

# Guidelines for Home Insulation in the Stockbridge Colonies

## WINDOWS

Given the high cost of heating and the need to conserve energy, many residents in the Colonies are exploring ways of reducing heat loss from their houses, and in particular ways of reducing heat loss from their windows.

Because our Colonies properties are category B listed, and located in a Conservation Area, the Council's planning guidance places conditions on what we are able to do. However, it is possible to improve the energy efficiency of our windows in ways that are compliant with planning guidance, as explained below.

Several people in the Colonies have already had secondary or double glazing fitted to their windows, or have installed draught-proofing, and it is from their experiences, plus conversations with Historic Environment Scotland, the City Council Planning Department, glazing suppliers and other specialist bodies that information has been gathered for these guidelines.

*This information was up to date at the point of publication but may change as both Council policies and the types, cost and effectiveness of glazing change, so residents are advised to check both of these before embarking on any alterations.*

For background to these guidelines, the following guidance documents are recommended:

[listed-building-and-conservation-areas \(edinburgh.gov.uk\)](https://www.edinburgh.gov.uk/listed-building-and-conservation-areas)

<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=3425bb51-8a55-4f99-b7aa-a60b009fbca2>

## WAYS OF REDUCING HEAT LOSS FROM WINDOWS

The most important step that we can take to maintain the thermal efficiency of our windows is to ensure that they are regularly maintained and repaired.

Single-glazed windows account for nearly 50% of heat loss in the living spaces of our houses, and even more if draughts from the windows are taken into account, so it makes sense to reduce that loss in whatever ways we can afford.

Some inexpensive but effective ways of doing this are:

- Draught proofing, either by adding draught-proofing strips round the sashes or having brushes fitted to the edge of the sashes
- Using window shutters, ideally ones that fit well
- Thick curtains and/or blinds

But the most effective way is to fit secondary or double glazing

## TYPES OF GLAZING

### **Secondary glazing**

This involves a sheet of glass or other transparent material fitted to the inside of the whole window frame, sash frames or panes. There are several different types of secondary glazing, some of them DIY, but some commercially manufactured.

#### DIY

- Transparent film fixed with double-sided tape to individual panes.
- Rigid sheets of transparent material, e.g. Perspex, fixed with Velcro or magnetic strips, and attached to the whole sash

#### Commercially manufactured.

- Glass in a frame, covering the whole window, and fixed in place semi-permanently.
- Individual removable plastic panes with a rubber surround.

For more details, see: [Secondary glazing | Centre for Sustainable Energy \(cse.org.uk\)](https://www.cse.org.uk/secondary-glazing)

#### Pros:

- Does not require Listed Building Consent (but LBC should be applied for if the type of glazing alters the external appearance of the window)
- Cheaper than double glazing
- Some kinds can be removed easily and stored till needed
- Most kinds do not require a professional fitter

#### Cons:

- May not prevent condensation
- Minimal sound-proofing (depending on type of glazing)
- Less effective than double glazing at reducing heat loss
- Depending on how fitted, may prevent shutters from closing and involve removing window catches
- Some types may affect the external appearance of the window and therefore be unacceptable for listed properties in a conservation area such as the Colonies
- Some types may reduce ventilation (it is important to retain some ventilation even if this means some draughts)

### **Double glazing**

Any type of glazing which involves two panes of glass with a vacuum or gas in between them is called double glazing, but is sold under different names, depending on the dimensions. For example:

- 'Slimlite' glazing has a 4mm gas-filled cavity between two 4mm panes of glass (12mm in all)
- 'Slimline' glazing has a 6mm gas-filled cavity between two 4mm panes of glass (14mm in all)

These are collectively referred to in the Council guidance as 'narrow profile glazing'.

- Vacuum glazing is narrower in profile than gas-filled glazing and very effective in reducing heat loss so is potentially a good option, but is expensive, and not fitted by all local suppliers of double glazing.

Glazing that has a cavity larger than 6mm is not generally acceptable in standard two-over-two paned Colonies windows but will probably be granted Consent if fitted to a modern build-out dormer, and possibly to windows with only single panes in both sashes. However, the thicker panels of glass may be too wide to fit into traditional sash and case windows.

Pros:

- Reduces heat loss much more effectively than secondary glazing
- Can eliminate condensation in a well-ventilated property
- Provides a good degree of sound-proofing
- Does not interfere with opening and locking windows, or with shutters

Cons:

- Requires Listed Building Consent
- Is expensive compared with secondary glazing

### **Double-glazing suppliers/installers**

Double glazing can be fitted within existing sash and case windows, and the work done by a joiner or double glazing specialist. Not all companies will do this work, however, many preferring to provide new sashes with the double glazing already installed.

## **CURRENT COUNCIL POLICY FOR FITTING SECONDARY AND DOUBLE GLAZING**

Our Colonies properties are category B listed and located in a Conservation Area.

This means we are encouraged to preserve the historic character of the houses, which in relation to windows means retaining as many original or 'old' features as possible. This includes original window glass, window woodwork, shutters, window catches, etc.

Due to its quality and durability, the original hardwood timber used for Colonies windows will outlast modern, softer timber provided it is regularly maintained and painted.

- The listed status of the houses means that Listed Building Consent (LBC) is required to fit double glazing (**there is no charge for this**).
- Major alterations that change the appearance of the windows, e.g. the use of metal or plastic in place of wood, are not permitted and the original wood should be repaired if possible.
- If the glass in a whole window or most windows in a property is original or 'old' (i.e. has some bubbles and imperfections in it), it should be retained, so secondary glazing is the best option.
- Secondary glazing is likely to require listed building consent only where it will impact on architectural detail or affect the external appearance of the building.
- At present, for standard Colonies windows (i.e. not including modern dormers) only 'narrow profile glazing' is permitted (see above). This can normally be fitted into existing sashes, or fixed panels in dormers, depending on the number of panes and condition of the timber, but not all suppliers will fit glazing into existing windows. Joiners are more likely to do so than glazing suppliers.
- If the window timber is mostly sound but in need of some repair, Listed Building Consent will be granted if the application is for narrow profile glazing fitted to the repaired window. Small repairs do not need to be mentioned in the application. If the timber is in very poor condition and cannot be repaired, Listed Building Consent is likely to be granted for a replacement window fitted with double glazing.
- Ideally, replacement windows should be of the same style as that originally used in the Colonies, which in most streets was two panes above two, but this is not essential. Like-for-like replacement will also be acceptable.

- When an application is submitted for Listed Building Consent for a complete window replacement, Council guidance states that a professional survey may be requested in order to establish that practicable repairs can't be made to the original window. However, in practice, replacement sashes are normally accepted without the need for any additional requirements.
- If the window to be replaced differs in style from a traditional window, the replacement should ideally be of the original style (e.g. one-over-one panes replaced by two-over two), but there is no hard and fast rule about this.

### APPLYING FOR LISTED BUILDING CONSENT

To apply for Listed Building Consent an application form must be submitted to the Council. This can be downloaded from their website once an account has been opened, see:

<https://www.eplanning.scot/ePlanningClient/>

**There is no charge for making an application and, although the form can seem very intimidating, it is possible to be completed by a lay person, thus avoiding the cost of employing a professional.**

See Appendix for a sample completed application form for Slimline double glazing to be fitted into existing windows.

**Also, you can view all current and past planning applications on the council website at: [Simple Search \(edinburgh.gov.uk\)](http://www.edinburgh.gov.uk)**

The information required for an application includes the following:

- A plan to show the location of your property within the Colonies. The property (i.e. house and garden) must be outlined in red.

**(See Appendix for a location plan which can be printed, marked in red, then scanned and submitted with the application form)**

- A photograph of the outside of the building showing the windows into which double/secondary glazing is to be installed. If any timber is rotten and needs replacing, include photographs of this as well. This will be especially helpful if the aim is to replace the window frames and/or casement.
- Cross sectional drawings showing the width of the glass, the depth of the cavity gap and the size of the proposed panes are now mandatory.
- If you wish to replace the sash and case windows, either on a like for like basis or by changing the number of panes (e.g. from one above one to two above two), you will need to produce elevation drawings to show 'before' and 'after' designs.

**(See Appendix for template cross-sections of permissible double glazing and template elevation drawings for typical Colonies windows. These can be copied and used in your application, or amended to suit your own window design (i.e. the shape and dimensions of the astragals etc.).**

*NOTE that some firms/individual joiners that fit double glazing will also complete the Listed Building Consent application for you, but this will add to the overall cost of the job (by from £300 to over £600). Firms that offer this service may use an architect or technician to undertake this work, but it may be cheaper for you to employ them yourself.*

## PENALTIES

While it is an offence to carry out works to a listed building without Listed Building Consent, it is very unlikely that non-compliance would lead to a fine, but it may be a problem when a property is sold and proof of consent for alterations is requested. In such a case, Listed Building Consent can be applied for retrospectively, though it may not be granted in all circumstances and could result in significant delay to the selling process.

The Council does have powers to raise enforcement orders through the courts and there has been at least one case in the Colonies where a resident installed white uPVC windows without permission and was served with an enforcement order by the Council.

## ASSISTANCE and ADVICE

There is currently no financial assistance on offer from the Council or Government for fitting double or secondary glazing. However, grants may still be available for our properties from Edinburgh World Heritage. See their website:

[https://ewh.org.uk/climate-emergency-grant/?utm\\_campaign=shareaholic&utm\\_medium=whatsapp&utm\\_source=im](https://ewh.org.uk/climate-emergency-grant/?utm_campaign=shareaholic&utm_medium=whatsapp&utm_source=im)

For advice on measures you could take to improve the energy efficiency of your property, see the Home Energy Scotland (HES) website. You may also request a home visit from HES

<https://www.homeenergyscotland.org>

**If you would like to speak to anyone who has had secondary or double glazing fitted in the Colonies, you could use Grapevine to request their help and to ask for recommendations for firms or individuals who can do the work.**

Information compiled by Ian Mclean and Rose Pipes on behalf of the  
Stockbridge Colonies Residents Association, March 2023

# Appendix

## • EDINBURGH •

THE CITY OF EDINBURGH COUNCIL

Business Centre G.2 Waverley Court, 4 East Market Street Edinburgh EH8 8BG

Tel: 0131 529 3550

Fax: 0131 529 6206

Email: [planning.systems@edinburgh.gov.uk](mailto:planning.systems@edinburgh.gov.uk)

Applications cannot be validated until all necessary documentation has been submitted and the required fee has been paid.

Thank you for completing this application form:

### ONLINE REFERENCE

The online ref number is the unique reference for your online form only. The Planning Authority will allocate an Application Number when your form is validated. Please quote this reference if you need to contact the Planning Authority about this application.

## Description of Proposed Works to Listed Building

Are the proposals to alter, extend or demolish the listed building(s)? \*

Yes  No

If yes, please provide further details: \* (Max 500 characters)

to insert slimline double-glazed units into existing (original) wooden sash and case bay window

Has the work already been started and/or completed? \*

No  Yes - Started  Yes - Completed

Please Note: it can be a criminal offence to undertake works that require listed building consent in advance of obtaining consent.

## Applicant or Agent Details

Are you an applicant, or an agent? \* (An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application)

Applicant  Agent

## Applicant Details

Please enter Applicant details

Title: \*

You must enter a Building Name or Number, or both:\*

Other Title:

Building Name:

First Name: \*

Building Number:

Last Name: \*

Address 1 (Street): \*

Company/Organisation:

Address 2:

Telephone Number: \*

Town/City: \*

Extension Number:

Country: \*

Mobile Number:

Postcode: \*

Fax Number:

Email Address: \*

## Site Address Details

Planning Authority:

City of Edinburgh Council

Full postal address of the site (including postcode where available):

Address 1:

Address 5:

Address 2:

Town/City/Settlement:

EDINBURGH

Address 3:

Post Code:

Address 4:

Please identify/describe the location of the site or sites.

Northing

Easting

## Existing and Proposed Uses

Please describe the current use: \* (Max 500 characters)

Residential property

Please describe the proposed use: \* (Max 500 characters)

No change to property other than proposed insertion of double-glazed units into existing bay window

## Pre-Application Discussion

Have you discussed your proposal with the planning authority? \*

Yes  No

## Listed Building Category

Please state the category of listing (if known) of the building in the list of Buildings of Special Architectural or Historic interest: \*

- Category A
- Category B
- Category C
- A (Group)
- B (Group)
- Ecclesiastical Category A
- Ecclesiastical Category B
- Ecclesiastical Category C
- Don't Know

## Demolition of Listed Building

Does the proposal involve demolition of a listed building or a building within the curtilage of a listed building? \*

- Total or substantial demolition of the listed building
- Total or substantial demolition of a building within the curtilage of the listed building
- Other (partial demolition or alterations)

## Listed Building Alterations

Do the proposed works include alterations and/or extensions to a listed building? \*  
(This may be in addition to any demolition works specified previously)

Yes  No



Does the proposal include:

Works to the exterior of the building? This would include works to any structure or object fixed to the building or to any other buildings within its curtilage: \*

Yes  No

Works to the interior of the building? This would include any stripping out of any internal features eg. Wall, ceiling, plasterwork, joinery, panelling, fireplaces, chimney pieces, staircases, ironmongery, doors, flooring, floor finishes/floorboards, tiling, stencilled decoration, fixed furniture and fittings, including machinery: \*

Yes  No

Please state the number of attachments you will be including with this proposal, this may include plans, drawings and photographs sufficient to identify the location, extent and character of the items to be altered, extended or removed, and the proposal for their replacement, including any new means of structural support and detailed specification of proposed finishing materials.

Number of plans, drawings and photographs in total? \*

1

## Proposals Relating to Listed Building

Are there any current applications or existing consents or permissions for this site? \*

Yes  No

## Planning Service Employee/Elected Member Interest

Is the applicant, or the applicant's spouse/partner, either a member of staff within the planning service or an elected member of the planning authority? \*

Yes  No

## Certificates and Notices

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997

The Town and Country Planning (Listed Building and Buildings in Conservation Areas) (Scotland) Regulations 1987

One Certificate must be completed and submitted along with this form; either Certificate A, Certificate B or Certificate C.

Are you the sole owner of ALL the land/building relevant to this proposal? \*

Yes  No

## Certificate Required

The following Land Ownership Certificate is required to complete this section of the proposal:

Certificate A

# Land Ownership Certificate

Certificate and Notice

The Planning (Listed Buildings and Conservation Areas) (Scotland) act 1997

The Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987

Certificate A

I hereby certify that – (See the help section for notes)

(1) - No person other than myself/the applicant was an owner [Note 1] of any part of the land to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application.

Signed:

Date:

Please tick here to certify this Certificate. \*

## Checklist - Application for Listed Building Consent

Please complete the following checklist to make sure you have provided all the necessary information in support of your application. Failure to submit all this information may result in your application being deemed invalid. The planning authority will not start processing your application until it is valid.

A location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north. \*  Yes  No

A copy of other detailed plans, drawings, photographs (with annotations to describe the details of materials and workmanship) as necessary to describe your proposals. \*  Yes  No

Elevations. \*  Yes  No

Floor Plans. \*  Yes  No

Roof Plan. \*  Yes  No

Does your plan include:

Sections. \*  Yes  No

Perspectives or Photomontages. \*  Yes  No

Block Plan. \*  Yes  No

Special Detailed Drawings. \*  Yes  No

Detailed specification of finishes. \*  Yes  No

Current or old photographs. \*  Yes  No

What other information are you submitting in support of your application? \*

- Design Statement.
- Supporting Statement.
- Condition Survey Report.
- Feasibility Study.
- Development Appraisal.
- Environmental Impact Statement.
- Conservation Survey/Statement/Plan.
- Other.

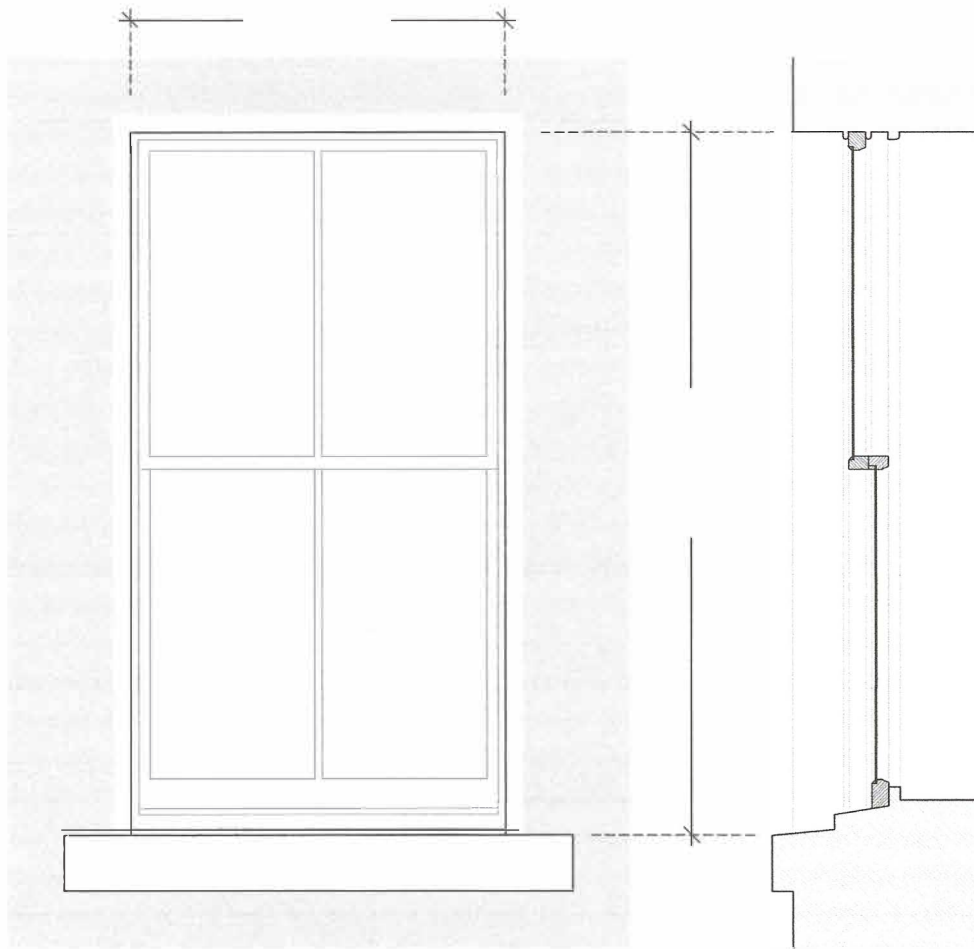
■ LOCATION PLAN



Location plan scale 1:1250  
[at A3]



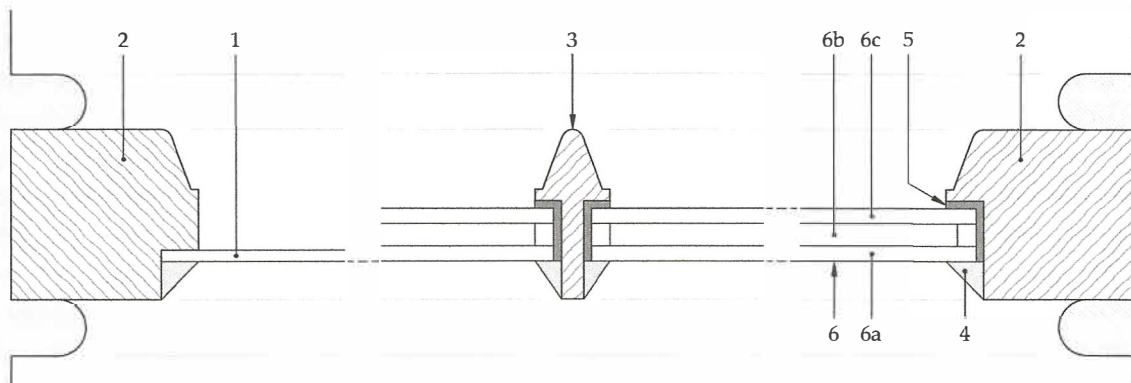
# Typical Sash Window - Type 1 Stockbridge Colonies



**Elevation**  
Existing & Proposed

**Cross Section**  
Existing

## Detail (1 : 2)



**Existing | Sash Stile**

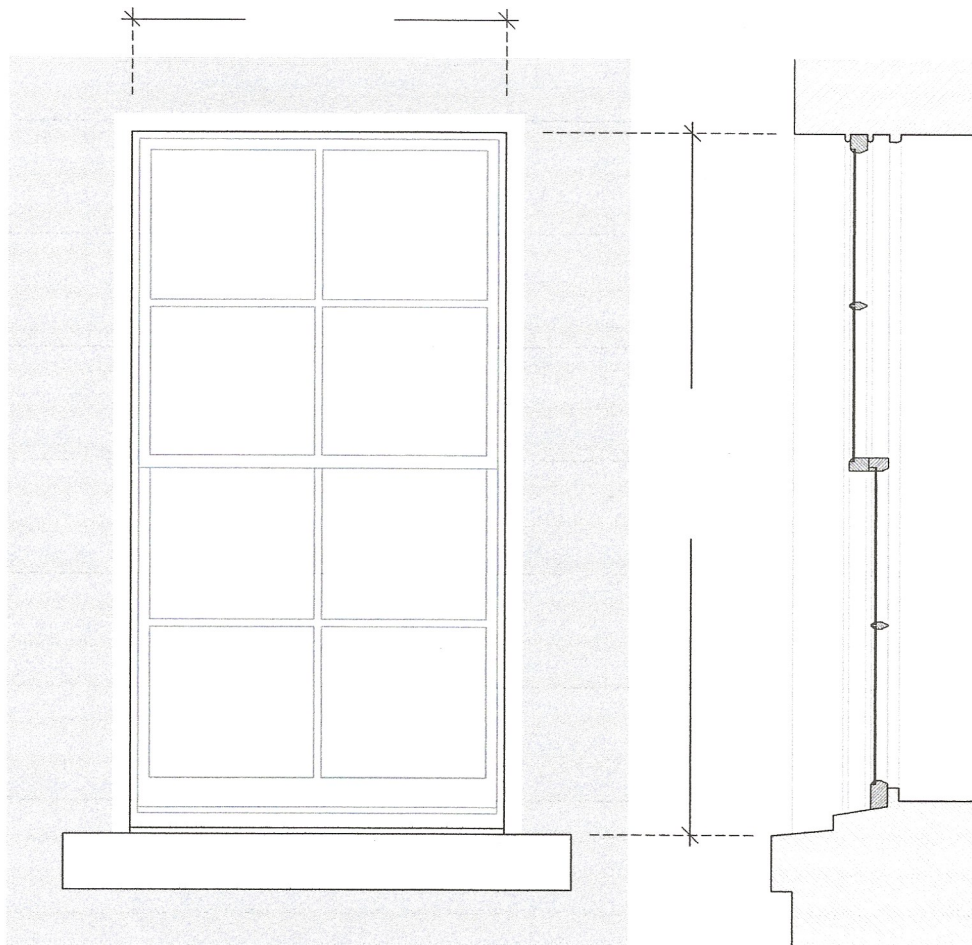
**Proposed | Sash Bar**

**Proposed | Sash Stile**

- 1 Existing glass
- 2 Existing timber sash stile
- 3 Existing timber sash bar
- 4 Putty
- 5 Butyl

- 6 New double glazing unit
- 6a Outer 4 mm Low E self-cleaning glass
- 6b Cavity 6 mm argon filled cavity
- 6c Inner 4 mm Low E glass

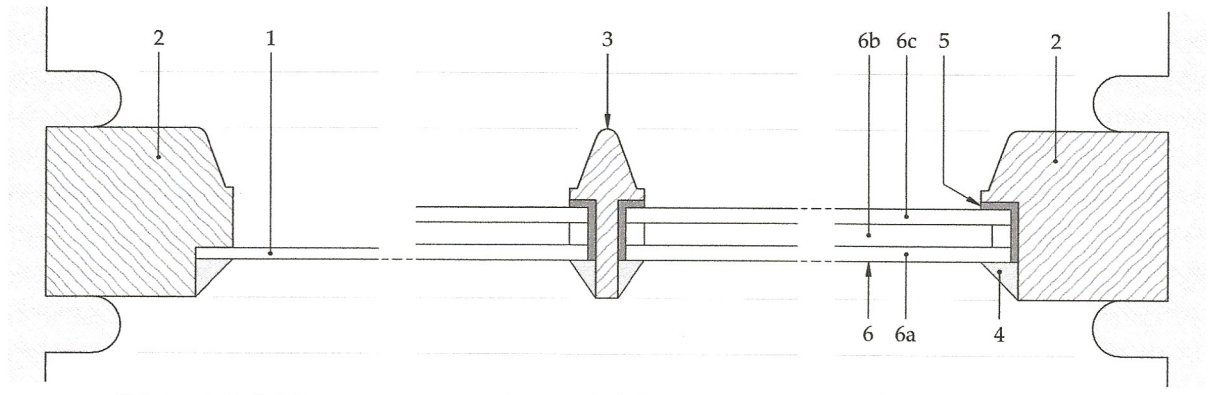
# Typical Sash Window - Type 2 Stockbridge Colonies



**Elevation**  
Existing & Proposed

**Cross Section**  
Existing

**Detail (1 : 2)**



**Existing | Sash Stile**

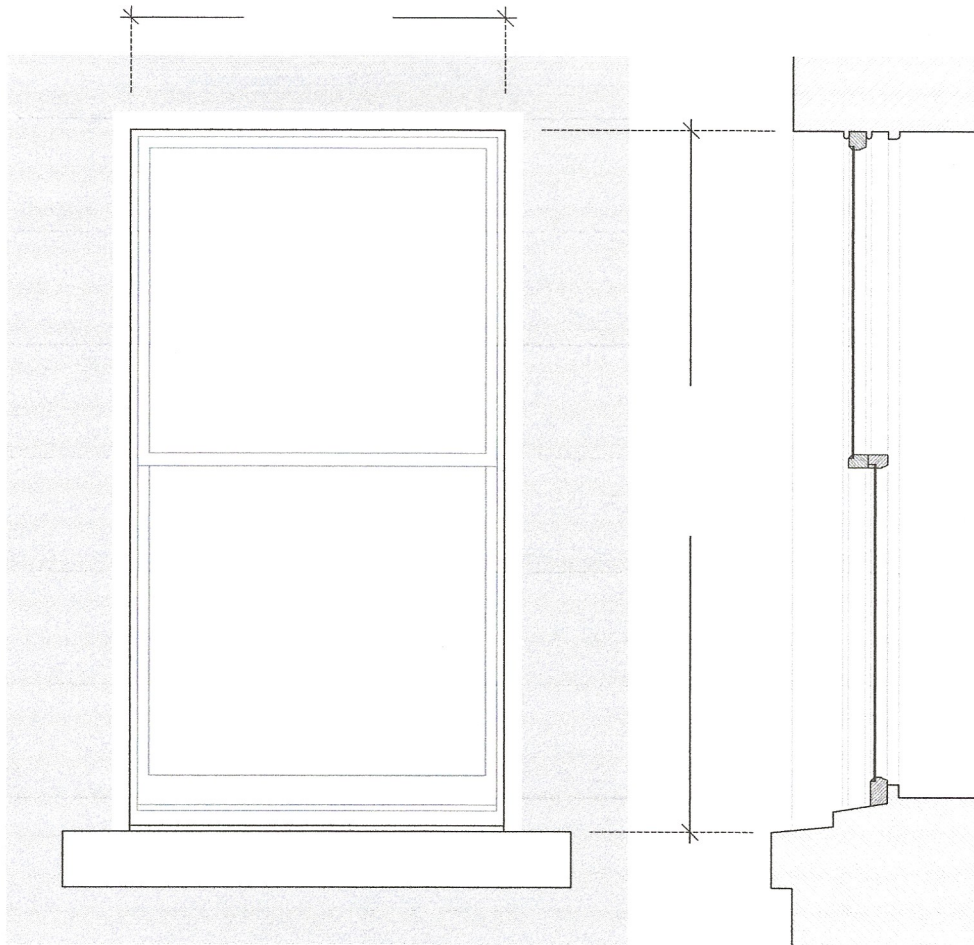
**Proposed | Sash Bar**

**Proposed | Sash Stile**

- 1 Existing glass
- 2 Existing timber sash stile
- 3 Existing timber sash bar
- 4 Putty
- 5 Butyl

- 6 New double glazing unit
- 6a Outer 4 mm Low E self-cleaning glass
- 6b Cavity 6 mm argon filled cavity
- 6c Inner 4 mm Low E glass

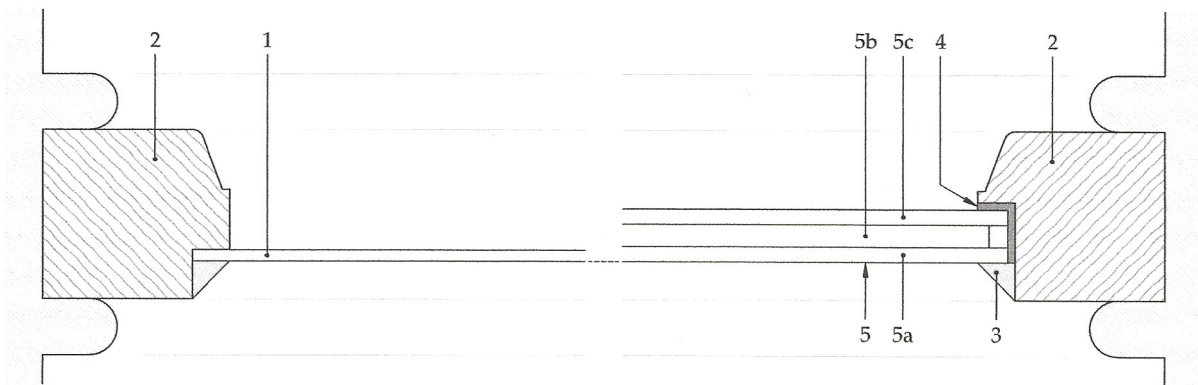
# Typical Sash Window - Type 3 Stockbridge Colonies



**Elevation**  
Existing & Proposed

**Cross Section**  
Existing

## Detail (1 : 2)



Existing | Sash Stile

Proposed | Sash Stile

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 Existing glass</li> <li>2 Existing timber sash stile</li> <li>3 Putty</li> <li>4 Butyl</li> </ul> | <ul style="list-style-type: none"> <li>5 New double glazing unit</li> <li>5a Outer 4 mm Low E self-cleaning glass</li> <li>5b Cavity 6 mm argon filled cavity</li> <li>5c Inner 4 mm Low E glass</li> </ul> |
|--|---|