

The Stained Glass Repository

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

Installation Guidelines

Advice for places of worship or other building owners considering installing stained glass from The Stained Glass Repository of The Worshipful Company of Glaziers

1. Please ensure that all necessary consents for the installation 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 installation 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.
2. Once a window has been selected from The Stained Glass Repository a fully accredited stained glass studio should be appointed to undertake any alterations necessary and to carry out appropriate conservation or restoration. A list of accredited conservation studios is available through ICON – The Institute of Conservation www.icon.org.uk or from The British Society of Master Glass Painters www.bsmgp.org.uk.
3. Other useful sites to visit are:
 - The Church Buildings Council (formerly Council for the Care of Churches);
 - Churchcare www.churchcare.co.uk;
 - The Building Conservation Directory www.buildingconservation.com; and
 - The CVMA <http://www.cvma.ac.uk/conserv/index.html>.
4. Ask the stained glass studio which will be adapting and fitting the window to provide a written specification for the work with photographs. A charge may be made for this service. This will be required for obtaining any approvals from the Repository or other relevant bodies for the installation.
5. The Church Buildings Council and The Arts Society, previously National Decorative Fine Arts Society (NADFAS) www.theartsociety.org document artefacts in church buildings. The previous history of the window and details of its provenance, should be appropriately recorded. An example is included below:-

'This window (or panel was taken from a window) was originally made for ----- church, given by -----, in memory of-----, and subsequently rescued/acquired from The Stained Glass Repository of The Worshipful Company of Glaziers. Date—'

6. Serious consideration should be given to external protection and advice from the conservation studio should be sought. For example, black powder coated grilles should usually be used, fitted within each individual light of the window including any window tracery and fitted into mortar joints rather than the masonry. Polycarbonate sheeting is rarely acceptable. Planning Permission or additional faculty approval might be required if the external protection is deemed to alter the external appearance of the building.
7. It is important to take good digital photographs of the window internally and externally as soon as practicable after installation. Take photographs of both the full window and some detailed shots including close-ups of any 'new' inscription. Please supply digital and/or hard copies of photos to the Stained Glass Repository with the following details:
 - Name of the building or place of worship.
 - Location within the building.
 - Sizes.
 - Previous location.
 - Date of installation.
 - Name of conservation studio.

Please keep one set of details and photographs at the building or place of worship and send a copy to:-

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

for the attention of Vivienne Lester (Secretary)
viviennelester@gmail.com

Please note there may be other organisations that this information should also be deposited with. Please seek advice from The Stained Glass Repository if you are unsure.

If you have a service of dedication for the window, please consider inviting a representative of the building or place of worship from which the original window came as well as The Stained Glass Repository.

8. In the event that the glass may be removed from the building, please contact The Stained Glass Repository.

Please note that this advice is given without prejudice and neither the members of the Worshipful Company of Glaziers or any of its representatives accept liability for advice or information provided.

The Stained Glass Repository

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