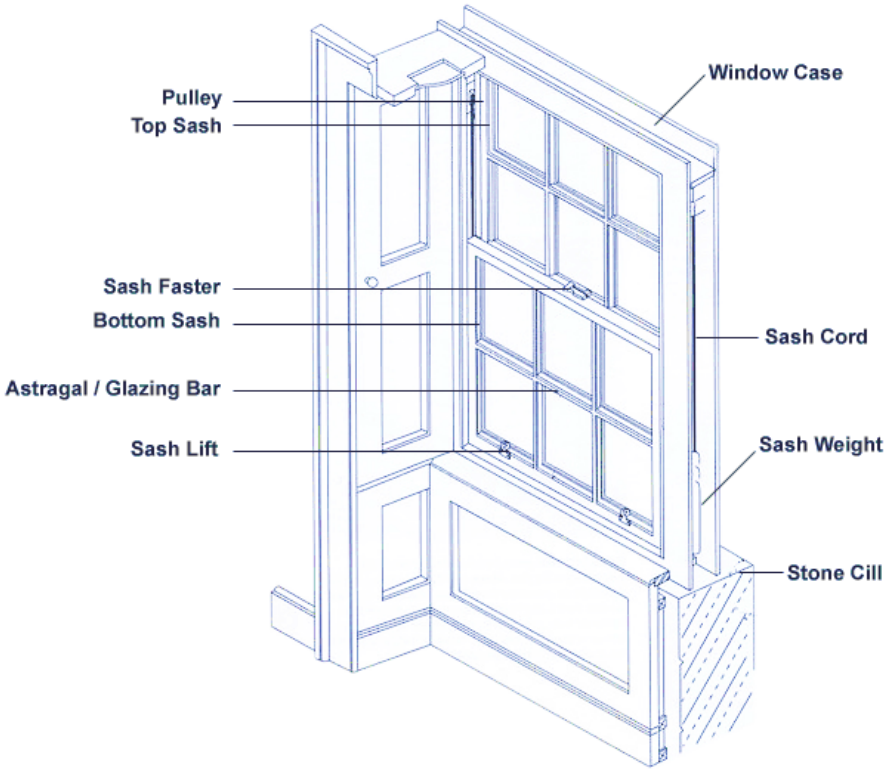


Anatomy of Sash and case windows

Left is a section through the opening sash of a sash and case window with the glazing cut away and the upper case of the box frame cut away to show the structure. It is intended to help the reader understand the components. There are also local names for different parts of windows that can be explained by joiners. One example is the use of the term ‘joggles’ in place of ‘horns’.

Sketch of simple, sash weighted, 2 over 2 pane format commonly used in the 19th and early 20th century and some additional terms used to describe the parts of a sash and case window.
P is the pulley over which the sash cord runs smoothly attaching the weight to the window to counterbalance it in the simple sliding opening mechanism.
upperS is the upper sash of this window divided into 2 panes by a central astragal. It is the outside sash and the meeting rail forms an overhang when the window is closed.
BF box frame is what is set into the opening in the elevation and conceals the weights and part of the sash cords for each sash.
lowerS is the lower sash which is on the inner side of the window.
MR is the meeting rail where the upper and lower sashes meet when the window is closed and where latches and catches are found.
BF is the box frame which conceals the weights. The weights for each sash, two on each side to counterbalance the upper and lower sashes, are separated by a thin piece of wood inside the box frame.





APPENDIX 1.

ADDITIONAL INFORMATION FOR OWNERS AND APPLICANTS

A. Owners or their agents should seek independent condition information from a joiner, or equivalent, with the skills to assess existing windows and doors. This will determine the degree of maintenance, refurbishment, repair, upgrade or replacement that is required. Applications to replace windows or doors should include the condition information as supporting information, to demonstrate that each window and door has had all options considered, and why the proposal is most appropriate.

B. Not all historic windows in the region are timber but many are timber sliding sash and case. The condition survey should be based on the form found in Dumfries and Galloway Council's Supplementary Guidance: Historic Built Environment and in the Historic Environment Scotland publication *Sash & Case Windows. A Short Guide for Home Owners*. [link below]
https://www.engineshed.scot/publications/publication/?publicationId=9ea41caf-aa32-4827-ba08-a59100fea1a3

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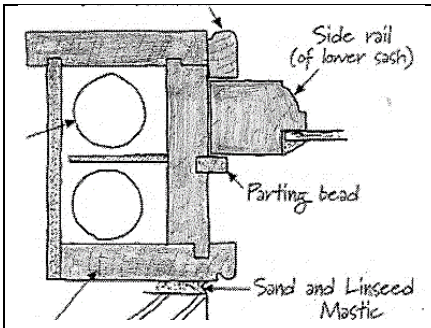
<td> 

Cross section through the box frame of a sash and case window showing the weights</td>
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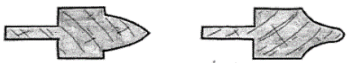
Above are 18th and early 19th sections of glazing bars close to Georgian 'astragal' and 'hollow' styles

Below are 19th century 'Gothic' and 'lamb's tongue' profile glazing bars
  </td>
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4 over 4 pane sliding sash and case windows</td>
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<td> 
Detail of where the astragal meets the moulding of the bottom rail</td>
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6 over 6 pane sliding sash and case window with operational shutters</td>
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1 over 1 pane sliding sash and case windows</td>
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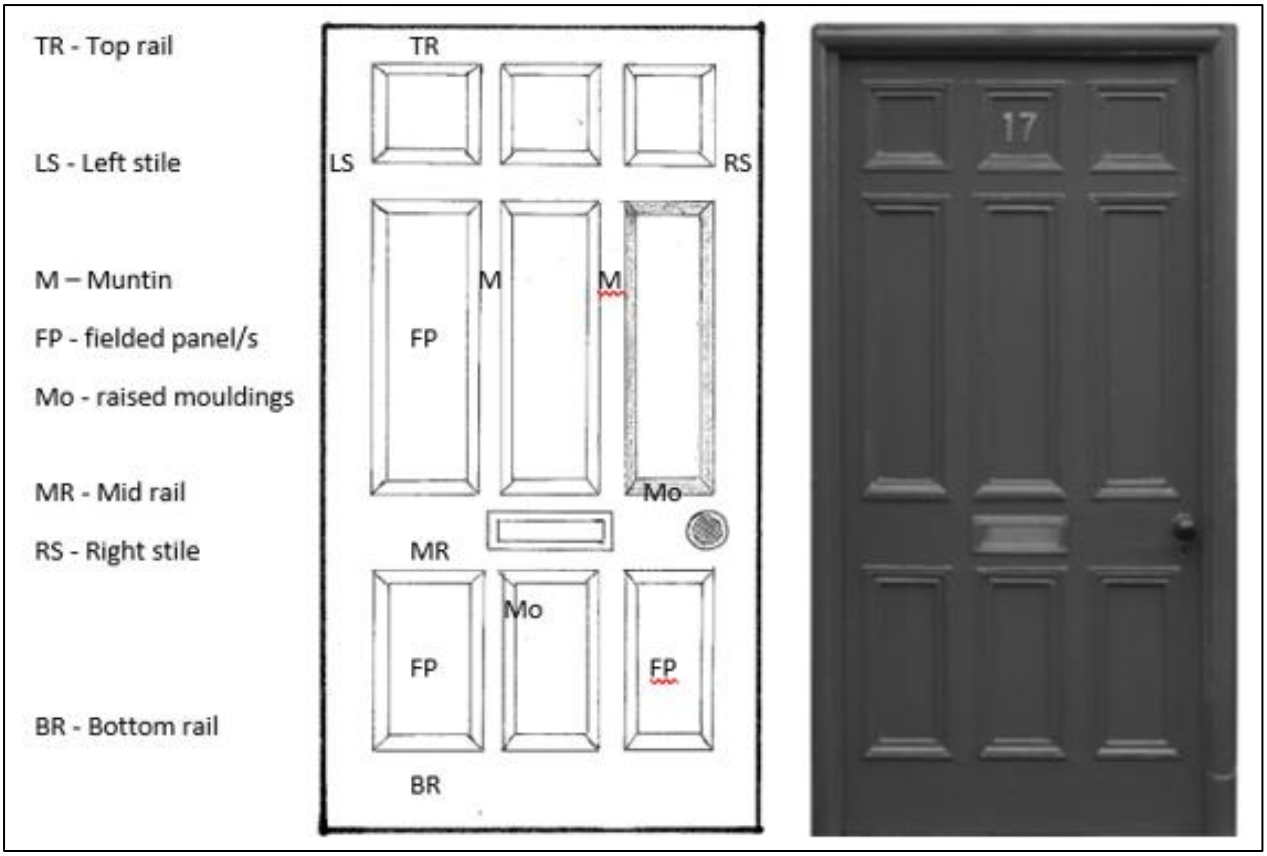
Parts of a traditional timber door



C. Doors also come in a variety of formats as seen in the photos at the beginning of this guidance, all of which are from Dumfries and Galloway. Historic Environment Scotland's Inform Guide: External Timber Doors provides information on general repairs to historic timber doors which may be adapted to doors with particular features or special character. https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=868ab7cf-176f-4f85-b925-a59500e4b21b

DETERMINING HISTORIC AND ARCHITECTURAL INTEREST

D. Windows and doors, their format, appearance and materials make a significant contribution to the design of buildings. In the B Listed terraces of Dalswinton, below, the architectural features are regular and repeated giving the group collective historic and architectural significance as well as each building being of interest individually. This demonstrates why the wider context of proposed changes should be considered.

E. The majority of historic or architecturally interesting windows and doors in Dumfries and Galloway are made from timber. However, other windows use metal such as individual small panes spaced by 'cames', usually strips of lead separating coloured or textured glass panes, forming a pattern or picture. Came glasswork windows may be framed in iron, steel or hardwood and occasionally set directly into stone or within doors. The most recognisable are found in churches but also in civic buildings, schools and dwellings. The historic significance may be in the artistry and craftmanship and the people and local or national events. Came glasswork is an important part of the character of the building or place in terms of historic fabric and appearance.

CLIMATE CHANGE AND ENERGY EFFICIENCY

F. The Council recognises the need to adapt buildings to reduce heat loss through the exterior envelope to reduce the heating fuel required. Heat is lost from all surfaces in different proportions - roof, walls, windows and doors. Energy Surveyors should have a qualification which enables them to give advice for buildings of traditional construction. It is sensible to look at the thermal performance of the whole building. Some options for sensitive improvements are included in Historic Environment Scotland's Inform Guide: Improving Energy Efficiency in Traditional Buildings;
https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=246ff4ae-1483-452a-8fb3-a59500bd05d5
Advice from the Society for the Preservation of Ancient Buildings (SPAB)
https://www.spab.org.uk/advice/sash-window-maintenance

G. Existing windows and doors have 'embodied energy' from their manufacture; softwood used for windows and doors pre-dating WW1 is better quality than most modern timber. Ways of improving thermal performance of windows and doors without losing original fabric or character should be the first thing considered including repairs which are generally better value than replacement. Small modifications can significantly improve efficiency. Acetylated softwood and locally grown hardwood can be used for sill and other repairs. If the windows and doors function at present but better heat retention or draught reduction would be beneficial, adding secondary glazing is an option. However, there may be occasions when this is difficult if internal features need to be preserved.

H. Regular maintenance such as painting, reputtying, replacing sash cords and repairing hinges and catches will ensure that timber windows close snugly and doors keep working well. Metal windows need regular painting and to be kept free of rust to prevent the glass from cracking. The following list includes the smallest interventions where there would be least impact on historic character or significance and alterations where there may be much greater impact.

- **Maintenance –** no consents are required; windows and doors can be put back into good working order using putty, filling small gaps, splicing in damaged timber sections with appropriate matching timber and paint.

A timber sash and case window which requires maintenance. The window is in working order but needs to be repainted including paint stripping, minor repairs and some re-puttying. Ideally the sash pulleys should be checked to make sure they are turning smoothly for the sash cords which should also be checked at the point of attachment to the window for wear and that points of attachment to the sash frame and the weights are still secure.

- **Interventions** such as small alterations to improve draughts and security are often acceptable although Listed Building Consent may be required.

- **Like for like replacement of parts** to repair a window or door where there is damage to a frame when splicing in timber is not enough may not need consent. Hardwood sills may be acceptable to replace deteriorated softwood sills. Metal window parts may also be replaced if they cannot be repaired. Both approaches may need skilled trades and may need consent.

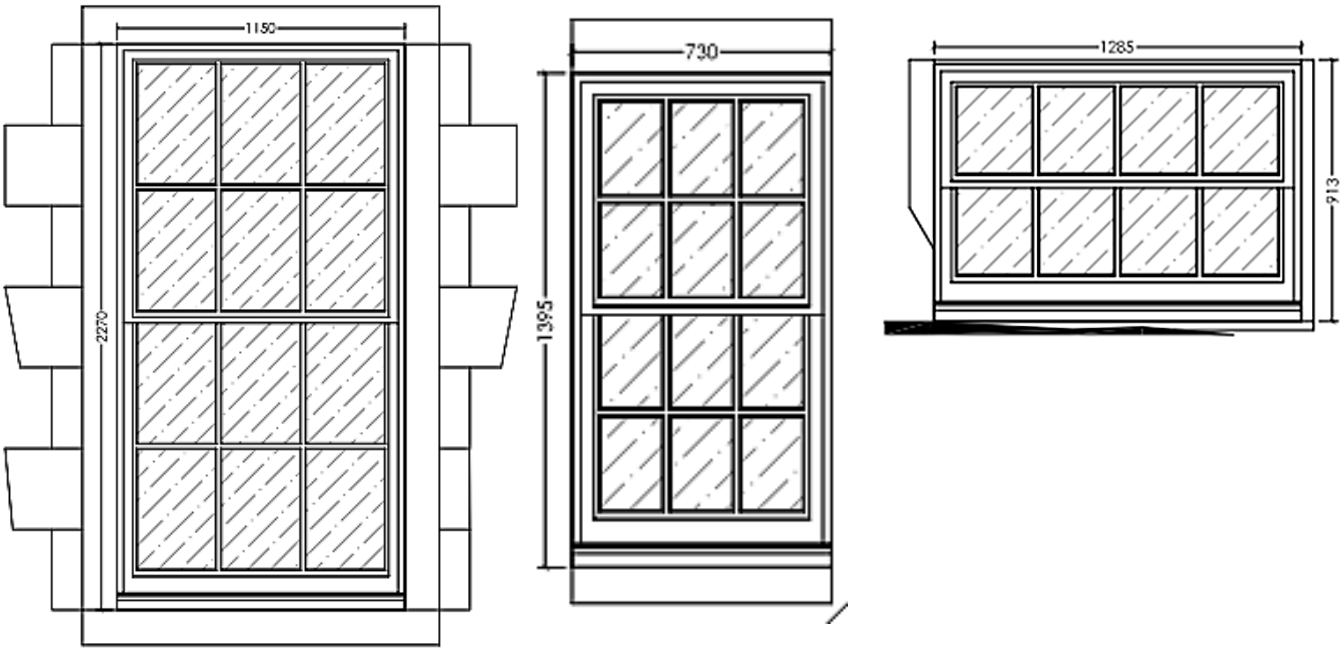
- **Window-panes.** The glass in existing panes may be of some historic interest and it is possible to re-use historic glass in replacement parts of the window or door if the correct techniques are used. Heritage replacement glass should be sourced when required to replace broken panes in Listed buildings. However, this will only apply in a small number of buildings.

- **Door panel replacement with glazing.** In doors with 4 or 6 timber panels where there is insufficient light reaching the interior, replacement of the upper panels with glazing may be an option which would allow the existing door to be retained.

- **Improving thermal efficiency when retaining a whole window/door.** Thermal performance of windows and doors can be improved by combining several options:
  - installing permanent or seasonal secondary glazing where the impact on internal features of architectural or historic interest would be temporary or limited;
  - replacing window and door glazing with modern single glazed thermal glass;
  - replacing window and door glazing with slim double glazed units;
  - adding or repairing existing internal shutters inside windows;
  - adding vestibule doors;
  - using thermal blinds and curtains inside the building;

- **Replacement of some windows or doors * -** The poor condition of one or some windows/doors of a building is not justification for the replacement of all. Opening sashes and casements can be replaced with double glazed sashes or casements which are changes that require Listed Building Consent and/or Planning Permission in a conservation area. This should be the least preferred option and a last resort for buildings where no other way forward is possible unless very carefully detailed. Replacement windows in conversions may need to be adapted for fire escape purposes.

Individual windows need individual measurements of both existing and proposed replacements. The measurements for windows need to illustrate how each window may be a little different as shown in the following 3 examples from the same building.



ROOF WINDOWS

I. Roof windows provide additional light in lofts and farm buildings allowing better use of the space. Farm buildings may have long or grouped metal framed rooflights. They may be hinged or fixed close. These metal framed rooflight windows may be repaired and re-glazed which should be considered before replacement. Very similar size and proportion double glazed modern alternatives may be acceptable subject to the status of the building. In some Listed buildings, if it is unnecessary to improve thermal performance, original roof window types should be kept and repaired.

Examples of historic roof windows.

J. In some cases, new, very modern and contrasting design roof windows may be acceptable providing that the applicant has assessed the impact on historic significance, character and fabric of the building or group.

HERITAGE LED AND HISTORIC BUILDING GRANT WORK

K. Where grants are sought from funding bodies which support the restoration and reinstatement of historic character and fabric, the materials and design details of windows and doors will be expected to replicate historic detail. Slim double-glazed units may be supported depending on the funding body and the status of the building.

L. Some parts of the region have benefitted from historic building grants and conservation area regeneration schemes. In these places, to fulfil the conditions and purpose of grants, particular attention should be given to the detail of proposals for windows and doors so that changes do not undermine the investment of public money which benefits the whole area.

ASSESSING THE CONDITION OF TIMBER SASH AND CASE WINDOWS

Details for inspection of individual parts of sash and case windows may be found in the Historic Environment Scotland publication 'Sash and Case Windows – A short Guide for Homeowners'
https://www.engineshed.org/publications/publication/?publicationId=9ea41caf-aa32-4827-ba08-a59100fea1a3

The following table may be used as a prompt, but it may not be exhaustive for range of window types. Photographs are very helpful.

SURVEY OF SASH AND CASE WINDOW PRO-FORMA CHECKLIST (adapted from HES publication)			
Window Identification – labelled using numbers or letters on a sketch or photo		Date:	Surveyor
SKETCH OF WINDOW This should show all the dimensions and link clearly with the notes on condition		TIMBER PROFILES - shapes and dimensions	
		Sash Rail	
		Astragal/s	
		Meeting Rails	
		Sill	
DESCRIPTION OF WINDOW– note where elements are original [O] or new [N]			
Frame material	Hardwood	Softwood	Other
Paint system	Oil paint	Stain/Varnish	Other
Glazing system	Putty	Timber Beads	Other
Ironmongery	Sash lifts	Sash lock	Sash stops
	Baton Rod Fixing		
Operation	Sash Cord	Pulleys	Cord Clutch
Cleaning facility	Simplex fitting	Other	
Glazing	Glass Types	Cylinder, early plate, etc	Other manufacturing method
Other features	Weights	Vents	Seals
	Draughtstripping full/partial	Mastic Pointing Eg. linseed oil & sand	
Internal shutters/ingoes	Elbow	Soffit	Back

CONDITION OF WINDOW – a tick-list of common defects –add notes into text box			
Description of defect		Description of defect	
Gaps leading to draughts		Timber decay in sills	
Visible gap at sill		Timber decay in sash frame – give details	
Meeting rails not level		Timber decay or defects in parting beads	
Broken sash cords		Timber decay or defects in baton rods	
Broken or cracked glass (details to be given)		Incorrect weights	
Timber decaying or damaged (specify)		Debris in weight pockets	
Previous repairs		Shutter defects (specify)	
Missing or defective putty		Ingo lining defects	
Missing or defective mastic		Structural opening defects or distortion	
Missing or defective sill bedding		Paint defects (specify)	
GENERAL COMMENTS ON EACH WINDOW …			