

This leaflet can be obtained in alternative formats, e.g. in braille, large print, on audio tape, or e-mail by contacting the Council on telephone:

**01727 819344 or 819345**



The District Council Offices textphone number is **01727 819570**. The service is for customers with a hearing impairment.

এই লিফলেটে যে তথ্য দেওয়া হয়েছে যদি আপনি  
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[www.stalbans.gov.uk](http://www.stalbans.gov.uk)



Planning Advisory Leaflet



## REPLACEMENT OF WINDOWS IN FLATS, ARTICLE 4 AREAS AND COMMERCIAL PREMISES

If you live in a flat, Article 4 Area, or occupy commercial premises, and are considering installing new windows, please read the following guidelines.

### Planning permission for replacement windows

#### *Flats and maisonettes*

If you live in a flat, maisonette or a house that has been converted into flats, you will need planning permission to replace your windows.

#### *Article 4 Areas*

Planning permission is also required for all dwellings if you live in an Article 4 Area such as Verulam/Fishpool Street and Sopwell Lane/Albert Street, where the Council considers it important to retain the original appearance of the area.

Some streets in St Albans Town Centre are also within an Article 4 Area. Please telephone the Planning Department to check if this applies to your property. Information on the Article 4 Areas is also available in the planning section of the Council's website: [www.stalbans.gov.uk](http://www.stalbans.gov.uk).

#### *Commercial premises*

The replacement of windows in commercial premises (non-residential) also requires planning permission.

### Information required with your application

Where windows cannot be repaired, they may need replacing over time. However, it is essential that the design of the windows is sympathetic to the building and the street scene. If an application needs to be submitted, the Council will require the following information.

The Council will need to know the following about both your **existing** and **proposed** windows:

- their appearance** – drawings and photographs if possible;
- how they open (and will open)** – for example, vertical sliding sash, casement, top-hung, central pivot, tilt and turn;
- what material and finish they are (and will be)** – for example, painted wood, white UPVC, power-coated aluminium. The cill materials and finish will also be required.
- exact measurements** (see Figure 1) – including width of the glazing bars (1), and the total width of mullions and transoms where an opening light meets another opening light or a fixed (non-opening) light (2), the inner and outer frame width (3).

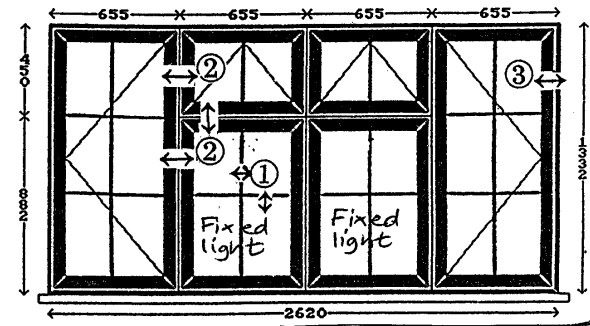


Figure 1 Measurements required

You will also need to provide:

- scaled drawings at a scale of at least 1:10, showing the whole existing and proposed windows;
- larger scale drawings, preferably at a scale of 1:1, of a typical section of frame and glazing bar of the existing and proposed windows;
- photographs of the existing windows are preferred, but this is not essential;
- a manufacturer's brochure extract may also be helpful if the windows are not going to be purpose-made for your property.

## Further advice

This Council's Conservation and Design team will be happy to advise you on the design of the new windows. Please note that historic windows should be repaired and not replaced, wherever possible.

## Listed buildings

Listed Building Consent is normally required for replacement windows in Listed Buildings. Please see also the Council's leaflet, *Listed Buildings*, available from the Customer Service Centre or from the Council's website.

## Further information

This advisory leaflet is intended to be a helpful and useful source of information and not binding on any party. The Council offers no guarantee or warranties concerning the accuracy of the information supplied.

For more information about the contents of this leaflet, contact:

The Planning Department  
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