

# The Stained Glass Repository

(part of The Glaziers' Foundation, a Registered Charity No. 1143700,  
and incorporated as a Company Limited by Guarantee No. 7737934)

## Donation Guidelines

### Advice for those wishing to donate stained glass to the Stained Glass Repository of The Worshipful Company of Glaziers

1. Please ensure that all necessary consents for the removal of the glass are in place. If the glass is in a place of worship then approval must be sought through Faculty or the equivalent procedure. If the building is not subject to this procedure and if it is listed, Listed Building Consent (and possibly Planning Permission) will be required. Planning Permission might also be required for an unlisted building if the removal of the glass is deemed to materially alter the external appearance of the building. The relevant Local Authority should be contacted for advice. Other bodies may also need to be notified, e.g. Historic England or Heritage Lottery Fund, if the building or place of worship has received grant aid within the previous 10 years.

#### Information Required

2. Please submit as much of the following information as you can to the Stained Glass Repository, together with digital and/or hard copies of photographs:
  - The window(s) subject, a brief description, and its location in the building. *It is useful to note any difficulties in accessing the glass. For example, if it is in a high level window above lower roofs, a window in a wall which forms a boundary against buildings or land owned by another, a window behind substantial grilles, and any specific problems such as the poor condition of window tracery, mullions, transoms etc, which might be at risk of collapse if the glass is removed.*
  - Name of designer and maker, if known. *Is the window signed, or does it bear a maker's mark? Is there documentary evidence recording the designer or studio?*
  - The year it was made/installed if known
  - Any date/obituary in text on the window, or on an associated brass plaque
  - The size of the window(s) including overall height/width, number of lights and traceries.
  - Any notes on the glass in publications or guide books *N.B. If the building is listed there might be reference to the glass in the listing description.*
  - Photographs showing: (a) An overview of each window both internally and externally; (b) one or two close-ups to show sections in more detail, including the condition of the lead and glass paint; (c) photographs showing the external elevation of the church to identify the location of the window within the elevation and also to give it some recognisable scale.  
*Notes on the condition of the window(s). Noting especially any damage, breaks, paint loss, buckling, water marks, etc. N.B. The condition of the glass is not of primary importance. A window in poor condition might still be deemed important to save.*
  - Notes on the fixing of the window(s). *What type of metal support bars are there in the window? E.g., vertical stanchions, horizontal saddle bars, tie bars, armatures and frames, and what is their condition?*

Please send this information, together with photographs to:-

The London Stained Glass Repository  
Glaziers Hall  
9 Montague Close  
London Bridge  
SE1 9DD

for the attention of Vivienne Lester (Secretary)  
[viviennelestr@gmail.com](mailto:viviennelestr@gmail.com)

### **Committee's Decision**

3. Generally, the committee will decide whether or not the glass offered for donation meets the Repository's criteria at one of their quarterly meetings.
  - An additional visit may be made by a member of the Stained Glass Repository Committee to assess the condition of a window or its location.
  - The Committee may ask for further information about the window, its history or ownership. You may also be asked to provide evidence of ownership of the window and relevant permissions obtained to remove the glass.
  - The Committee will generally advise over the suitable removal and transportation of the glass to assist in its safe transfer to the Repository.
  - If the Repository cannot accept the donation it will explain why and may assist in suggesting other ways in which the glass might be preserved.
  - Upon delivery/collection of donated glass, you may be asked to sign a transfer of title form to gift the glass to the Stained Glass Repository.

*Please note that this advice is given without prejudice and neither the members of the Worshipful Company of Glaziers nor any of its representatives accept liability for advice or information provided.*

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