



*Proud of our past. Energised for our future.*

## **Appendix A - Windows**

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## **REPLACEMENT OF WINDOWS IN FLATS, LISTED BUILDINGS OR COMMERCIAL PREMISES**

If you live in a flat, Article 4 building, or occupy commercial premises and are considering installing new windows, please read and complete the information in this document.

### **Planning permission for replacement windows**

#### ***Flats and Maisonettes***

If you live in a flat, maisonette or house that has been converted into flats; you will need full planning permission to replace any windows (unless it is a like for like replacement or not considered to materially alter the appearance of the building).

#### ***Commercial Premises***

The replacement of windows in non-residential premises will require a full application for planning permission if the materials, design or any of the window sizes will differ from the current windows.

#### ***Information to be provided as part of any planning applications***

Where windows cannot be repaired on a like for like basis, they may need to be replaced. In any event, it is essential that the design of the windows are sympathetic to the building and the street scene.

If an application is required to be submitted please complete the rest of the document below and submit as part of your application.

If your property is a traditional property (for example built before 1900) and/or it is in a prominent part of a conservation area or other sensitive area, it is likely that we will ask for scaled existing and proposed drawings of the elevations including large scale (e.g. 1:20) details of the frames, glazing bars and sections. This is because, in these circumstances, the windows of a property can have a significant impact upon its character and that of the immediate area. Where planning permission is required, the Council has a duty to protect and enhance local character and distinctiveness. If we feel this is necessary, we will let you know after you have submitted the application,

however, if you think that you are likely to fit these criteria, feel free to contact us.

### Window materials and glazing details

For all planning applications for replacement windows please review the options below and tick the option that matches your proposal and write what the finish will be:

Material	Single glazed	Double glazed	Triple glazed	Finish (i.e. white paint finish)
Wood				
Powder Coated aluminium				
Aluminium				
UPVC/ PVC				Please see next page

### Existing and Proposed Windows Openings

Q1) What are the dimensions of the current & proposed windows to be changed, please provide a photo/s of the current windows and mark each window on the photo/s to be altered with an A, B, Ect...

Window A Existing	Width:	Height:	Window A proposed	Width:	Height:
Window B Existing	Width:	Height:	Window B proposed	Width:	Height:

Window C Existing	Width:	Height:	Window C proposed	Width:	Height:
Window D Existing	Width:	Height:	Window D proposed	Width:	Height:
Window E Existing	Width:	Height:	Window E proposed	Width:	Height:

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## Window material finishes

Please tick from the one material finishes below:

Please tick from the one material finishes below:



White



Golden Oak



Black



Cream



Mahogany



Chartwell Green



Irish Oak



Rosewood



Green



Antique Teak



Rustic Cherry



Grey



Soft Cherry



Grey



Sablbleu

Other window finish type,  
please describe below:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Please provide [brochure](#)



**Window type/ design – Please tick the window design for both existing and proposed**

A) Two pane window



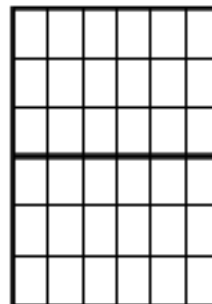
- Proposed  
 Existing

B) Four pane Window



- Proposed  
 Existing

C) Multiplane style



- Proposed  
 Existing

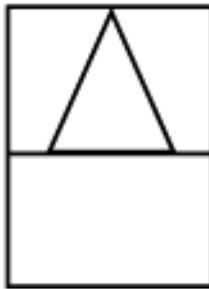
D) Other please draw



- Proposed  
 Existing

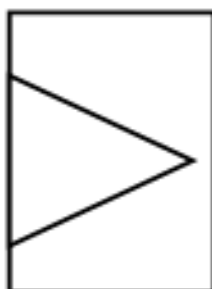
**Window Opening Method - Please tick the window opening method for both existing and proposed**

A) Top opening



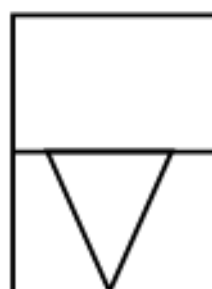
- Proposed  
 Existing

B) Inward/ outward



- Proposed  
 Existing

C) Bottom opening



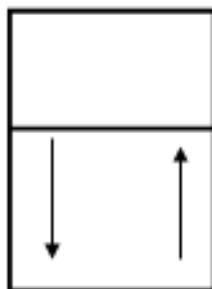
- Proposed  
 Existing

D) None opening



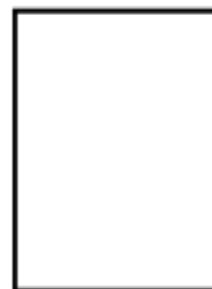
- Proposed  
 Existing

E) Sliding Sash



- Proposed  
 Existing

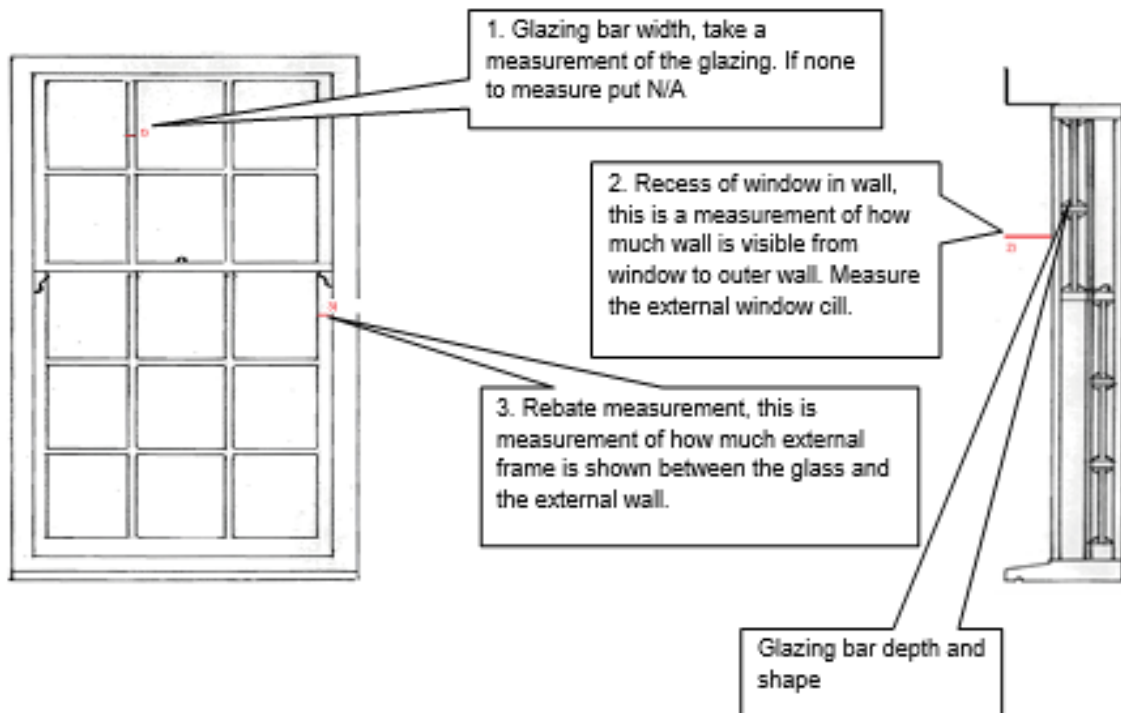
F) Other Please specify



- Proposed  
 Existing

### Exact Measurements for windows

Detail	Existing	Proposed
1. Glazing Bar Width, depth, shape. See 1. On the diagram below		
2. The depth of the recess of the window in the wall. See 3. On the diagram below		
3. Rebate of the window within the window opening in the wall. See 3. On the diagram below		



### List of relevant questions

Have you provided photos of the existing windows?	
Have you provided photos of all elevations of the property with the windows showing and marked A, B, C etc?	
Has the form been completed to correspond with the elevations?	
Have you provided a brochure detail of the windows?	
Have you indicated on the brochure which window you are proposing?	
Have you fully completed and signed the application form? A householder form is required for a domestic dwelling and a full application is required for a flat or commercial property.	
Have you provided a location plan at a scale of 1:1250 or 1:2500 showing your property with a red outline?	
Please note that after the provided details have been checked by our planning officers we may request that 1:20 scaled drawings of the proposed windows be provided if the details shown appear to be inappropriate and you live in a sensitive area.	

**Print Name:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_