

Mid Suffolk District Council October 2025

Local Listed Building Consent

Mid Suffolk Order (No.1)

- Secondary glazing replacement windows
- Replacement glazing
- Replacement glazed or part-glazed doors

in Grade II Listed Buildings

LOCAL LISTED BUILDING CONSENT (MID SUFFOLK) ORDER (NO. 1) 2025
‘SPECIFIED WORKS’ TO WINDOWS AND GLAZED OR PART-GLAZED DOORS IN
‘DEFINED’ CIRCUMSTANCES

Citation

This Order may be cited as the Local Listed Buildings Consent (Mid Suffolk) Order No 1. 2025 and comes into force on 18th August 2025 and has effect for three years from that date.

Definitions

Actual Works	means:	the ‘as-built’, ‘as-installed’ or otherwise ‘as-carried out’ works
The Agent	means:	a competent person instructed by the Owner to act of their behalf in respect of matters pertaining to this LLBCO
Consented Works:	means:	works that meet the requirements of all the appropriate provisions of this LLBCO and therefore benefit from deemed listed building consent under the Order
The Council	means:	Mid Suffolk District Council, as local planning authority or such successor body/bodies as may be the relevant council/s for the equivalent area following Local Government Reorganisation.
The Order	means:	the LLBCO
The Owner	means:	the freehold owner of the building
LLBCO	means:	The Local Listed Building Consent (Mid Suffolk) (Order) 2025
LLBCO Completion Notice Statement [“CNS”]	means:	the prescribed written statement required by the Council to be issued to it, by the Owner informing The Council that the Proposed Works described in the Pre-Start Notification Statement have been carried out. The CNS to be issued to the Council no later than 28 days after the Proposed Works have been carried out
LLBCO Statement of Compliance [SoC]	means:	the written statement provided by the Council to the Owner in which the status of the Actual Works is confirmed. This confirmation will confirm whether the Actual Works constituted Consented Works or were not Consented Works. This service is subject to prior payment of a published fee
LLBCO Pre-Start Notification Statement [“PSNS”]:	means:	the prescribed written statement required by the Council to be issued to it, by the Owner informing The Council of the Owners intention to carry out works believed by the Owner to be Consented Works under the Order. The PSN to be issued to the Council not later than 28 days before the Proposed Works are started
Proposed Works	means:	such works as it is intended to carry out as described in the PSN

Slimline Glazing means : glazing that is specifically designed for conservation and listed buildings, is a type of double glazing that aims to mimic the appearance of single glazing while providing the thermal benefits of double glazing. It achieves this by using narrower cavities between the glass panes, reducing the overall thickness of the unit. This allows for the preservation of a building's historic character while improving energy efficiency. Vacuum Insulated Glass (aka 'Vacuum Glass') has the slender profile of single glazing while delivering advanced thermal and acoustic performance that can outperform even triple glazing. Vacuum glass is the most thermally and acoustically efficient glazing on the market today. Thinner and lighter than traditional double glazing, vacuum glass is also more durable and attractive, lending itself to conservation sliding sash and casement windows. Certain Vacuum glazing is constructed from two sheets of toughened glass bonded together, leaving a 0.3mm vacuum gap, air is then evacuated, the unit sealed, and advanced technology is used to maintain the vacuum.

Interpretation

The singular shall include the plural and vice versa unless the context explicitly indicates otherwise.

1.0 Consented Works (Classes A – C)

Classes

Class A: Application of internal secondary glazing to windows.

Class B: Replacement of an existing window, fanlight, glazed or part-glazed external door or replacement of glass in a window or door in an extension to a listed building which was constructed after the date of listing and that extension was constructed and the window or door was installed with the benefit of listed building consent where the replacement is with a double-glazed window or glazed or part-glazed door or replacement of a single-glazed pane of glass with an insulated glass unit or vacuum glazing unit.

Class C: Replacement of an existing window, fanlight, glazed or part-glazed external door or replacement of glass in a window or door where the window or glazed or part-glazed door was installed in a listed building after the date of listing and with the benefit of listed building consent with a double-glazed window or glazed or part-glazed door, or replacement of single glazed panes with insulated glass units or vacuum glazing units.

1.1 Works not permitted

- (1.1) Works are not consented if —
- (a) they relate a Grade I or Grade II* listed building; or
 - (b) they relate to an ecclesiastical building¹; or
 - (c) they relate to a Scheduled Monument.

¹ for the purpose of this LLBCO ecclesiastical building is defined as Christian church buildings [specifically -The Church of England, The Roman Catholic Church, The Methodist Church, The Baptist Church of Great Britain, The United Reformed Church] which are currently used for worship or are now vacant and have never had any other use and where the Ecclesiastical Exemption Order 2010 applies. In circumstances where such a building is not exempt under the Ecclesiastical Exemption Order 2010, the LLBCO shall apply with all the restrictions set out in the LLBCO.

1.2 Class A:

Application of internal secondary glazing to windows

- Consent is given subject to the conditions at A1: -

Conditions A.1

- (a) the secondary glazing is applied internally and is designed to minimise its visibility from the exterior of the building;
- (b) no parts of the existing window construction, including frames, cills, sub cills, jambs, aprons, casings, sash boxes, shutters or shutter boxes, ironmongery or other window furniture shall be altered or removed and frames and shutter boxes shall not be cut to accommodate the secondary glazing (and shutters shall remain operable);
- (c) framing elements of the secondary glazing system shall have a painted or coated finish to match the windows and their surrounds;
- (d) no additional draft proofing measures are to be installed to the existing window, and ventilation measures shall be incorporated in the secondary glazing as necessary to avoid the build-up of condensation in the air space between the two;
- (e) the glass shall not to be tinted or obscured (except where the window to be replaced was there at the time of listing or had the benefit of a subsequent listed building consent);
- (f) the use of uPVC is not consented by this Class;
- (g) The Proposed works shall not be started unless and until the written Pre-Start Notification Statement required at (h) has been properly issued by the Owner or their Agent and written acknowledgement of receipt required at (i) has been properly issued to the Owner by the Council.

LLBCO Pre-Start Notification Statement [PSNS]

- (h) **The Council shall be notified in writing by the Owner or the Agent of the intention to undertake the Proposed Works not less than 28 calendar days prior to the Proposed Works being started.** Such notification [PSNS] shall be issued by way of the Council's on-line PSNS procedure which requires the following information to be included:
 - Address of the property at which the Proposed Works are to be carried out
 - The name of the Owner and any Agent acting for the Owner of the said property
 - Contact details, including email address and telephone number for the above

- A full written description of the Proposed Works such that the window in the property can be clearly identified
 - Copies of such drawings, images or manufacturers specification of the Proposed Works as may have been produced
 - A full annotated set of internal and external photographs that show all of the relevant existing details and features affected by the Proposed Work/s and their locational context;
 - The date of intended start of the Proposed Works
 - The expected date of completion of the Proposed Works
 - The date of submission of LLBCO Pre-Start Notification Statement
- (i) Where the PSNS has been issued by the Owner or Agent to the Council via its PSNS procedure, the Council will issue written acknowledgement of the receipt of the PSNS to the Owner within 3 full working days of its receipt. At that point the Owner will be free to undertake the Proposed Works at their own risk. The Council will not provide written confirmation that Proposed Works described in the PSNS constitute Consented Works.

LLBCO Completion Notification Statement [CNS]

- (j) **Within 28 calendar days of the Proposed Works having been carried out the Owner or the Agent shall notify the Council in writing that the Proposed Works have been carried out.** Such notification [CNS] shall be issued by way of the Council's on-line PSNS procedure which requires the following information to be included:
- Address of the property at which the Proposed Works are to be carried out
 - The name of the Owner and any Agent acting for the Owner of the said property
 - Contact details, including email address and telephone number for the above
 - Date the Actual Works were completed
 - A full annotated set of internal and external photographs that show all of the Actual Works carried out
 - The date e CNS has been issued by The Owner or The Agent via the Council's on-line PSNS procedure, the Council will issue written acknowledgement of the receipt of the CNS to the Owner within 3 full working days of its receipt. The Council will not provide written confirmation that Actual Works constitute Consented Works.

Works carried out that are not Consented Works

- (k) If any part of the Actual Works carried out are not those described in the PSNS or the notification requirements at (h) and (j) have not been followed, then the Actual Works will not be Consented Works, and the provisions of The Planning (Listed Buildings and Conservation Areas) Act 1990 will apply to those works.

LLBCO Statement of Compliance (SoC)

- (l) In the event of the Owner wishing to have written confirmation from the Council that the Actual Works carried out were Consented Works under The Order, the Owner can, for the published fee , request such written confirmation through the Council's on-line SoC procedure. The Council may determine the Actual Works were not Consented Works, and in such circumstances the provision in (k) will apply.

1.3 Class B:

Replacement of an existing window, fanlight, glazed or part-glazed external door or replacement of glass in a window or door in an extension to a listed building which was constructed after the date of listing and that extension was constructed and the window or door was installed with the benefit of listed building consent where the replacement is with a double-glazed window or glazed or part-glazed door or replacement of a single-glazed pane of glass with an insulated glass unit or vacuum glazing unit.

- **Consent is given subject to the conditions at BC1: -**

1.4 Class C:

Replacement of an existing window, fanlight, glazed or part-glazed external door or replacement of glass in a window or door where the window or glazed or part-glazed door was installed in a listed building after the date of listing and with the benefit of listed building consent with a double-glazed window or glazed or part-glazed door, or replacement of single glazed panes with insulated glass units or vacuum glazing units.

- **Consent is given subject to the conditions at BC1-**

Conditions BC1

- (a) new windows are to be in timber with a hand-painted finish to match the consented colour of the existing joinery;
- (b) where the existing window is a metal window or the existing glazed or part-glazed door is a metal door, works are not consented by this Class;
- (c) where the existing door is unglazed, works are not consented by this Class;



- (d) the detailed design of new windows shall reflect that of the window being replaced, including:
- joinery dimensions
 - where Slimline Glazing is to be used, consideration should be given to installing it in an existing single glazed frame where the existing joinery dimensions permit
 - the method of opening – the use of non-traditional methods of opening, such as ‘tilt and turn’. ‘top hung top sash false sash windows are not consented by this Class
 - the moulding detail
 - the relationship to walls – existing brick reveals shall be retained
 - the profile of glazing bars
 - the glazing pattern
 - the installation of a replacement window with external tan trickle vent/s is not work consented by this Class
- (e) glazing bars shall be in timber only with a hand-painted finish to match the consented colour of the existing joinery, and are to be integral to the window construction and not applied or include any false glazing bar detail set within the glass;
- (f) there shall be no changes to the size of window openings and no alteration or removal of existing features surrounding the windows including cills, sub cills, jambs, aprons, casings, sash box/es, shutters or shutter boxes²;
- (g) the double glazing or insulated glass units (total thickness) is to be no greater than:
- a maximum glazing thickness of 20mm in the case of Proposed Works within Class B; and
 - a maximum glazing thickness of 14mm in the case of Proposed Works within Class C;
- (h) the spacer bar in double glazed windows or insulated glass units is to be coloured to match the paint colour of the joinery;
- (i) the glass not to be tinted or obscured (unless in the case of the latter it is replacing previously consented obscured glass of the same level of obscuration);

² The LLBCO does not apply if any of these elements form part of the window to be replaced and consequently require modification or change themselves to accommodate a replacement.

- (j) in the case of Class C, the works do not involve the replacement of historic 'slab', 'cylinder', 'crown' glass or 'stained' glass;
- (k) where it is proposed to replace only the glazing in a glazed or part glazed door, the glazing elements shall be subject to the relevant conditions in Class B or Class C of this Order as apply to that Class . The extent of glazing within the door shall not be altered from that existing;
- (l) where it is proposed to replace the entire glazed or part-glazed door, all joinery detail shall be in timber and shall be subject to the relevant conditions in Class B or Class C of this Order as apply to that Class;
- (m) no existing window, glazed or part-glazed door, glazing or associated detail shall be removed or otherwise altered unless and until the written PSNS has been properly issued as required in (o) by the Owner or their Agent and written acknowledgement of receipt issued to the Owner by the Council as required in (p). Thereafter, only those elements described in the PSNS as being removed or altered shall constitute works consented by this Class;
- (n) The Proposed works shall not be started unless and until the written PSNS has been properly issued as required in (o) by the Owner or their Agent and written acknowledgement of receipt issued to the Owner by the Council as required in (p). Thereafter, only those elements described in the PSNS shall constitute works consented by this Class;

LLBCO Pre-Start Notification Statement [PSNS]

- (o) **The Council shall be notified in writing by the Owner or the Agent of the intention to undertake the Proposed Works not less than 28 calendar days prior to the Proposed Works being started.** Such notification [PSNS] shall be issued by way of the Council's on-line PSNS procedure which requires the following information to be included:
 - Address of the property at which the Proposed Works are to be carried out
 - The name of the Owner and any Agent acting for the Owner of the said property
 - Contact details, including email address and telephone number for the above
 - A full written description of the Proposed Works such that the window in the property can be clearly identified



- Copies of such drawings, images or manufacturers specification of the Proposed Works as may have been produced
 - A full annotated set of internal and external photographs that show all of the relevant existing details and features affected by the Proposed Work/s and their locational context;
 - The date of intended start of the Proposed Works
 - The expected date of completion of the Proposed Works
 - The date of submission of LLBCO Pre-Start Notification Statement
- (p) Where the PSNS has been issued by the Owner or Agent to the Council via its PSNS procedure, the Council will issue written acknowledgement of the receipt of the PSNS to the Owner within 3 full working days of its receipt. At that point the Owner will be free to undertake the Proposed Works at their own risk as The Council will not provide written confirmation that Proposed Works described in the PSNS constitute Consented Works.

LLBCO Completion Notification Statement [CNS]

- (q) **Within 28 calendar days of the Proposed Works having been carried out the Owner or the Agent shall notify the Council in writing that the Proposed Works have been carried out.** Such notification [CNS] shall be issued by way of the Council's on-line PSNS procedure which requires the following information to be included:
- Address of the property at which the Proposed Works are to be carried out
 - The name of the Owner and any Agent acting for the Owner of the said property
 - Contact details, including email address and telephone number for the above
 - Date the Actual Works were completed
 - A full annotated set of internal and external photographs that show all of the Actual Works carried out
 - The date of submission of LLBCO Completion Notification Statement
- (r) Where the CNS has been issued by The Owner or The Agent via the Council's on-line PSNS procedure, the Council will issue written acknowledgement of the receipt of the CNS to the Owner within 3 full working days of its receipt.

Works carried out that are not Consented Works

- (s) If any part of the Actual Works carried out are not those described in the PSNS or the notification requirements at (o) and (q) have not been followed then, the Actual Works



will not be Consented Works, and the provisions of The Planning (Listed Buildings and Conservation Areas) Act 1990 will apply to those works.

LLBCO Statement of Compliance (SoC)

- (t) In the event of the Owner wishing to have written confirmation from the Council that the Actual Works carried out were Consented Works under The Order, the Owner can, for the published fee, request such written confirmation through the Council's on-line SoC procedure. Where the Council determine the Actual Works were not Consented Works, the provision in (s) will apply.

2.0 Duration of the Order

- (2.1) i. The Order shall have effect for a period of three years from the date of adoption.
- ii. If the Order is revoked prior to the end of the term specified in i. above, any works begun but not completed must be completed within six months of the date of revocation or the provisions of A1(k) and/or BC1(s) will apply, as appropriate.
- iii. Works begun but not completed at the end of the term specified in i. above, must be completed within six months of that date or the provisions of A1(k) and/or BC1(s) will apply, as appropriate

3.0 Area covered by the Order

- (3.1) This Order applies to all land in the administrative area of the District of Mid Suffolk, in the County of Suffolk - or land equivalent that land in the administrative area of a Successor Local Authority/Authorities following Local Government Reorganisation.

Philip Isbell

Philip Isbell
Chief Planning Officer

on behalf of
The Director of Place

DATE OF ADOPTION 1st October 2025

Appendices follow



APPENDICES

The Illustrations that follow are

1. Illustrated Glossary - Sliding Sash
2. Comparative 'Typical' Glazing Bar Details and Compliance with LLBCO
3. Non acceptable typical Non-LLBCO Compliant False Glazing Bar Details
4. Slimline Aluminium Frame Secondary Glazing Installed Within Depth of Existing Window Frame
5. Composite Aluminium & Timber Frame Secondary Glazing Installed Within Depth of Structural Reveal, Internally of Window Frame
6. Typical Side Hung Casement

please note:

Due to the great variety of historic window types to be found across the District of Mid Suffolk, and the fact that there is so much further variety within the detail of these types, it is not possible to provide detailed templates.

The illustrations that follow should therefore be treated as illustrations designed to highlight certain 'typical' features described in the text.

You are therefore advised not to rely on these illustrations when preparing to undertake planned works under the LLBCO and before issuing your PSNS to the Council, as it is highly likely that the existing windows/doors within your property are particular to it, and therefore require a bespoke design solution.

Illustrations follow....

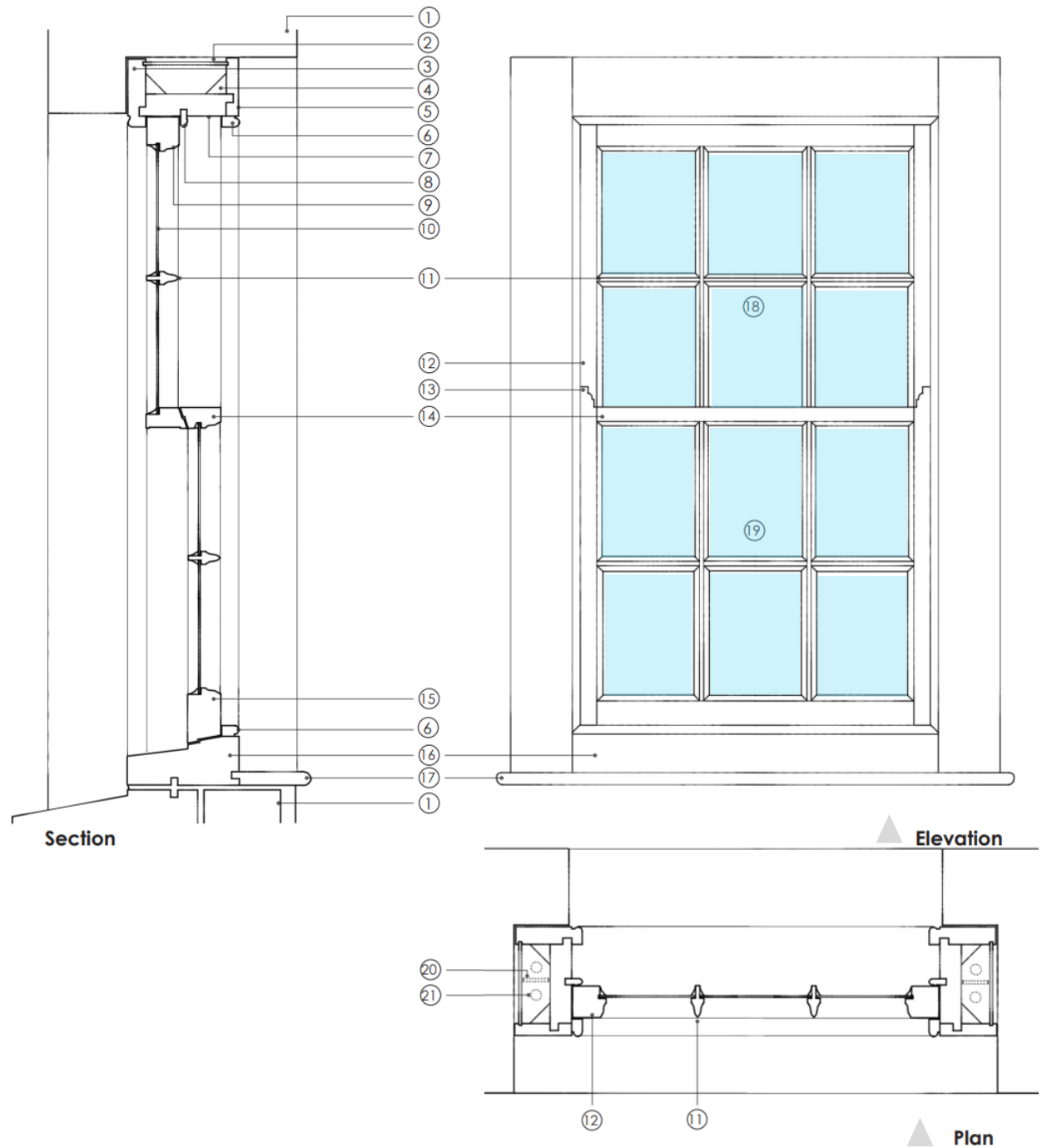


APPENDIX 1:

Illustrated Glossary - Sliding Sash [internal elevation]

(based on an example of an early C19 timber frame sliding sash window)

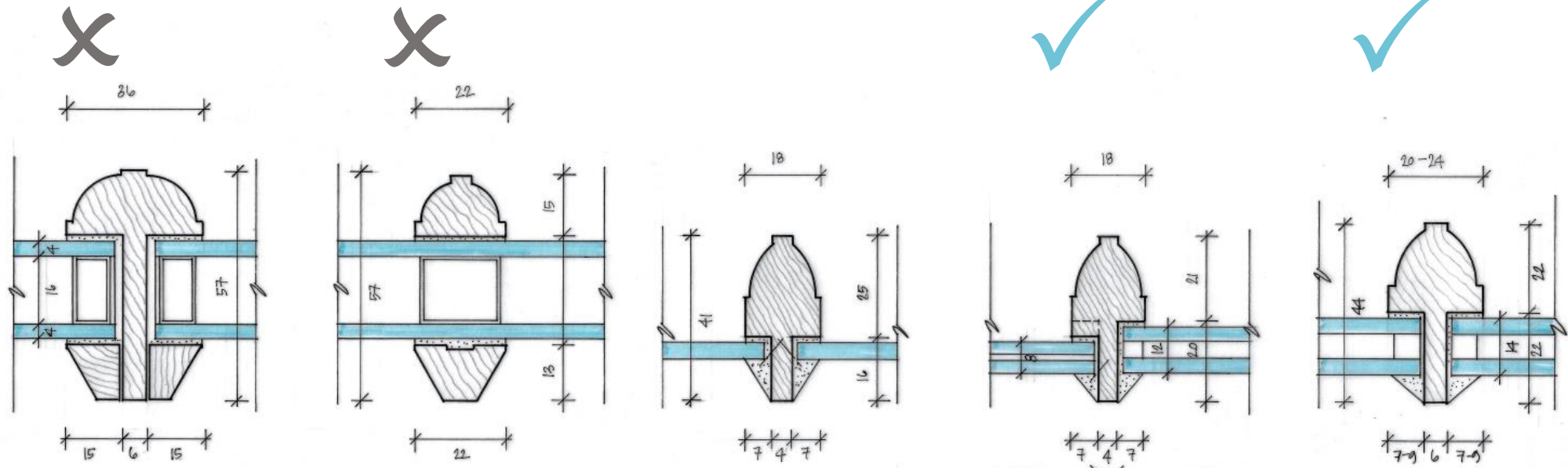
1. Surrounding structure
2. Back lining
3. Outer lining
4. Blocks
5. Inner lining
6. Staff bead
7. Soffit lining
8. Parting bead
9. Top rail
10. Glazing
11. Glazing bar
12. Sash style
13. Horn
14. Midrail
15. Bottom rail
16. Sill
17. Window board
18. Top sash
19. Bottom sash
20. Parting slip



APPENDIX 2:

Comparative 'Typical' Glazing Bar Details and Compliance with LLBCO

please note :
 The LLBCO compliant typical details shown below have a reduced maximum glazing thickness and reduced associated timber glazing bar depth compared to the LLBCO non-compliant typical standard double-glazing detail shown far left.



TYPICAL STRUCTURAL GLAZING BAR IN STANDARD 24MM THICK DOUBLE GLAZED TIMBER WINDOW

TYPICAL APPLIED GLAZING BAR IN STANDARD 24MM THICK DOUBLE GLAZED TIMBER WINDOW

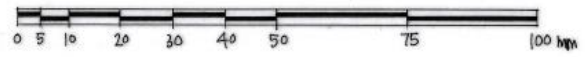
TYPICAL STRUCTURAL GLAZING BAR IN SINGLE GLAZED WINDOW - BASED ON LATE 19TH CENTURY PATTERN

VACUUM GLAZING / SLIM DOUBLE GLAZING RETROFITTED DOUBLE GLAZING IN STRUCTURAL GLAZING BAR OF SINGLE GLAZED WINDOW

TYPICAL STRUCTURAL GLAZING BAR IN NEW BESPOKE JOINERY USING SLIM DOUBLE GLAZING - MINIMUM REBATE INDICATED

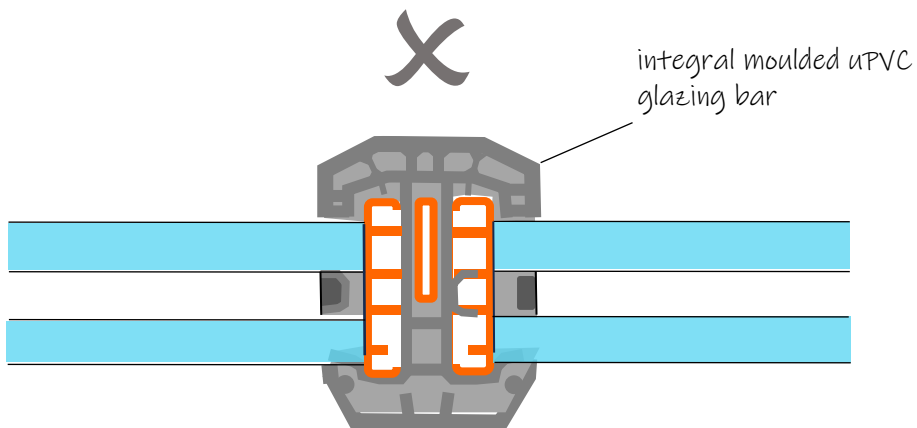
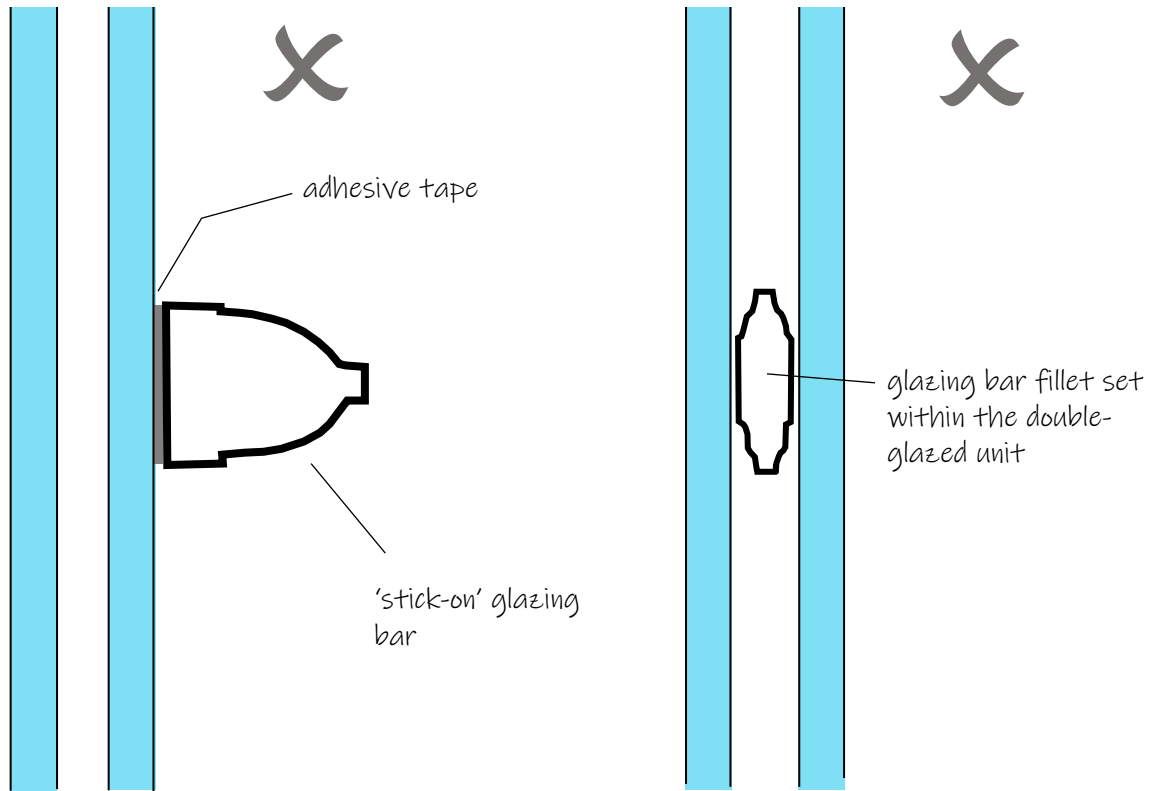


The LLBCO sets a maximum thickness of glazing bars of 24mm



APPENDIX 3:

Non-Acceptable Typical Non-LLBCO Compliant False Glazing Bar Details

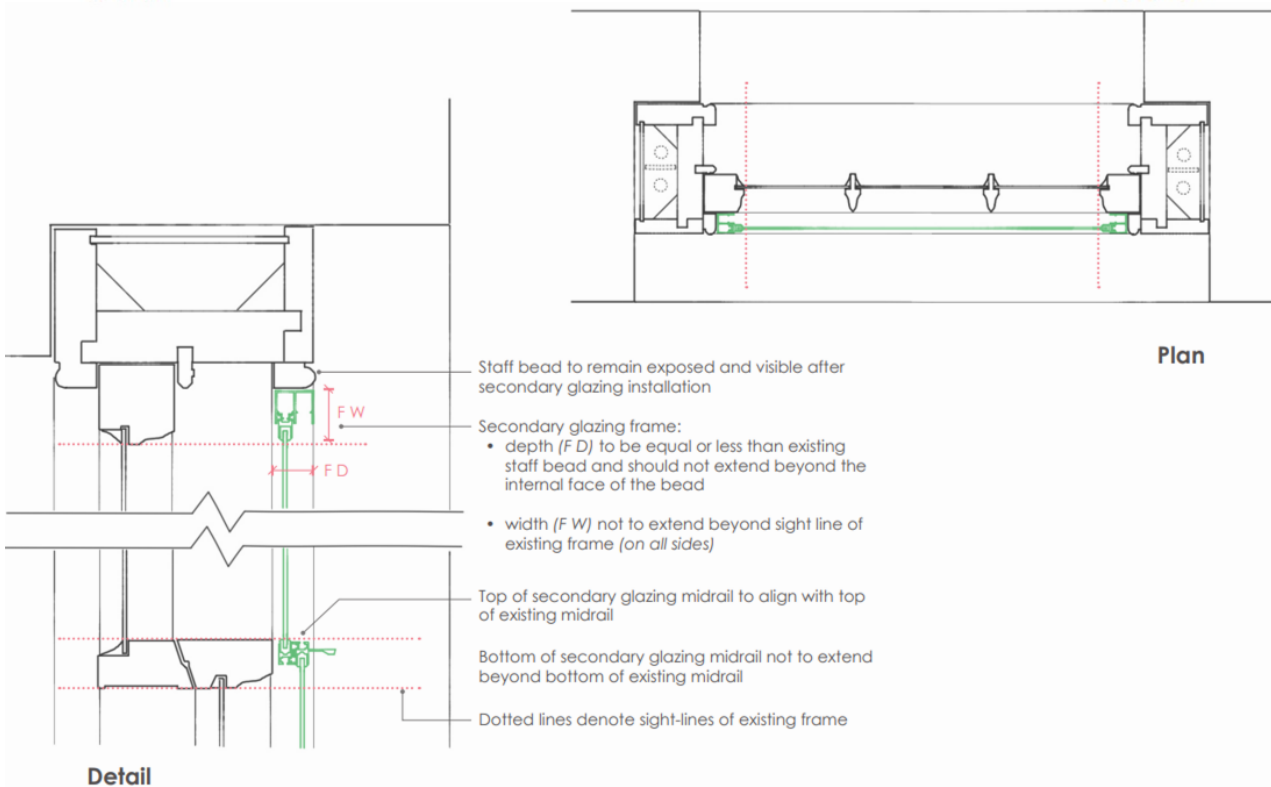
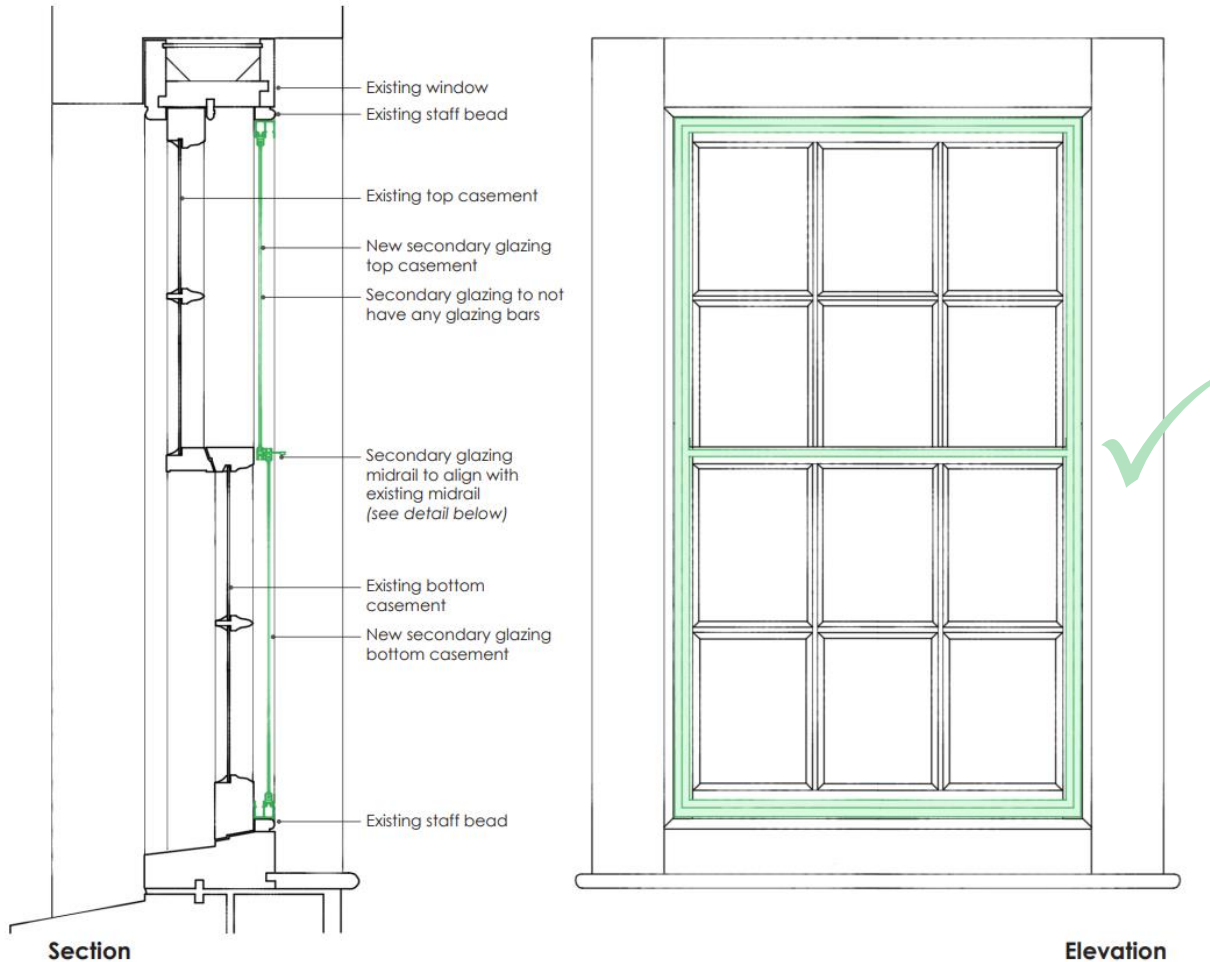


not to scale



APPENDIX 4:

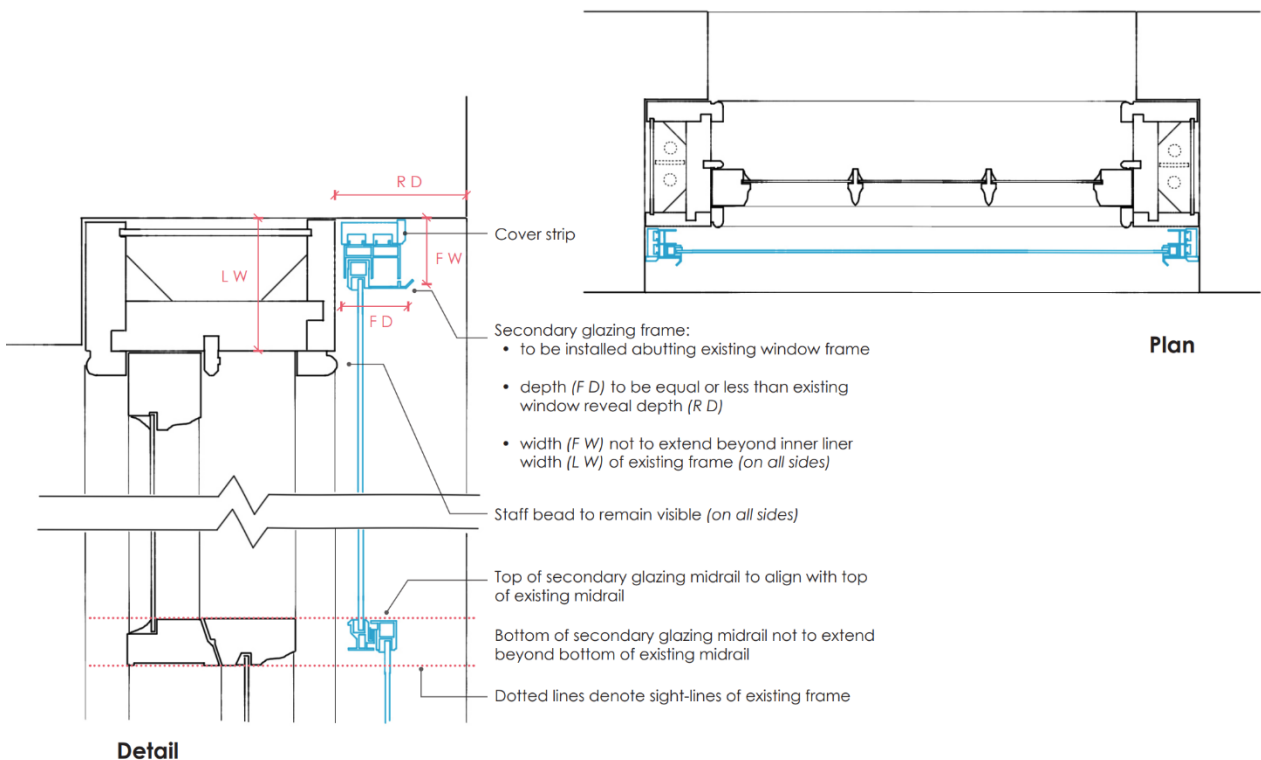
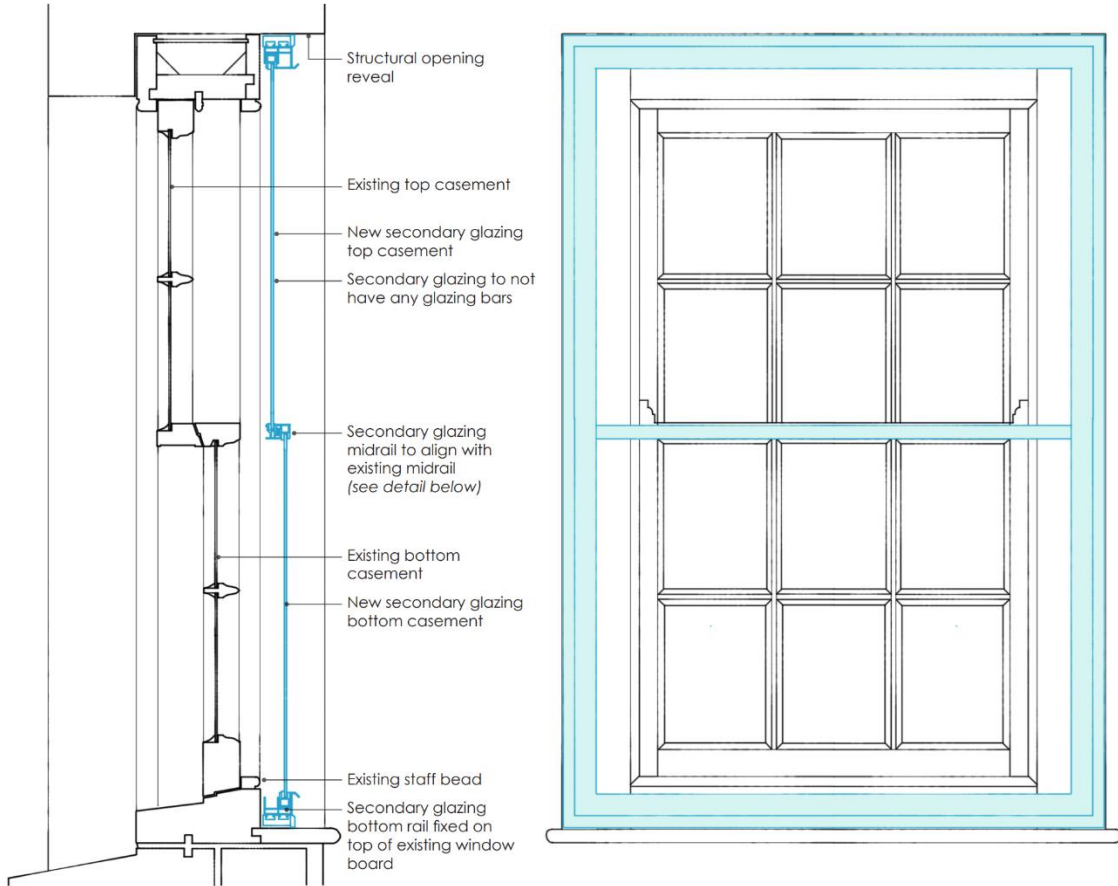
Slimline Aluminium Frame Secondary Glazing Installed Within Depth of Existing Window Frame *(new secondary glazing indicated in green)*



APPENDIX 5:

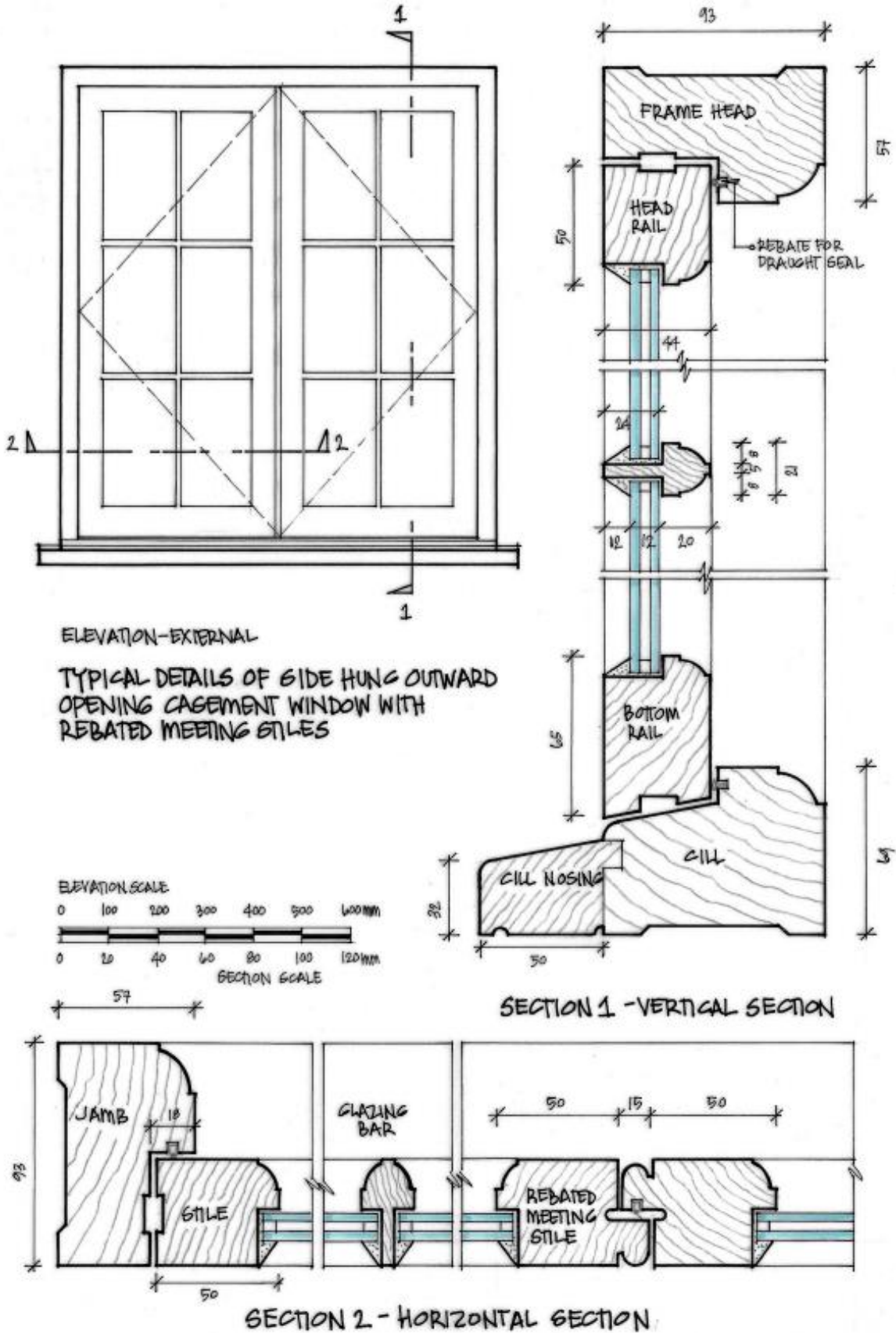
Composite Aluminium & Timber Frame Secondary Glazing Installed Within Depth of Structural Reveal, Internally of Window Frame

(new secondary glazing indicated in blue)



APPENDIX 6:

Example: Typical Side Hung Casement



PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS ACT) 1990
PLANNING (LOCAL LISTED BUILDING CONSENT ORDERS) (PROCEDURE)
REGULATIONS 2014

LOCAL LISTED BUILDING CONSENT (MID SUFFOLK) ORDER (No. 1) 2025

1st October 2025

**‘SPECIFIED WORKS’ TO WINDOWS AND GLAZED or PART-GLAZED
DOORS in ‘DEFINED’ CIRCUMSTANCES**

related documents

a. The ORDER

b. STATEMENT of REASONS

c. GUIDANCE



produced by
the Heritage Team:
Place Directorate
Babergh Mid Suffolk District Councils