

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Enterprise, Planning & Infrastructure
DATE	15 November 2011
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Technical Advice Note: The Repair and Replacement of Windows and Doors
REPORT NUMBER:	EPI/11/295

---

### 1. PURPOSE OF REPORT

- 1.1 The Planning etc. (Scotland) Act 2006 paragraph 22 (1) states that a planning authority may adopt and issue guidance in connection with a local development plan. Aberdeen City Council has already prepared a number of draft Supplementary Guidance documents and has consulted on 49 of these alongside the Proposed Aberdeen Local Development Plan for a period of 16 weeks (between 24 September 2010 and 17 January 2011). These Supplementary Guidance documents were approved or reissued for further consultation, and a further two draft Supplementary Guidance documents were published for consultation following the Enterprise, Planning and Infrastructure Committee of 13 September 2011.
- 1.2 The purpose of this report is to obtain Committee approval for a new item of draft Technical Advice, on the Repair and Replacement of Window and Door, to be issued for public consultation. Please see appendix 1 for a copy of the Technical Advice Note. The document has been prepared in support of the Aberdeen Local Development Plan (LDP). The public consultation to be undertaken would last 8 weeks, exceeding the statutory minimum of 6 weeks to take account of holidays during the festive period. It is proposed that the consultation period will run from Friday 25 November 2011 until Friday 20 January 2012. The document provides the means of assessing development proposals affecting the repair and replacement of windows and doors within Aberdeen. Technical Advice Notes do not carry the same weight as Supplementary Guidance when adopted as part of the Local Development Plan.
- 1.3 The Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 will come into force early 2012 and amends the permitted development rights of house and flat owners with regard to modification and additions to their properties. As such the existing 'Replacement Windows and Doors' and 'The Repair and

Replacement of Timber Sash and Case Windows' requires to be updated.

## 2. RECOMMENDATION(S)

2.1 It is recommended that the Committee:

- (a) Approve the Repair and Replacement of Windows and Doors Technical Advice Note document for an eight week public consultation.
- (b) Agree that following completion of the relevant consultation, any comments received and subsequent amendments to the draft Advice be presented to a future meeting of the Committee.

## 3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from this report, other than costs incurred through consultation and publicity related to the proposed guidance. Any such expenses incurred can be met through existing budgets. The implication for the priority based budgeting is positive. Detailed topic-based advice has value in reducing officer time spent on pre-application discussions, and will therefore prove fruitful in reducing cost. This relates to PBB option EPI PSD02 - Rationalise planning application management.

## 4. OTHER IMPLICATIONS

4.1 There are no known legal or equipment implications arising from this report.

4.2 As a major landowner in the city, proposals for the development of land and assets owned by Aberdeen City Council will be subject to assessment in line with the principles and standards set out in the Guidance, where applicable.

4.3 The progression of the Advice document will provide a clear framework for decision making, allowing comprehensive guidance for both applicants and officers, thereby making a significant contribution towards the Council's aim of promoting and achieving sustainable development.

4.4 The proposed Technical Advice Note on the Repair and Replacement of Windows and Doors provides clear information regarding when repair of windows and door is expected and where replacement is required the styles and finishes that are expected.

4.5 The draft Advice will be incorporated when finalising the Strategic Environmental Assessment (SEA) environmental report at the end of the Local Development Plan process.

## 5. BACKGROUND/MAIN ISSUES

5.1 The Council agreed the content of the Proposed Plan on 18 August 2010. The Proposed Plan was a critical stage in the plan preparation process and was the result of a significant amount of assessment and public consultation.

5.2 The extant Aberdeen Local Plan 2008 lists the extant Supplementary Planning Guidance, which includes the Supplementary Planning Guidance, 'Replacement Windows and Doors' and 'The Repair and Replacement of Timber Sash and Case Windows'. Within the Aberdeen Local Development Plan – Proposed Plan, these two documents are classed as Technical Advice Notes. These have been merged to form the Technical Advice Note on 'The Repair and Replacement of Windows and Doors'. This has also been updated to take into account the Scottish Government's intended changes to domestic Permitted Development rights, which are intended to come into effect in early 2012 when the relevant amendment order is due to come into effect. Following the legislation laid under Section 22 of The Planning etc. (Scotland) Act 2006 Act and regulation 27 the 'The Repair and Replacement of Windows and Doors' guidance cannot be termed supplementary guidance.

5.3 The document is a Technical Advice Note, therefore the information provided within it is not deemed to have the same weight as Supplementary Guidance or the Aberdeen Local Development Plan when adopted. The document however does provide information and guidance which is considered a material consideration when analyzing a planning application.

5.4 The purpose of the Advice document is to provide information on when planning permission is required with respect to the repair and replacement of windows and doors. The document also provides further guidance in respect to the detail required and appropriate finishes regarding windows and doors. The document covers a range of buildings including houses, flats and non-residential accommodation. This will ensure that, where planning permission is required for works relating to windows and doors, members of the public and agents are given strong advice on what is deemed to be acceptable. This will ensure that there is a consistent approach relating to windows and doors within those areas where planning permission is required.

## 6. IMPACT

6.1 The Local Development Plan continues to support the vision of Aberdeen becoming an even more attractive place to live and in which

to do business and will ensure that high quality employment opportunities exist. This process aspires to improve the access that the people of Aberdeen have to high quality services that meet their needs. The development and refinement of fit for purpose guidance to assist the Aberdeen Local Development Plan is paramount to supporting this vision and achieving the goals that Aberdeen aspires to.

- 6.2 The vision for Aberdeen is to be a city which is vibrant, dynamic and forward looking – an even better place to live and work, where people can expect high-quality services that meet their needs. This means making a visible difference to the quality of the city’s urban and natural environment by promoting high quality development and providing an effective infrastructure to make us a world class strategic location.
- 6.3 To do this we must think strategically, facilitate development, engage positively with communities and the business sector and be open and transparent in our decision making. We also have a key role in delivering the vision for the City and Shire as expressed through regional plans and strategies. Planning and Sustainable Development is tasked with seeing that Aberdeen stays at the forefront of planning for the future.
- 6.4 The guidance represented in this report relates to the following Single Outcome Agreement objectives: 1- We live in a Scotland that is the most attractive place for doing business in Europe; 2- We realise our full economic potential with more and better employment opportunities for our people; 10- We live in well-designed, sustainable places where we are able to access the amenities and services we need; 12- We value and enjoy our built and natural environment and protect it and enhance it for future generations; 13- We take pride in a strong, fair and inclusive national identity; and 15- Our public services are high quality, continually improving, efficient and responsive to local people’s needs.
- 6.5 The guidance represented in this report meets the vision of the Community Plan in promoting a strong image of the City and a sense of civic pride.
- 6.6 The guidance represented in this report supports the Council’s 5 year Business Plan in terms of protecting and enhancing our high quality natural and built environment,
- 6.7 An equalities and human rights impact assessment (EHRIA) has been carried out in relation to the proposed Technical Advice Note, with the results included as Appendix 2 to this report.

## 7. BACKGROUND PAPERS

- Aberdeen Local Development Plan – Proposed Plan

[http://www.aberdeencity.gov.uk/Planning/ldp/pla\\_aldp\\_document\\_map.asp](http://www.aberdeencity.gov.uk/Planning/ldp/pla_aldp_document_map.asp)

- Appendix 1 – Technical Advice Note: The Repair and Replacement of Windows and Doors
- Appendix 2 – Equalities and human rights impact assessment

8. REPORT AUTHOR DETAILS

Donna Laing  
Planning Trainee  
[DLaing@aberdeencity.gov.uk](mailto:DLaing@aberdeencity.gov.uk)  
01224 523512