

# Draft

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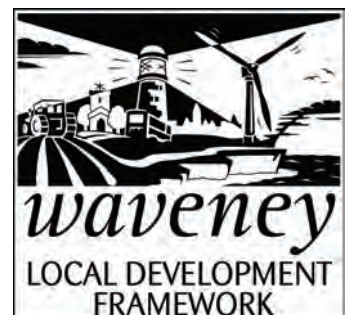
## Guidance for Historic Buildings and Conservation Areas

**Draft Built Heritage and Design Supplementary  
Planning Document - October 2011**

Consultation period 21st October to 2nd December 2011



Waveney District Council  
Serving the Community







*Somerleyton, The Street, Holly Gardens*

**What is the purpose of this document?**

**This document provides guidance on the modification and maintenance of historic buildings and buildings in conservation areas.**



# Contents

	Page Number
<b>1. Introduction</b>	<b>1</b>
<b>2. Purpose of the Document</b>	<b>1</b>
<b>3. Listed Buildings</b>	<b>3</b>
<b>4. Locally Listed Buildings</b>	<b>3</b>
Criteria for Selecting Locally Listed Buildings	3
Repair	4
Alteration and Extension	5
Roofs	5
Chimneys on Locally Listed Buildings	5
The Sides and Backs of Locally Listed Buildings	6
Demolition	6
Change of Use	6
<b>5. Conservation Areas and Article 4(1) Directions</b>	<b>7</b>
Conservation Areas	7
Article 4 (1) Directions	7
<b>6. Conversions of Barns and Other Outbuildings to Residential or Other Alternative Uses</b>	<b>8</b>
<b>7. Replacement Windows, Doors and Other Features</b>	<b>9</b>
Thermal Performance	9
Draught Proofing	10
Secondary Glazing	10
Double Glazing	10
Dormer Windows	10
Introduction of Dormer Windows on Statutorily Listed Buildings	11
Window Policy	11
Value your Historic Windows	12
Assessing Applications for Replacement Windows	12
<b>8. Satellite Dishes</b>	<b>14</b>
Planning Permission for Satellite Dishes	14
<b>9. Renewable Energy and the Built Historic Environment</b>	<b>15</b>
Wind Turbines	15
Solar Panels and Photovoltaic Cells	16
Heat Pumps	16
Biomass	17
Adapting to Climate Change	17



<b>10. Shop Front Design</b>	<b>18</b>
Key Elements of Historic shop fronts	18
Fascias (lettering etc)	19
Illumination	19
Alteration and Repair	19
New Shop Fronts	20
Automatic Teller Machines	20
Shutters and Security	21
Alarm Boxes	21
Canopies	22
Doorways	22
Access for Disabled People	22
Change of Use	22
<b>11. Lighting of Buildings</b>	<b>23</b>
Principles of Appropriate Lighting on Historic Buildings and in Conservation Areas	23
Brightness	23
Residential Development	23
Directional External lighting	23
Correct Location of Lighting on a Building	24
Fixtures	24
Timing Devices	24
Pole Mounted Lighting	25
Glare	25
Wildlife	25
Energy Efficiency	25
<b>12. Advertising on Buildings</b>	<b>25</b>
Advertising	26
Advertising for Businesses	26
<b>Appendix A – Background</b>	<b>27</b>
A1 Policy Framework	27
<b>Appendix B - Conservation Areas and Article 4(1) Directions within Waveney District (including year of designation)</b>	<b>29</b>
<b>Appendix C – Example of an Article 4 Direction</b>	<b>29</b>
<b>Appendix D - Glossary</b>	<b>31</b>
<b>Bibliography / Publications / Useful Links</b>	<b>32</b>





## 1. Introduction

- 1.1 Waveney District Council serves the northeast corner of Suffolk. The District contains Lowestoft, the largest town with a population of 58,800, together with the market towns of Beccles, Bungay, Halesworth and Southwold. The overall population of the District is 117,700. Waveney District Council is the local planning authority and as such is responsible for preparing planning policies and assessing planning applications.
- 1.2 The District contains a wide range of built heritage. This includes the historic Esplanade terraces on Lowestoft sea front, the small seaside town of Southwold and the historic market towns. Rural areas are no less endowed with built heritage, containing timber framed farmhouses and barns, country cottages, stately homes, churches and public houses dating from the medieval period onwards. Buildings from the Georgian and Victorian eras are more common but nonetheless make a considerable contribution to the historic environment of Waveney District. This architectural richness means that any changes and alterations to a historic building must be carefully considered: not only to protect the appearance and integrity of the building but also its setting, which may have evolved over decades or even centuries.

## 2. Purpose of the Document

- 2.1 Supplementary Planning Documents assist in the implementation of policies detailed in Development Plan Documents. As such, they have a strong practical element.
- 2.2 The Built Heritage and Design Supplementary Planning Document (SPD) assists in implementing Development Management Policies DM02 (Design Principles) and DM30 (Protecting and Enhancing the Historic Environment) by providing guidance about the modification, maintenance and, very occasionally, replacement of historic buildings, including in conservation areas, within the District. Built heritage in this SPD includes all historic buildings, including locally and nationally listed buildings. There is already a considerable amount of policy guidance at the national level and The Design Council and English Heritage have also produced numerous documents providing more practical guidance. Therefore, this Supplementary Planning Document focuses on issues that are of particular relevance to this District and are not covered in the local context by existing policy documents. This SPD does not include parts of the District that are controlled by the Broads Authority.
- 2.3 At the local level, the Core Strategy sets out a spatial vision for the District. Policy CS17 emphasises the importance of preserving built heritage and covers all historic assets within the District, not just historic buildings. This policy also draws attention to the importance of Conservation Area Appraisals and Management Plans, which describe conservation areas in detail and explain how these should be preserved and managed into the future. Development Management Policy DM30 provides more practical policies about the reuse and alteration of historic buildings, and redevelopment of sites within conservation areas.



## Core Strategy (Adopted January 2009)

### Policy CS17 – Built and Historic Environment

The District Council will work with partners and the community to protect and enhance the built and historic environment in the District. Proposals for development are expected to conserve or enhance the areas listed below:-

- the character and setting of the following conservation areas: Lowestoft (North and South), Beccles, Bungay, Halesworth, Southwold, Southwold Harbour, Holton, Homersfield, Somerleyton, Wangford, Wissett, Wrentham, and Walberswick (part) listed buildings and locally listed buildings
- scheduled ancient monuments, sites of archaeological interest and their settings
- the local distinctiveness of existing non-designated built environments

In particular, proposals in conservation areas will be assessed against the relevant Conservation Area Appraisals and Management Plans.

## Development Management Policies (Adopted January 2011)

### Policy DM30 – Protecting and Enhancing the Historic Environment

Development proposals, including alterations and extensions, should preserve or enhance the character and appearance of Conservation Areas, protect the architectural or historic interest including the setting of Listed Buildings, Historic Parks and Gardens, and any other important historic buildings, structures, monuments and landscapes including locally important buildings identified by Waveney District Council in the 'Local List', and their settings through high quality, sensitive design.

The re-use of Listed Buildings and the buildings identified on the Local List will be encouraged if compatible with the fabric, interior and setting of the building. New uses which result in harm to their character, appearance or setting will not be permitted.

Proposals involving the demolition of non-listed buildings in Conservation Areas will be assessed against the contribution to the architectural or historic interest of the area made by that building. Buildings that make a positive contribution to the character and appearance of an area should be retained. Where a building makes little contribution to the area, consent for demolition will be given provided that in appropriate cases, there are acceptable and detailed plans for any redevelopment or after use of the site.

Proposals for replacement doors, windows and porches in Conservations Areas where Article 4(1) Directions are in place must be of a suitable design and constructed in appropriate materials. Applications will be assessed with reference to the prominence of the location, the historic and architectural value of the building and the historic and architectural value of the feature to be replaced.



Grove House Farm, Spexhall



### 3. Listed Buildings

- 3.1 A listed building is a building that has been placed on the national Statutory List of Buildings of Special Architectural or Historic Interest.
- 3.2 Nationally ('statutorily') listed buildings of all grades are protected from unauthorised change, both inside and out. This includes curtilage listed structures, such as outbuildings and walls, which may apply whether or not they are still in the same ownership as the listed building. Pre 1948 buildings within the curtilage of a listed building are likely to be curtilage listed. Other buildings close to or within the curtilage of a listed building may be curtilage listed. Listed building consent is required prior to any changes taking place. Carrying out unauthorised works to a listed building is a criminal offence.
- 3.3 There are 49 Grade I listed buildings, 73 Grade II\* listed buildings and approximately 1500 Grade II listed buildings in the District. Grade I and II\* listed buildings are architecturally and historically highly significant and in many cases are unique examples of design and construction. Bungay castle and St. Michael's Church in Beccles are both examples of grade I listed buildings. Somerleyton Hall is a good example of a grade II\* listed building. Grade II listed buildings do not have the prominence of Grade 1 buildings but nonetheless are still significant and worthy of protection under national legislation. Number 1 Market Place in Halesworth is a good example of a grade II listed building. The Waveney website contains provides further information about the process of acquiring listed building consent<sup>1</sup>.
- 3.4 Nationally listed buildings are already covered by extensive national legislation and guidance. The Waveney District Council Guide for Owners and Occupiers of Listed Buildings (2005) provides information for owners of nationally listed buildings within the District<sup>2</sup>.
- 3.5 Please note that nationally listed buildings are not the same as locally listed buildings. Information on locally listed buildings is contained in Chapter 4.

### 4. Locally Listed Buildings

- 4.1 Locally listed buildings are not part of the national list of historically or architecturally significant buildings. However, they are considered to be of local interest and are worthy of preservation. Waveney District Council is currently responsible for selecting locally listed buildings. There are approximately 1420 locally listed buildings within the District. This number is likely to increase significantly over time, as work to identify suitable properties continues. These buildings are not protected in the way that nationally listed buildings are, however, local listing is a planning consideration when deciding planning applications. Local listing refers only to the exterior of a building. This guidance seeks to preserve the unique character of locally listed buildings within the District, including elevations not visible from a public place.

#### Criteria for Selecting Locally Listed Buildings

- 4.2 Knowing why a building has been selected for local listing will often explain why it is significant. Buildings can be judged as being of special merit for a variety of reasons but the criteria below will explain why

<sup>1</sup> For more information visit [www.waveney.gov.uk/site/scripts/documents.php?categoryID=514](http://www.waveney.gov.uk/site/scripts/documents.php?categoryID=514)

<sup>2</sup> The Guide for Owners and Occupiers of Listed Buildings: [www.waveney.gov.uk/site/scripts/download\\_info.php?fileID=580](http://www.waveney.gov.uk/site/scripts/download_info.php?fileID=580)



Bungay Castle

some buildings are locally listed and not others. It will also provide information to members of the public who are interested in nominating a building for local listing but are unsure as to whether local listing is appropriate.

- 4.3 Local listing can apply to buildings, monuments, sites, places, areas or landscapes that have a degree of significance that must be taken into account in planning decisions. Buildings of different designs, styles, uses and eras can be locally listed – including modern buildings. The Council has used the following criteria for assessing candidate buildings, spaces and places which meet one or more of these criteria to merit local listing:

1. Contribute to the value of the townscape
2. Be a good or relatively unaltered example of a structure constructed in the local vernacular building tradition
3. Be a good example of the work of a respected local architect
4. Have a strong association with a prominent historical figure and/or event
5. Form a notable example of a coherent planned housing or commercial development.

**To find out if a property is locally listed contact [pbcc@waveney.go.uk](mailto:pbcc@waveney.go.uk).**

- 4.4 The advice below is general good practice for owners of all historic buildings, including nationally listed buildings. Locally listed buildings do not require listed building consent. However, locally listed buildings might still require planning permission for extensions or alterations.

### **Repair**

- 4.5 As with other aspects of the built environment, repair is always preferable to replacement. Where new materials are needed, they should be of the same type and design as the original ones.
- 4.6 If repairs are carried out it is often necessary to consult a professional to ensure that they are appropriate for the building in question. Historic buildings generally do not have cavity wall construction or damp proof membranes and are therefore more prone to damp. Moisture needs to be allowed to move through the structure. Attempting to seal walls creates the risk of trapping moisture within the building causing damp. For example introducing a damp proof membrane can trap moisture at the base of the building and damage the floor and foundations.
- 4.7 Mortar joints should only be repointed where the mortar has become loose, powdery, decayed or eroded and water has begun to penetrate the joints. Unnecessary repointing can be damaging. A recessed joint or mortar that is chalky or soft does not necessarily indicate the need for wholesale repointing. If mortar is not easily raked out by hand to a depth of at least twice the width of the joint, repointing is not necessary. Power tools should never be used to remove existing mortar – if they are needed then the wall does not require repointing. Putty or hydraulic lime mortar should normally be used, as mortar containing even small quantities of cement does not allow the wall to “breathe” or to tolerate small movements in the structure of the building. Mortar that is harder than the brick will increase the risk of frost damage causing the bricks to fracture or “spall”. However, there are some instances, such as on more modern buildings, where a cement mortar might be more appropriate.





## Alteration and Extension

- 4.8 There are occasions when alterations to a locally listed building are required and, indeed, the Council does not seek to prevent change per se, merely to ensure that all changes are sympathetic to the history and character of a building. This means making alterations that accord with or are complementary to the design and style of a building and use matching materials where appropriate (if available).
- 4.9 Numerous small alterations, while individually insignificant, can have a significant cumulative impact on the design and character of a historic building. Overall, a more considered approach is expected.
- 4.10 Any alterations to the structure, including strengthening work, should only be undertaken with the advice of a qualified engineer.
- 4.11 Extensions may be acceptable providing they do not detract from the character of the area and are sympathetic to the design, size and massing of the building. They should be of an appropriate proportion and subsidiary to the existing building. This can be a problem where existing ceiling heights are low and in such cases a single storey extension will usually be more successful than two storeys. Modern features are not always inappropriate but they must be added carefully so as to respect the whole of the building. New buildings and extensions can also impact upon historic spaces which surround buildings and dilute their character through blocking views, overshadowing existing buildings and incongruous styling.

## Roofs

- 4.12 Because of its prominence, the roof contributes significantly to the appearance of any building. Retaining the roof covering of a historic building is always preferable to replacement, although there are instances where the original materials will be in poor condition and will need to be replaced.
- 4.13 In such cases, identical materials to the originals should be used. Where these are no longer available replacements should be of the same size, construction material, and performance as the originals. New tiles and roofing materials should, where possible, be used on less visible pitches. For example, historic pantiles overlap rather than interlock to allow air movement and are always clay, never concrete.
- 4.14 Planning permission will be required to replace roofing material on a locally listed property only if it is within a conservation area covered by an article 4(1) direction.

## Chimneys on Locally Listed Buildings

- 4.15 Chimneys form an important part of a townscape and are an integral part of the building. Many chimneys are disused, but they are still important features to retain.
- 4.16 As with roofs, repair is preferable to replacement. Where, through deterioration of the original, a new chimney stack is required it should be of the same design and proportions as the original. The materials should be reused wherever possible. Where not possible alternative materials should be of the same size, colour, texture and design as the original. Planning permission will be required to remove or alter



a chimney stack in a conservation area covered by an Article 4(1) direction and this will normally be resisted. Planning permission will not be required outside of a conservation area, even if the building is locally listed.

- 4.17 Flashing at the base of the chimney may need to be repaired, along with the flaunchings. Generally the use of lead or lime mortar is acceptable.
- 4.18 Where a chimney has been modified in the past it is a good idea to look at similar buildings in the street to discover the original design and materials.

### **The Sides and Backs of Locally Listed Buildings**

- 4.19 This section seeks to provide some guidance about alterations to the sides and backs of locally listed buildings. Alterations to these elevations may not be visible from the street, but they risk compromising the building's historic authenticity and that of the surrounding built up area. Too many alterations create the feeling of a film set, with a preserved historic streetscape fronting houses that are no longer significant in any way.
- 4.20 When carrying out repairs and alterations to the back of a locally listed building the following should be considered:
  1. Will the front, back and sides of the building still be part of a coherent whole once the repairs or alterations are complete?
  2. Materials – are they the same as are used on the front of the building?\*
  3. Styles – is an extension designed in a way that is complementary to the rest of the building.

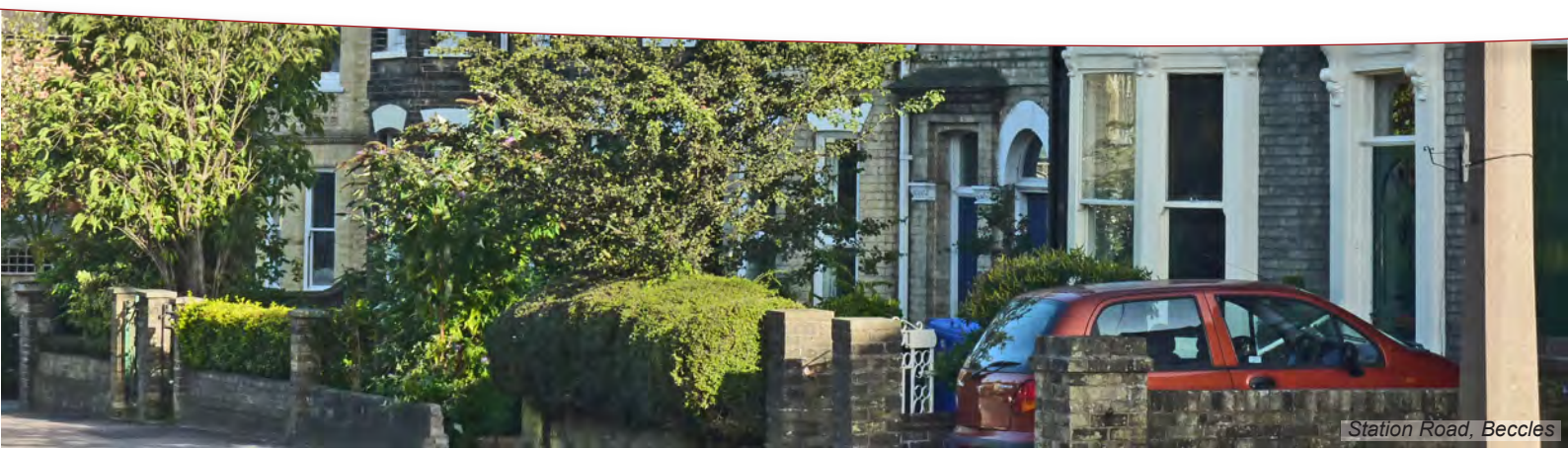
\*Note that higher quality materials can often be found on front elevations with cheaper materials elsewhere and this distinction should remain.

### **Demolition**

- 4.21 Demolition of a locally listed building should only be permitted as a last resort if the building is structurally unsound and cannot be economically repaired.

### **Change of Use**

- 4.22 Generally a building will be used for the purpose for which it was built. Change of use should only be considered where it has been proved that the original use is not viable. Conversions should retain original features and materials with the aim of preserving the building's unique character. The exterior of the building should remain largely unchanged, even though the interior is now put to a different use.
- 4.23 An engineer's report may be required if there is increased floor loading, e.g. in the case of conversions to office buildings.





## 5. Conservation Areas and Article 4(1) Directions

### Conservation Areas

- 5.1 Conservation areas are defined by the Government as 'areas of special interest, the character of which it is desirable to preserve or enhance'. They are designated under the Planning (Listed Buildings and Conservation Areas) Act 1990 and there are now seventeen in Waveney District, three of which are under Broads Authority management.
- 5.2 Designation as a conservation area is not intended to prevent new development or stifle the area's economic life or potential, though it is expected that a high degree of attention will be paid to design, repair and maintenance in such areas. When exercising planning powers, the Council will pay special attention to the preservation and enhancement of the conservation area according to those policies for the built environment set out in the adopted Core Strategy (2009) and Development Management Policies (2011) Development Plan Documents.
- 5.3 Waveney District Council has a rolling programme of preparing and reviewing conservation area appraisals and management plans. One of the objectives of conservation area appraisals is to provide a thorough assessment of the area to identify the features that make it unique as well as any issues that threaten or affect the quality and character of the area. Conservation area management plans build on the information contained in conservation area appraisals and identify enhancement opportunities. They also suggest possible solutions to specific problems, and highlight buildings that have become an eyesore. Both documents are taken into consideration when considering planning applications.
- 5.4 Within Waveney District the Broads Authority is responsible for Oulton Broad and Ellingham conservation areas and they should be consulted regarding all proposals for development within these areas. Parts of Bungay, Beccles and Somerleyton Conservation areas are also under Broads Authority management. Although Walberswick Quay Conservation Area lies on the southern shore of the River Blyth it is nevertheless part of Waveney District.
- 5.5 More information can be found in the Council's conservation area appraisals and management plans<sup>3</sup>.

### Article 4 (1) Directions

- 5.6 Local authorities are able to increase controls within conservation areas through the application of Article 4(1) directions. Prior to changes to the General Permitted Development Order (April 2010) these were referred to as Article 4(2) directions. These make further restrictions on permitted development rights to residential properties, except flats. Once these have been introduced within a district, it means that planning permission will be required to make any change of design or material to any part of the property facing a public thoroughfare. Restrictions vary from one local authority to another. Within Waveney these include replacing windows; painting previously unpainted buildings or stripping paint from them; erection, alteration or demolition of part or all of a wall, fence, gate or other enclosure or the construction of a porch. Also covered is the enlargement, improvement or other alteration of a dwelling; any alteration to its roof; the provision of a building, enclosure, swimming pool, hard surface, etc., within the grounds, or 'curtilage', of the building. Appendix C contains an example of the restrictions imposed

<sup>3</sup> Conservation area appraisals and management plans:  
[www.waveney.gov.uk/site/scripts/documents\\_info.php?documentID=705&categoryID=511](http://www.waveney.gov.uk/site/scripts/documents_info.php?documentID=705&categoryID=511)



by an Article 4 direction. Applicants should contact the Development Management team if they are in any doubt. Contact the office on 01502 523072 or [pbcc@waveney.gov.uk](mailto:pbcc@waveney.gov.uk) for details.

- 5.7 Because these controls are a removal of what would otherwise be 'permitted development' rights, the planning application is free. However, the other requirements for making applications still apply, for example providing plans and supporting information as outlined on the application forms. All conservation areas under Waveney District Council management have Article 4(1) directions imposed. Further information can be found in A guide for owners and occupiers of properties in conservation areas (2005)<sup>1</sup>.

## 6. Conversions of Barns and Other Outbuildings to Residential or Other Alternative Uses

- 6.1 Development Management Policy DM22 (Housing Development in the Countryside) will only permit conversion of a rural building to residential use where:

- It has been demonstrated that every attempt has been made to secure a suitable commercial re-use;
- The building is well related to an existing settlement and has access to local services and/or is close to a regular public transport service to a town or larger village;
- The building is locally distinctive and of architectural merit and the conversion requires only minimal alteration; and
- The creation of a residential curtilage does not have a harmful effect on the character of the countryside;
- The conversion would secure or safeguard an historic asset.

- 6.2 If the above sequential test has been applied and the principle of a domestic conversion has been accepted, it is important to be familiar with the Council's objectives for the re-use of such buildings as contained in the policies laid out in Chapter 1 of this document. The following principles will assist in developing a scheme that is sympathetic to these policies and will therefore be more likely to gain consent.

- Commission a heritage statement and use it to inform your design proposals. You will need this statement for your planning application, and for your listed building application if the building is listed or curtilage listed. Its purpose is to identify the building's special significance, which in turn will enable you and your agent to develop a scheme that is sensitive to that significance.
- Retain character externally by:
  - minimal subdivision of the site – use planting or changes in surfacing to denote ownership instead of fences or walls
  - avoiding new access routes onto or within the site
  - avoiding cladding brickwork or any other form of remodelling – accept the building for what it is

<sup>1</sup>A guide for owners and occupiers of properties in conservation areas (2005):  
[https://www.waveney.gov.uk/site/scripts/download\\_info.php?fileID=579](https://www.waveney.gov.uk/site/scripts/download_info.php?fileID=579)



Barn conversion, Ringsfield



- exploiting all existing features and opportunities that the building presents in order to avoid the need for modifications such as new structural openings
  - looking for discreet ways and locations to introduce new openings, and avoid introducing features of domestic proportions or styling
  - avoiding fully infilling cartlodge bays as this makes the historic use of the building less clear. These bays can be used for parking, or partially infilled to create bike, bin or log storage
  - considering reopening structural openings or bays that have been infilled in the past. Whether or not this is appropriate will depend on the age and quality of the infilling and whether the advantages outweigh any negatives
  - noting that new build to provide additional accommodation or garaging is contrary to WDC policy
- Retain character internally by:
    - avoiding making proposals which involve cutting timber frame members, as these should always be retained. If the building is listed or otherwise considered to be of significance, avoid removal of historic infill such as wattle and daub
    - avoiding excessive subdivision of large open spaces. You will be expected to retain at least one third of a timber framed barn's interior open to the rafters
    - avoiding new joinery designs and detailing of a domestic character. Take inspiration from the building's existing historic joinery, (which should be retained wherever feasible)

6.3 English Heritage produces a number of useful publications on historic farm buildings<sup>4</sup>.

## 7. Replacement Windows, Doors and Other Features

7.1 Windows and doors make a major contribution to the character of any building, and have developed over time so that, for example, the windows on a Georgian building will differ significantly from those of its Victorian counterpart. It is always preferable to retain original windows and therefore repair should be considered before replacement. However, occasionally a window may be beyond the stage where repair is possible. In such cases new windows should produce the same appearance as the ones they replace. On listed buildings the original catches, hinges, locking mechanisms and even glass may be retained.

7.2 In some cases windows may have been replaced with inappropriately detailed modern ones. In these instances the Council will view traditionally made replacement windows favourably.

### Thermal Performance

7.3 Windows play a major part in the thermal performance of a building. Poorly fitting ones can lead to the loss of heat in winter, which requires extra energy for heating and is environmentally unsustainable. However, there are measures that can be taken to reduce heat loss without replacing or greatly altering the window.

<sup>4</sup>For more information visit

[www.english-heritage.org.uk/professional/advice/advice-by-topic/urban-and-rural-regeneration/historic-farm-buildings/](http://www.english-heritage.org.uk/professional/advice/advice-by-topic/urban-and-rural-regeneration/historic-farm-buildings/)



## Draught Proofing

- 7.4 Ill fitting draughty windows can be improved by the installation of draught stripping or by simple repairs and maintenance to the windows themselves. The use of shutters and heavy curtains will also improve the thermal performance of historic windows. However, it is important to note that it is not desirable to completely draught proof a historic building as ventilation is crucial to its breathability, which in turn is crucial to its well-being.

## Secondary Glazing

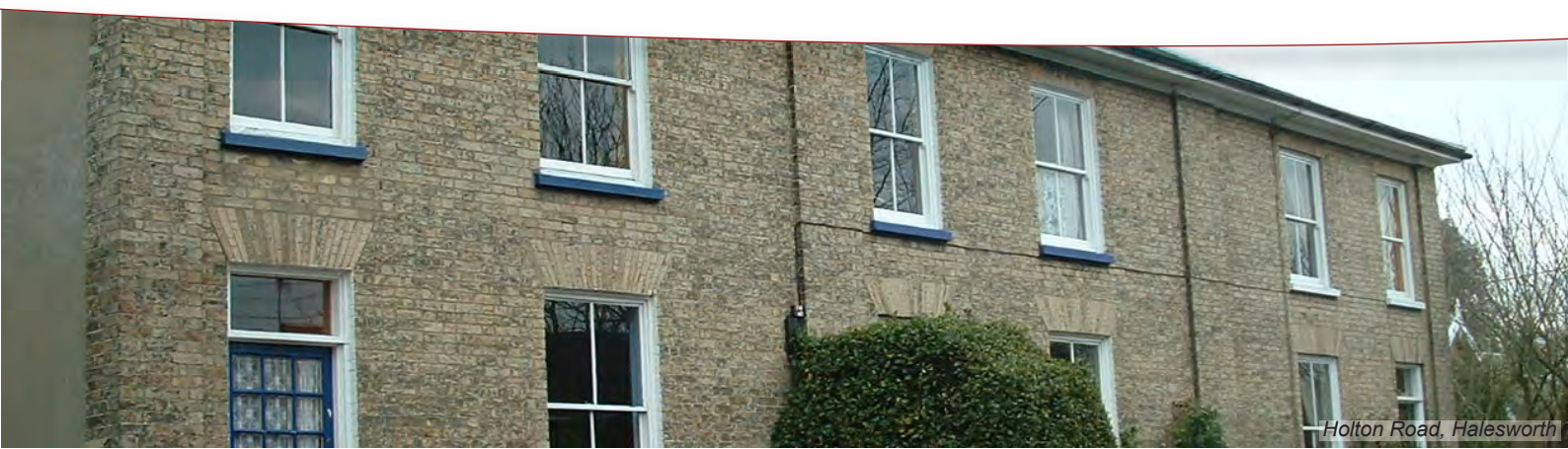
- 7.5 Secondary glazing is a simple and affordable way of adding sound insulation and reducing draughts. Technology has improved and modern secondary glazing can be virtually invisible, easy to remove and maintain. Special timber casements can be constructed and fixed to the interior of the frame using sections and mouldings to match the primary glazing. Where such an installation is proposed for a listed building, the works will probably not require Listed Building Consent providing features of interest, e.g. internal shutters or mouldings, are not affected.

## Double Glazing

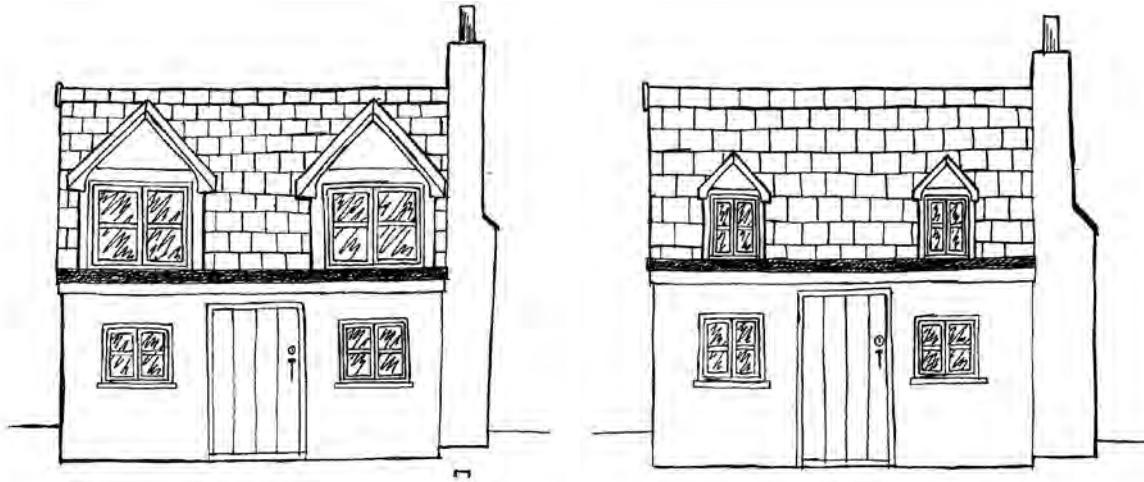
- 7.6 Where existing windows are not historic or are beyond repair double glazing will normally be acceptable on a historic building if suitably detailed. Where double glazing is permitted the window frames should normally be made of the same materials that are used in the rest of the building. Where replacement is proposed on public elevations in conservation areas, owners will be expected to reinstate the design of window that was originally fitted at the property, in order to create an authentic appearance. UPVC windows will not be supported on listed buildings but in some cases may be supported on buildings in conservation areas.
- 7.7 Prominent new trickle ventilation covers in window frames will not normally be acceptable.

## Dormer Windows

- 7.8 Dormer windows can add light to an attic and enable it to be used as extra habitable space. If a dormer window is too large, too high, too low or placed on a building unsuited to such a feature there is the potential to damage the appearance of the building and its neighbours, as can be seen in diagram 1.
- 7.9 Dormer windows should in most cases be of the same style as those on the rest of the building, use the same materials and be of the same colour. Roofing of pitched roofed dormer windows should generally also match that used on the rest of the building, while lead is often used for flat roofs.
- 7.10 Historic dormer windows are mostly roughly square in shape and are usually fairly small. In Waveney, their roofs are flat, catslide or gabled. Avoid painted boards on the side cheeks or apex of dormers. These would traditionally have been rendered but are now often covered in sheet lead.







*Diagram 1: The importance of ensuring that dormer windows are of the appropriate size. In the right picture the dormer windows are in proportion with the rest of the building; in the left picture they are too large.*

### **Introduction of Dormer Windows on Statutorily Listed Buildings**

- 7.11 The introduction of dormer windows will normally only be acceptable if there is evidence of the earlier presence of such features, because to add new dormers would pose a threat to the historic structure of the roof, compromising the integrity of a feature that contributes to the building's special interest.

### **Window Policy**

- 7.12 WDC has had an adopted window policy since 1999, which has proved invaluable in delivering the Council's conservation area objectives for the replacement of windows and other features in a flexible but consistent fashion. In preparing this document this policy has been reviewed and refined.
- 7.13 The Article 4(1) or 4(2) directions in place within all conservation areas within the District obliges owners to obtain planning permission to replace certain features on public facing elevations of their properties. Because this is a withdrawal of permitted development rights, the application is free for dwelling houses, although owners of flats and commercial premises still have to pay a fee.
- 7.14 Pressure to be more environmentally friendly and indeed the Council's own environmental policies have created the need for a more flexible approach to window replacement and this document seeks to introduce a greater level of flexibility to the policy without losing sight of its key objectives, which are:
- To retain historic windows in controlled locations where they are in repairable condition, particularly if they are old or rare
  - To retain or reintroduce the building's original window design in these locations.



- 7.15 Owners of listed buildings will be expected to repair their historic windows as they will be considered to contribute to their special interest. Replacement will require listed building consent and is supportable only where windows are beyond repair or modern.

### Value your Historic Windows

- 7.16 Historic timber windows were generally produced from timber of a quality that is simply not available today, and most are still serviceable, sometimes hundreds of years after they were manufactured, requiring only simple repairs or maintenance (of sash cords for example) to bring them back to life. Draught proofing measures can be introduced, and sealed up shutters brought back into use, or secondary glazing systems fitted. English Heritage has issued advice<sup>5</sup> resulting from studies carried out into the performance of historic windows which suggests that u values of less than 2 can be achieved by the use of such means, comparable with modern replacement windows.
- 7.17 The Council aims to encourage owners to value their historic windows and to recognise that poor quality replacements could potentially devalue the property and its neighbourhood, and may themselves need replacement before long.
- 7.18 Nevertheless, where historic windows are of a design not considered to be old or rare, and a high quality, well detailed replacement is proposed, there is now greater scope for this to be supported.
- 7.19 Where windows need to be replaced because they are beyond repair this should be verified by a window report. Contact the office for advice on window care practitioners.

### Assessing Applications for Replacement Windows

- 7.20 The window policy is intended for use where windows on conservation area dwellings are proposed for replacement. It covers only 'relevant locations', these being elevations 'fronting a highway, waterway or open space'. In most cases, it is only the front elevation that is thereby controlled. The policy is founded on a point scoring system, which is based on a number of criteria as listed opposite. An opinion of this can be obtained prior to submission of an application, from the relevant Area Planning Officer. Contact the office on 01502 523072 or [pbcc@waveney.gov.uk](mailto:pbcc@waveney.gov.uk) for details.

#### Scoring

##### Maximum score = 9 points

- 0 to 5** upvc replacement may be supported if suitably detailed in terms of design.
- 6 to 7** upvc should not be accepted but replacement can be supported using authentic materials, ie timber or metal as appropriate.
- 8 and 9** replacement will not normally be supported, particularly if existing windows are old or rare.

<sup>5</sup>This advice can be found at [www.climatechangeandyourhome.org](http://www.climatechangeandyourhome.org)





## Assessing Applications for Replacement Windows

### 1. Age/rarity of feature

Is the whole or any part of the feature of metal construction?  
Does the feature have multiple panes?  
Does it have noticeable imperfections in the glass?  
Is it a horizontal sliding sash window?  
Is it a vertical sliding sash window without horns?  
Is it in any other respect unusual in its design or construction?

If any of the above apply to the feature(s) proposed for replacement, please contact the office on 01502 523072 or [pbcc@waveney.gov.uk](mailto:pbcc@waveney.gov.uk) for advice before proceeding with the point score system below. In some cases, the age or rarity of the feature will rule out its replacement.

### 2. Location

Each street within WDC conservation areas is allocated between 1 and 3 points, depending largely on its prominence. Please contact the planning office to find out what score a particular street is given. A list of streets together with their respective scores is on the Council's website.

### 3. Building

- 3 Points** Prominent building within a group  
Original features intact
- 2 Points** After sympathetic alterations that have not compromised the building's character
- 1 Point** After unsympathetic alterations (eg. change of roofing material, loss of chimneys, change of wall finish, etc)
- 0 Points** Post-war construction unless architect designed

### 4. Feature – window or door

- 3 Points** Original in fair condition or in need of simple on-site repair
- 2 Points** Original requiring off-site repair  
Original replaced but with some features remaining
- 1 Point** Original in irreparable condition (must be accompanied by a report from a window care practitioner)  
Original replaced with inappropriate alternative
- 0 Points** Original replaced – structural opening changed  
Modern replacement in modern construction

### 5. Proposed replacement

When considering proposals to replace vertical sliding sash windows, this section will only be used where existing windows have horns. Sliding sash windows without horns are considered to fall into the old/rare category and as such should normally be retained.

The points score for existing windows may be reduced if a good quality replacement is proposed, as detailed below.

- Deduct 1 point** High quality authentic and durable materials offered
- Deduct 1 point** Authentic appearance incorporating slimline double glazed units, narrow glazing bars, etc.



## 8. Satellite Dishes

- 8.1 Satellite dishes have become an increasingly common feature within our streets. This chapter covers the installation of satellite dishes on historic buildings and in conservation areas. The guidance below is to enable their installation without compromising the character and appearance of a historic building and its surrounding area.

### Planning Permission for Satellite Dishes

- 8.2 The regulations applying to the installation of satellite dishes are complex, so it is best to seek advice before installing one. However, the installation of a dish in a prominent location within any of Waveney District Council's conservation areas is likely to require planning permission, and listed building consent may be required to affix a dish to a listed building. Please contact the planning department for further advice.



Diagram 2: Correct positioning of satellite dishes.

- 8.3 Satellite dishes should be placed out of sight from public view, particularly when in a conservation area or on a listed building. They should not be placed on a visually prominent part of a building or where they are likely to obstruct drives and pavements.
- 8.4 On blocks of flats satellite dishes may proliferate in an unsightly fashion if each flat installs its own dish. Such problems can be avoided if a number of residents share a dish. Alternatively, cable television offers a similar range of channels to satellite dishes, but without the same visual intrusion.





- 8.5 There may be occasions where placing a satellite dish on a separate mast is better than placing the dish on a building provided that the mast is discreetly located – for example in a back garden. As diagram 2 shows masts in particular and satellite dishes more generally should be located where they are less visible and unlikely to impede pavements and footpaths.
- 8.6 There is no prescriptive guidance as to the correct colour of a satellite dish and to a certain extent this is left to the judgement of the owner. As a general guide the satellite dish should not detract from the appearance or character of the building. Therefore bright or luminous colours are not usually acceptable. Most satellite dishes are black or other dull colours which do not attract attention and this is generally acceptable.
- 8.7 Satellite dishes that are no longer needed should be removed. (See 'A Householder's Planning Guide for the Installation of Antennas, including Satellite Dishes' 2008<sup>6</sup>)

## 9. Renewable Energy and the Built Historic Environment

- 9.1 Previous sections of this guidance have looked at the potential to improve the energy efficiency of historic buildings but it is also necessary to consider ways of installing renewable energy schemes. Wind turbines, photovoltaic cells and biomass schemes are all achieving a higher profile within the media and these can be fitted to historic buildings. Again the overall theme is to enable the building to be modified to use renewable energy without removing the features that make it unique or negatively affecting the setting or appearance of the building. Listed building consent will be required for renewable energy devices attached or connected to listed buildings.
- 9.2 The Council is generally supportive in principle of domestic renewable energy devices. Planning permission is generally not needed for the installation of renewable energy devices, however, listed buildings and conservation areas do have stricter controls.

### Wind Turbines

- 9.3 This section refers to 'micro' or domestic wind turbines. These can be fitted to a building or on a free standing pole. In cases where a wind turbine is affixed to a historic building, it is preferable to locate the turbine where it is least visible, but is still exposed to the wind. Avoid, if possible, attaching a wind turbine to where it can be seen from the street, particularly in a conservation area.
- 9.4 When attaching wind turbines to a building, do not attach them to chimney stacks. These are not designed to take the weight or stresses created by a wind turbine and may have been weakened by flue gasses released from the fire below.
- 9.5 A wind turbine typically weighs between 15 and 30kg and it is necessary to consult a structural engineer to ensure that the chosen wall is strong enough to take the weight of the turbine. In addition, wall brackets must be fixed strongly enough to take the weight of the turbine and resist a gust of 50m/s lasting 10 minutes.

<sup>6</sup> A Householder's Planning Guide for the Installation of Antennas, including Satellite Dishes' 2008): <http://www.communities.gov.uk/documents/planningandbuilding/pdf/householdersguideantennas.pdf>



- 9.6 Noise from a wind turbine is not usually a problem with modern designs, but vibration could damage the structure of the building. Therefore it is important to ensure that rubber dampers are included in the brackets on a building to prevent vibration.
- 9.7 Brackets should be affixed to mortar to prevent damage to the masonry. On a timber framed building, avoid fitting the turbine to the infill and instead attach it to the timber structure. On a pitched roof the turbine is usually attached to the gable to allow a shorter pole to be used.<sup>7</sup>
- 9.8 Installation of a wind turbine will require planning permission. Listed building consent will also be required if the turbine is attached to a listed building or curtilage listed buildings or structure.

### **Solar Panels and Photovoltaic Cells**

- 9.9 Solar panels and photovoltaic cells have become more popular in recent years and some of these can be found on historic buildings. Generally the best location on a building is facing towards the southwest to maximise exposure to the sunshine. Photovoltaic cells can face in any direction. The optimum angle for photovoltaic cells is at around 30 degrees from horizontal.
- 9.10 On a historic building it is preferable to locate panels so as to minimise their effect on the appearance of the building. This means locating them so that they cannot be seen from main vantage points, i.e. from where the building is most visible to onlookers. In most cases this is a public street. If the building is listed, the panels are best sited on a rear extension or curtilage listed outbuilding. It is also important to remember that dormer windows and chimneys can cause overshadowing which will reduce the effectiveness of PV cells.
- 9.11 The design of photovoltaic cells can also reduce their visual impact on a building. English Heritage guidance<sup>8</sup> provides more information about how to visually integrate a solar energy scheme into a historic building.
- 9.12 Installation of solar panels or pv cells may require planning permission. Listed building consent will also be required if the panels or cells are attached to a listed or curtilage listed building or structure.

### **Heat Pumps**

- 9.13 Heat pumps are perhaps less familiar to the general public than pv cells or wind turbines.
- 9.14 There are three sorts of heat pump, ground source, air source and water source heat pumps. Information from English Heritage below explains briefly how the concept of ground source heat pumps works:
- 9.15 The system uses lengths of pipe (called a ground loop) buried either in a borehole or a horizontal trench. The pipe is usually a closed circuit and is filled with a mixture of water and antifreeze. When this mixture is pumped round the pipe it absorbs heat from the ground. The pipe is then connected to a heat pump which has three main parts: an evaporator that takes the heat from the water in the ground loop, a compressor that moves and compresses the refrigerant round the heat pump and a condenser that gives up heat to a hot water tank that feeds the distribution system.

<sup>7</sup> Source: 'Micro Wind Generation and Traditional Buildings' 2010 [www.english-heritage.org.uk/content/publications/docs/69945-microwind1.pdf](http://www.english-heritage.org.uk/content/publications/docs/69945-microwind1.pdf)

<sup>8</sup> Visit [www.english-heritage.org.uk/content/publications/docs/49357-solarelectric.pdf](http://www.english-heritage.org.uk/content/publications/docs/49357-solarelectric.pdf)





- 9.16 Ground source heat pumps are expensive to install and this means that they are not commonly used.
- 9.17 Air source heat pumps (ASHP) work in very much the same way as ground source heat pumps but instead of using heat from the ground they extract it from the air. In some situations they can also be easier to install. The unit is fixed outside the property with holes in the wall to accommodate the flow and return pipe-work.<sup>9</sup>
- 9.18 Air source heat pumps have far lower installation costs because no excavation is required.
- 9.19 Water source heat pumps are also available and work by drawing solar heat stored naturally in rivers, lakes and ponds. However, installation costs can be high because underground pipes are needed to connect a dwelling to a body of water.
- 9.20 Heat pumps are fairly low maintenance and this might appeal to potential customers. Digging a trench and then covering the ground over again could lead to considerable disruption in the grounds of a historic building. As far as possible, ground should be re-laid in its original form. The County archaeologist should be consulted before any digging takes place. Always consult an engineer to ensure that the design is appropriate for the building and that the structure can support the equipment needed by a heat pump. If the building is listed also check with the Design and Conservation team to ensure that your proposals will not require listed building consent.

### **Biomass**

- 9.21 Biomass is fuel derived from plant and animal material. Examples of biomass include wood chippings and agricultural waste. Biomass facilities are usually operated at the community or sub regional level rather than at the household level so it would be fairly unusual to find a biomass plant in a private house, including a historic building. Note that domestic biomass facilities are much larger than other types of heating and electricity generation and as such may be too large for many historic buildings. Fitting them could also have a negative impact upon the appearance of the building and its setting.
- 9.22 Note that planning permission and / or listed building consent may be required for a biomass installation. Please contact the planning department for further advice.

### **Adapting to Climate Change**

- 9.23 Historic buildings and spaces are vulnerable to climate change, particularly flooding. When purchasing a property it is necessary to check the flooding history of the surrounding area. Have there been any previous flooding events that have affected the property or its immediate area? Is the dwelling located in a floodplain or an area that is at high risk from flooding?
- 9.24 If there is any risk of flooding then it is worth undertaking an architectural survey to see what measures can be taken to prevent flooding from affecting the inside of the building. Measures include temporary barriers and extra planks to cover doors and ground floor windows. English Heritage provides extensive guidance about dealing with flooding in its document 'Flooding and Historic Buildings' (2010).<sup>10</sup>

<sup>9</sup> See the English Heritage Website 'Climate Change and Your Home' 2008 [www.climatechangeandyourhome.org.uk/live/](http://www.climatechangeandyourhome.org.uk/live/)

<sup>10</sup> For more information, visit [www.helm.org.uk/upload/pdf/Acc\\_Flooding\\_Guidance.pdf?1306838379](http://www.helm.org.uk/upload/pdf/Acc_Flooding_Guidance.pdf?1306838379)



## 10. Shop Front Design

- 10.1 Commercial shop fronts of the kind found today began to appear in the eighteenth century, but it was really in the nineteenth century that they were produced in large numbers. It was at this time that the practice of including advertising signs began, together with large windows intended to display the range of products for sale. Most of the historic shop fronts within towns and villages in Waveney tend to date from this period, albeit with various modifications added over the years.
- 10.2 Historic shop fronts contribute to the character of modern high streets; indeed, they are often the most visible feature to the visitor or consumer as they walk through a town. This SPD recognises that businesses need to carry out maintenance on shop fronts and that shop fronts may occasionally need to change as the type and nature of businesses change. However, this should be done in a way that preserves the historic character of the town centre and does not damage the architectural integrity of individual buildings. Repair is always preferable to replacement and historic designs, details and materials should be retained where appropriate.

### Key Elements of Historic shop fronts

- 10.3 Diagram 3 illustrates the key features of a Victorian shop front. Note the large display window and fascia which, while prominent, remains in keeping with the proportions of the rest of the shop front.

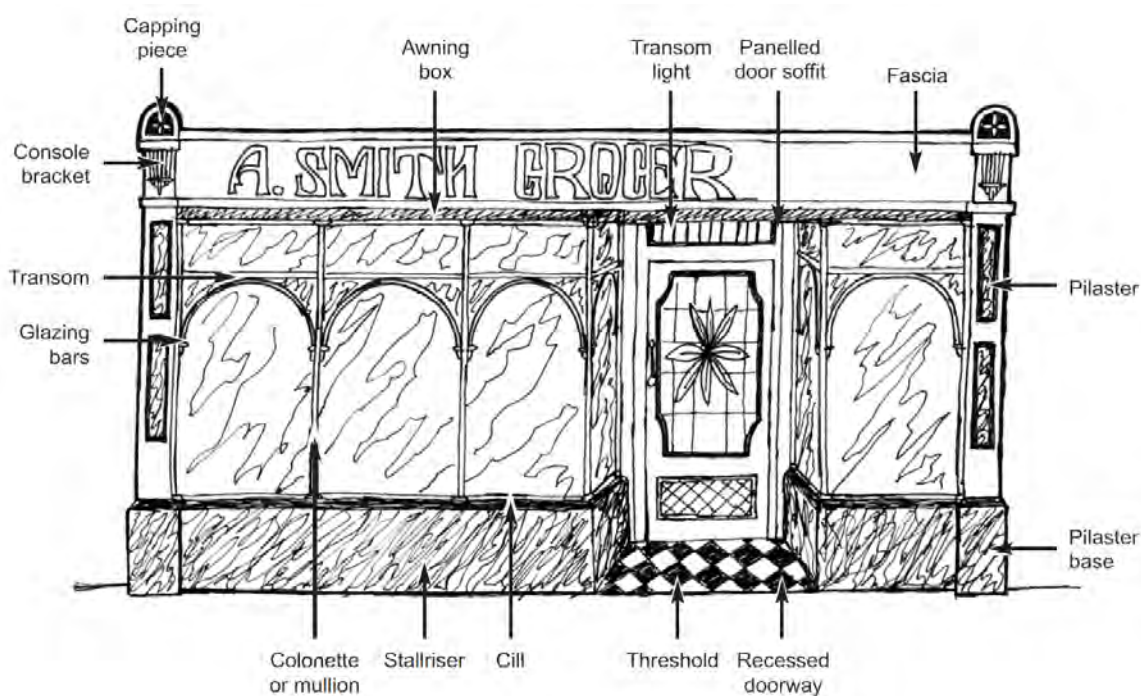


Diagram 3: The main elements of Victorian shop front design.





### Fascias (lettering etc)

- 10.4 This is one of the most important parts of the shop front because it advertises the name and contact details of the business. Lettering should be clear and uncluttered. Avoid creation of box fascias, which are inconsistent with the rest of the shop front and building. (Illuminated fascias also have the same effect and can be detrimental to the character of the street.)
- 10.5 Timber is usually the best material for use with sign written lettering. Cut out vinyl is a suitable alternative to sign written lettering. In some cases, metal signs will be acceptable.
- 10.6 Where still in place the original fascia should be retained. Where a replacement is required, this should be of an appropriate style and proportion to the existing building and shop front, and should not conceal other features such as first floor windows.

### Illumination

- 10.7 Guidance below relates to illuminations on shop fronts. This refers strictly to lighting that is used for advertising and display purposes and not functional lighting that is used for safety reasons or to aid night time access. Functional lighting is covered in Chapter 10.
- 10.8 Illuminated box signs, which have become widespread in some towns and cities, may not be sympathetic to the rest of the building and can detract from its appearance, particularly at night.
- 10.9 Illuminated lettering is not normally acceptable on a historic shop front, but lettering that is illuminated from behind may be acceptable in some circumstances.
- 10.10 Trough lighting, which sits along the top edge of a fascia, may be acceptable provided that it is reasonably discreet. For example, the casing should be the same colour as the fascia and reasonably small to remain in scale with the rest of the building.
- 10.11 Illuminated tube lighting is not normally acceptable on the exterior of a shop front. However, provided that it is reasonably small, illuminated tube lighting can be used on the interior of a shop window, for example, some restaurants have an illuminated sign to inform when the establishment is open.

### Alteration and Repair

- 10.12 Shop fronts, like any other part of the built environment, require maintenance and repair which should use original designs and materials. It is important to remember that it is always preferable to maintain and repair a historic shop front, rather than install a replacement, which may not stand the test of time.
- 10.13 However, some alterations themselves are worthy of preservation and stripping away later additions may not be appropriate. For example, a fine Victorian shop front should not be removed because it is part of a Georgian building.
- 10.14 Significant change to a historic shop front is unlikely to be accepted but the Council will work with businesses to see if minor changes can be accommodated. This SPD does not seek to prevent



Shopfronts in Smallgate, Beccles



Image 1: Shopfront in The Thoroughfare, Halesworth

premises from altering and changing over time, but rather to ensure that they do so in a way that does not harm the historic and architectural integrity of individual buildings and streets.

- 10.15 Some shop windows are used to advertise several businesses, which may be operating on different floors. Where this occurs, care should be taken to avoid creating a cluttered appearance that detracts from the quality of the building.

### New Shop Fronts

- 10.16 In some cases a new shop front may need to be installed. National and international shopping chains also sometimes seek to replace shop fronts in their premises. It is best to avoid the standardised approach taken by such businesses. This includes large plate glass windows and fascias. The former provides an attractive view of the wares for sale, but is often insensitive to the rest of the street. Large, standardised fascias can also have the same effect. The result is often a pleasant but bland shopping street, which has no feeling of local identity. National chains of course need to display their logos, but this should be done in a way that respects the rest of the building and existing shop front and the area in general.
- 10.17 When installing a new shop front, it is important to ensure that vertical and horizontal lines are maintained. This includes retaining existing pilasters and the current heights of windows. Some modern materials and designs may be acceptable, provided they do not harm the appearance of the building and surrounding streetscape.

### Automatic Teller Machines

- 10.18 Automatic Teller Machines (ATMs) are modern interventions not found in traditional shop fronts. Where an ATM is installed it should be located discreetly, for example to the side of a shop. ATMs should not normally be placed within a shop window, although there are some circumstances where this would be preferable because it would be less damaging to the historic fabric of a building. As with other additions, an ATM should be congruous with the existing horizontal and vertical lines of the building. Diagrams 4 and 5 demonstrate the importance of designing and installing ATMs sympathetically on a shop front. Planning permission will be required to install an ATM, and listed building consent if the building is listed.

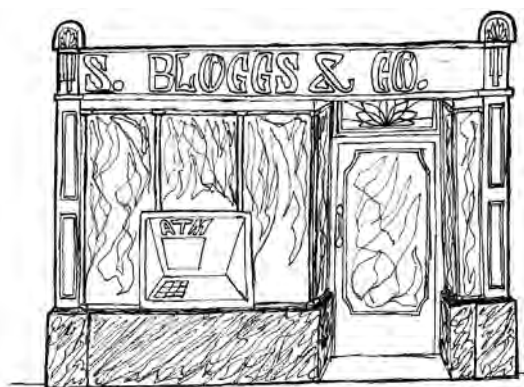
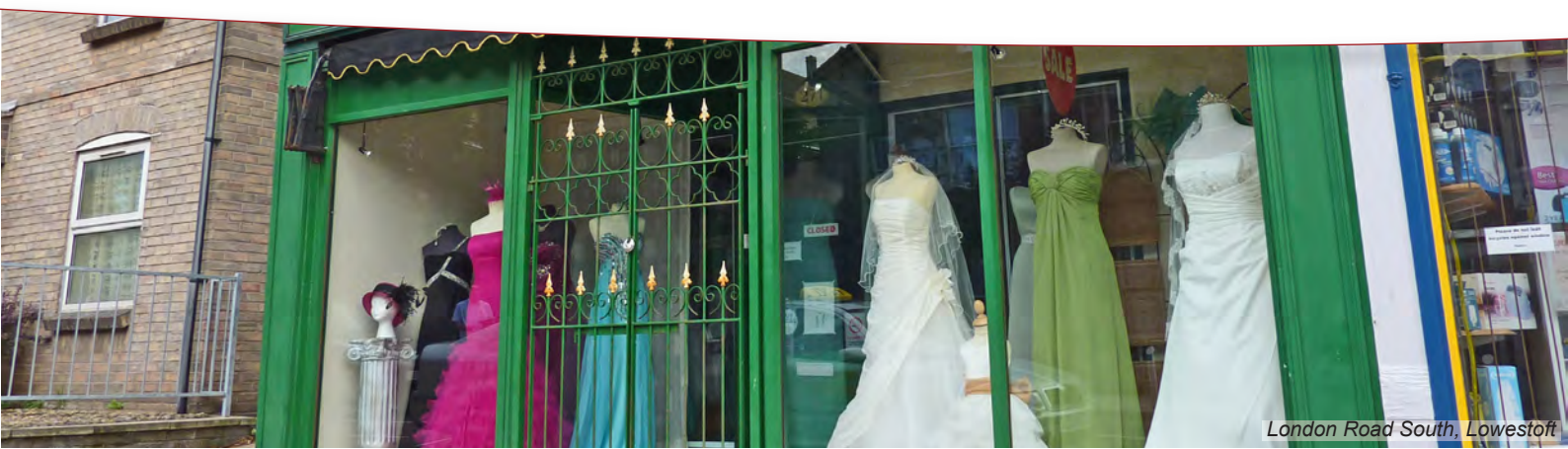


Diagram 4: Poorly located ATM



Diagram 5: Correctly located ATM.





## Shutters and Security

- 10.19 Security measures may be necessary to protect the shop and the wares inside, particularly when the shop is closed. However, there is a danger that prominent shutters look unsightly and give the impression that a shopping street is not safe.
- 10.20 Laminated glass, which can be damaged but not penetrated, is the best security measure. Internal mesh, which sits behind the window and allows a view into the shop may also be acceptable (as shown in image 2). This enables passers by to look into the shop, which makes the shop front more attractive outside of opening hours. A decorative grille can be attractive and indicate to a thief that even if the glass is broken the wares will still be out of reach. Modern metal roller shutters placed on the outside of buildings look ugly and unwelcoming (an example can be seen in image 3). Where these do occasionally need to be used, care must be taken to ensure that the rolling mechanism is located behind the fascia. This, at least, will minimise the visual impact during opening hours. The tracks that guide the rolling shutter and hold it in place must also be concealed as far as possible.
- 10.21 In some cases Victorian shop fronts retain the original rolling wooden shutters that were installed when the shop was built. In many cases these provide protection and are in keeping with the original shop front. These should be retained and repaired, rather than replaced with modern metal shutters.
- 10.22 Wood panelling offers an attractive alternative to more modern security devices. This was the method originally used by shopkeepers in the eighteenth and nineteenth centuries. Some shops still use the wooden panelling that is either original or identical to that used in the original shop front as can be seen in image 4. Appropriately detailed panelling will be compatible with the design of the shop front and can look very attractive. The disadvantage is that it leaves casual window shoppers no opportunity to view the wares for sale.
- 10.23 Decorative railings drawn across the front of the shop out of business hours can also add to the quality of the exterior, enable window shoppers to browse and provide adequate security. The tops of railings should not be sharp as this may cause injury. Professional advice should be sought to ensure that the railings look attractive and are suitably spaced to prevent arms and legs being trapped in them. To comply with health and safety legislation, members of staff should be able to lift them.
- 10.24 Smaller panes of glass are cheaper to replace if damaged and are also cheaper to replace with laminated glass. Laminated glass does not break upon impact and helps to prevent burglaries while allowing passers by to look into a shop. Laminated glass does not require planning permission to install in place of ordinary glazing of the same size, but listed building consent will be required if the building is listed.
- 10.25 Metal grilles attract dirt and can also look unattractive. An example of wire metal grilles is shown below.

## Alarm Boxes

- 10.26 Alarm boxes should be located where they are least obtrusive on a building. Ideally this should be on the side of a shop building or at the eaves.



## Canopies

- 10.27 Canopies were prevalent in the late 19th and early 20th centuries. Canopies from this era were retractable and many were incorporated into the design of the original shop front. South facing shop fronts in particular have canopies. Where new canopies are added they should be incorporated harmoniously into the existing shop front and be fully retractable within a concealed box. Traditional materials such as canvas should be used.
- 10.28 Existing canopies should be retained in full working order. Where this is not possible canopies should be left in situ, together with their associated equipment.

## Doorways

- 10.29 Doorways are often set back from the shop window and this feature should be retained (see diagram 3, page 18 about the different elements of a shop front). The door design, including any transom light above it, should be in keeping with the shop window design. Glazed or timber fronted panels in the entrance door will be designed to align with the level of the stallriser.

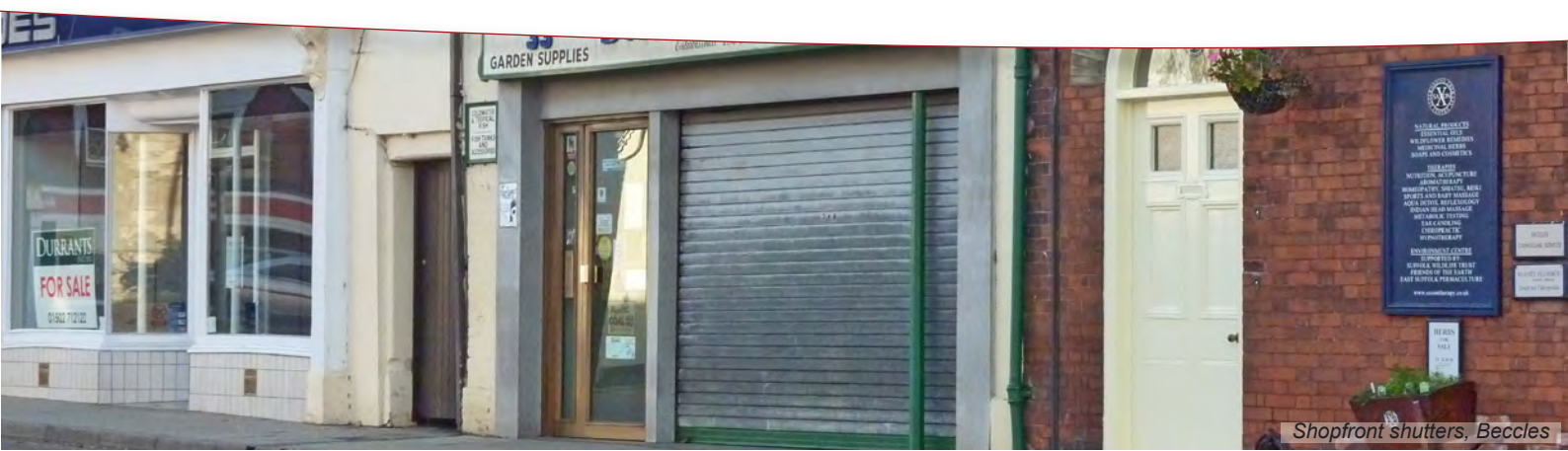
## Access for Disabled People

- 10.30 Shop owners are required to provide access for disabled people in line with the Disability Discrimination Act. As far as possible, this should be undertaken without any detriment to the appearance of the building. Where alterations are proposed, early consultation should take place with the planning department relating to the appearance of the alterations and their impact upon the building.
- 10.31 Occasionally there are proposals to modify paving levels to create a ramped access. If on private land, such works will require planning permission. If the pavement is on land belonging to the highway authority then it is necessary to apply to them instead.
- 10.32 Any proposal to alter a listed building to create DDA compliant access must be accompanied by a full, independent Access Audit carried out in line with English Heritage Guidance Note Easy Access to Historic Buildings (June 2004)<sup>11</sup>.
- 10.33 Metal handrails do have historic precedent. Proposals for such installations should:
- Be carefully considered as to their necessity in line with the Access Audit
  - Complement the existing shop front and building and its setting
  - Be of simple and robust design and usually without any ornamentation
  - Have a painted finish which is of an appropriate colour (often black)
  - Be positioned so as not to impede users of the building or hinder an emergency evacuation
  - Be of good quality materials

## Change of Use

- 10.34 Shops should always be retained for their existing use where possible. However there may be instances where a premises is no longer commercially viable as a shop and conversion to another use becomes necessary. In these circumstances it will be expected that a shop front of any historic or architectural quality will be retained, even where the interior is to be significantly altered. In such cases, issues of

<sup>11</sup> For more information, visit [www.english-heritage.org.uk/content/publications/docs/easyaccess2004.pdf](http://www.english-heritage.org.uk/content/publications/docs/easyaccess2004.pdf)





privacy and thermal upgrade may be addressed by means of secondary glazing, window film, internal or external shutters, etc.

## 11. Lighting of Buildings

- 11.1 Artificial lighting and the structures that support it on the outside of a building will normally require planning permission. External lighting on listed buildings will also require listed building consent. Lighting can normally be installed without any disruption to surrounding properties, but badly planned lighting can cause distress and disruption to neighbouring residents and offices. Guidance in this chapter refers to all historic environments, including the exteriors of all historic buildings and their surroundings, both inside and outside of conservation areas. This chapter does not apply to lighting on shop fronts or fascias. This information can be found in Chapter 10.
- 11.2 Lighting is occasionally used on historic buildings to enhance their night time appearance and access, and for security purposes.
- 11.3 Commonly lit areas are front and back doors, garages, forecourts, courtyards, driveways and farmyards.

### Principles of Appropriate Lighting on Historic Buildings and in Conservation Areas

- 11.4 When considering whether or not to put lighting on a historic building or in a conservation area it is important to ask if it is really necessary. Such buildings were not usually historically lit from the outside and it may be that ample lighting is already provided by street lights or lit shop windows. Where lighting is required it should be kept to a minimum and be directed solely at the architectural features to be illuminated.

### Brightness

- 11.5 Ensure that lighting is of the correct brightness for its setting. External lighting should only be bright enough to illuminate the area for which it is intended. Ensure that the lighting used will not spill over excessively into surrounding residences or premises. Some glare is inevitable, but this should not be so severe as to detract from the quality of a built up area. Issues of excessive glare are particularly important in conservation areas or when considering lighting next to or near to a listed building.

### Residential Development

- 11.6 Lights should be correctly located away from residences if possible. In particular, it is necessary to ensure that lights do not disturb people who are trying to sleep.

### Directional External lighting

- 11.7 Lighting can be very directional. An obvious example is floodlighting on a football pitch, which only illuminates a particular patch of ground. It is therefore necessary to ensure that lighting is directed towards the area that it is intended to illuminate. This is particularly the case for security lighting, both

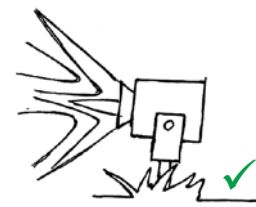
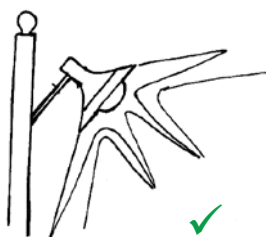
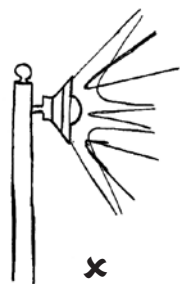


in industrial and residential areas.

- 11.8 As diagram 6 demonstrates care should be taken to ensure that the lighting is at the correct angle. If the lights are directed too low, then only a very limited area will be covered, but spread too wide could result in the lighting not giving significant illumination to any particular area and also spilling excessively onto surrounding properties. Lighting should be angled at 70 degrees (or less if it is mounted at height) to prevent excessive glare in the night sky.

### Correct Location of Lighting on a Building

- 11.9 Lighting should be located low on a building to ensure that it only illuminates the area for which it is intended. Lighting located at the top of a building risks illuminating a wide area, much of which is unnecessary. There is also the risk of creating shadow, which people will not want to walk into because dark areas are perceived as unsafe. As diagram 7 shows, it is necessary to ensure that light is not directed too high. Light directed too high does not focus on a particular area and can cause a nuisance. Where lighting is required to be located higher on a building, it is necessary to ensure the beam points downwards where possible.



*Diagram 6: The importance of correctly angled lighting. Where light does have to point upwards, it should be directed by shields and baffles.*

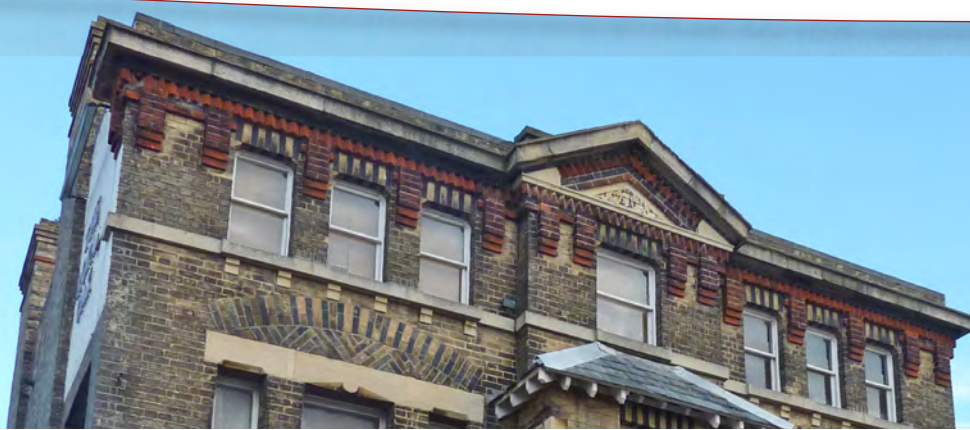
*Diagram 7: Lighting should not point too high on a building.*

### Fixtures

- 11.10 Simple modern fittings for external lighting may often be less intrusive on a historic building than more elaborate traditional designs.

### Timing Devices

- 11.11 Lighting should be controlled by a timing device to ensure that it is not illuminated all night. If lighting is activated by a sensor, this should not be set so low that it can be activated by wild animals.





## Pole Mounted Lighting

- 11.12 Lighting on a pole has a greater visual impact than if it is discreetly attached to part of the building, although in some cases pole mounted lighting may be necessary. As diagram 8 below shows, lighting should be directed downwards, so that it lights a particular area of ground.

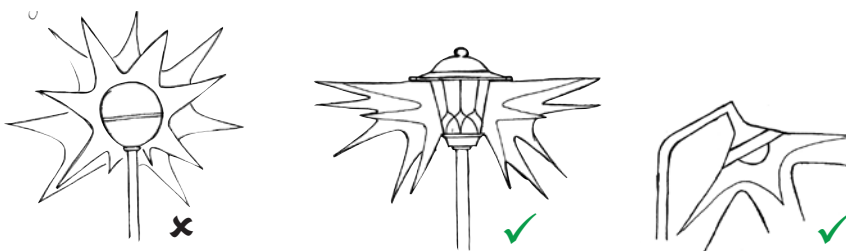


Diagram 8: Pole mounted lighting.

## Glare

- 11.13 Glare is a discomfort or impairment of vision caused by a light being too bright in relation to its surroundings. Glare very often occurs when the source of the light is visible and reduces the viewer's ability to see detail.

## Wildlife

- 11.14 Lighting can affect certain species, such as bats and barn owls, which are protected by law. When considering lighting it is important to check for the presence of these species and to consider whether lighting is acceptable or any mitigation measures may be needed.

## Energy Efficiency

- 11.15 External lighting should use energy efficient lamps<sup>12</sup>. There are two options:
1. Ensure that the lamp has a maximum capacity per fitting of 150W and that it switches off during day time or when not needed.
  2. Ensure that the light fittings have sockets that prevent the use of lamps with an energy efficiency of less than 4 lumens per circuit watt.

# 12. Advertising on Buildings

- 12.1 Advertising in this SPD refers to signs that appear on historic buildings or buildings in conservation areas. This includes signs on shops, offices, pubs and restaurants. Advertising in this chapter does not include highway authority road signs.

<sup>12</sup> For more information visit [www.helm.org.uk/upload/pdf/External-Lighting.pdf](http://www.helm.org.uk/upload/pdf/External-Lighting.pdf) and [www.gov.je/SiteCollectionDocuments/Planning%20and%20building/SPG%20Lightpollution%202002.pdf](http://www.gov.je/SiteCollectionDocuments/Planning%20and%20building/SPG%20Lightpollution%202002.pdf)



## Advertising

- 12.2 Posters are usually made of paper, are often temporary and are affixed to walls and doorways. These usually cause few problems unless the material is explicit or offensive. Posters usually advertise a particular event or promotion.
- 12.3 Permanent signs usually advertise a business or service and are generally displayed on or close to the premises. Signs are usually made from wood, plastic or metal. They usually contain the name of the company together with contact details. Traditionally signs were made of wood and hand painted. This type of sign will often be the most appropriate on historic buildings and in conservation areas within the District.

## Advertising for Businesses

- 12.4 More common are signs which are put up to advertise businesses, for example, hotels and in some cases shops. These may be separate from the premises and used to give directions, such as from a main road.
- 12.5 All posters and some illuminated signs will require planning permission. Fascia signs and projecting signs on shop fronts and advertisements on gable ends will also require planning permission. The Communities and Local Government website provides more information<sup>13</sup>.
- 12.6 In all cases it is necessary to discuss advertising signs with a planning officer. Signs should be carefully located so that they can be visible, but without detracting from the overall character of the area. This is particularly important in conservation areas or with listed buildings. There is a danger that historical features which make the building special may be obscured by a large, tasteless sign.
- 12.7 When designing or commissioning an advertising sign it is a good idea to look at the colour, height, age and style of surrounding buildings. In particular, consider how other signs in the vicinity have been designed and finished. If there are no other high quality signs within the same street then it is advisable to look for other examples within the wider area, such as the town or village.
- 12.8 Hanging signs are commonly found on traditional shop fronts and these should be retained where possible. The addition of new hanging signs will not necessarily harm the appearance of the building and should be permitted where they do not cause the building or street to appear cluttered. Very large signs however may obstruct the view of the street, particularly the first and second floors of buildings but it is important that signs are hung sufficiently high to allow pedestrians to pass underneath.
- 12.9 A-boards are sometimes used by businesses to advertise their products and promote special offers. For these reasons, the use of A-boards should be minimised where possible. A-Boards will normally require consent from Suffolk County Council Highway Authority.
- 12.10 Billboard advertising is a common sight in many urban areas, but it is not normally acceptable in areas that are close to listed or locally listed buildings or in conservation areas. Billboard advertising may sometimes require advertising consent. The structure supporting a billboard will not require planning permission providing advertising consent is obtained. Outdoor advertisements and signs: a guide for advertisers (2007)<sup>14</sup> provides more information about billboards and other types of advertising.

<sup>13</sup> For more information, visit [www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf](http://www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf)

<sup>14</sup> For more information, visit [www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements](http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements)





- 12.11 Illuminated advertising should be kept to a minimum on historic buildings and in conservation areas.
- 12.12 Listed building consent will always be required for new signage on a listed building. Advertising consent may also be required in some circumstances.

## Appendix A – Background

### A1 Policy Framework

- A1.1 Planning Policy Statements explain Government policy in relation to each major planning issue. PPS5 (Planning for the Historic Environment) and its attendant user guide (Planning for the Historic Environment: Historic Environment Planning Practice Guide) take a more holistic approach to heritage conservation and management and include assets such as parks, statues and monuments as well as buildings when considering the historic environment. Archaeology is also covered by PPS5. Emphasis is placed on allowing these historic assets to evolve and take on new uses if the purpose for which they were built is no longer viable or relevant. Critically, historic assets should be seen as enhancing development, rather than acting as a brake on it.
- A1.2 At the local level planning policies are contained in the Local Development Framework suite of documents, or LDF. The Waveney LDF contains four development plan documents. The Core Strategy articulates a vision for spatial development within the District. Development Management Policies provide guidance to help make decisions about planning applications. Site Specific Allocations select pieces of land for particular uses. An Area Action Plan is being prepared that will provide guidance on the redevelopment of the Lake Lothing Area of Lowestoft. These three latter documents assist in the delivery of the vision of the Core Strategy. The Built Heritage and Design Supplementary Planning Document provides practical guidance that aids the implementation of LDF policies contained in these Development Plan Documents.
- A1.3 As the table below shows PPS5 and its user guide are the most important national policies relating to built heritage. However, there are also several other policies at the national and local level that may impact upon built heritage. The National Planning Policy Framework, when approved by the Government in 2012, is expected to supersede all existing Planning Policy Guidance and Planning Policy Statements.



*Dormer windows, Earsham Street, Bungay*

National Planning Policy	
PPS5 'Planning for the Historic Environment'	Sets out planning policies on the conservation of the historic environment. Emphasis on managing heritage assets, not just buildings, so that they enhance rather than prevent further development. See also accompanying user guide.
'Planning for the Historic Environment: Historic Environment Planning Practice Guide'	This guide assists local planning authorities in interpreting and implementing PPS5.
PPG19 'Outdoor Advert Control'	Explains the purpose of the advertisement control system, which is to help those involved in outdoor advertising to contribute positively to an attractive outdoor environment in cities, towns and the countryside. This is relevant to the built heritage SPD because it provides national policy about advertising development, some of which will affect historic buildings and the setting of historic buildings.
National Planning Policy Framework	This draft document covers all aspects the historic environment, including buildings, parks and gardens. Includes information about the protection and alteration of heritage assets.
Local Planning Policy - Core Strategy	
CS02 'High Quality and Sustainable Design'	Requires new development to have a positive effect on the natural and built environment. This includes existing historic buildings that are located close to where a new development is proposed.
CS17 'Built and Historic Environment'	All development should conserve and enhance the historic built environment, including nationally and locally listed buildings, conservation areas, sites of archaeological interest and scheduled ancient monuments.
Local Planning Policy - Development Management Policies	
DM02 'Design Principles'	Ensures new development is approached in a holistic manner to maintain and enhance the local environment, such as how open space relates to the development itself and its wider surroundings. Strong emphasis on high quality design, which can protect and enhance the historic built environment.
DM03 'Low Carbon and Renewable Energy'	Supports the development of renewable energy generation schemes providing historic features, landscapes and townscapes are not affected. Historic buildings and spaces are taken into account when considering planning applications for renewable energy schemes.
DM22 'Housing Development in the Countryside'	Includes criteria by which it is judged whether a rural building may be converted for commercial use.
DM30 'Protecting and Enhancing the Historic Environment'	Encourages development that protects and enhances heritage assets. The Built Heritage and Design SPD will provide practical guidance that helps to achieve these objectives.
Local Planning Policy - Lowestoft Lake Lothing and Outer Harbour Area Action Plan	
EHC2 'Heritage Assets'	Encourages development that protects and enhances heritage assets within the AAP area. The Built Heritage and Design SPD will provide practical guidance that helps to achieve these objectives.

Table A1. Planning Policies Related to Built Heritage and Design.





## Appendix B – Conservation Area Appraisals and Article 4(1)\* Directions within Waveney District (including year of designation)

Name	Conservation Area	Article 4(1)
Beccles	1967 (extended in 1991)	1997*
Bungay	1970 (with amendments and enlargements in 1981 and 1997)	1997*
Ellingham	1983	tbc
Mettingham	tbc	tbc
Halesworth	1970 (with amendments and enlargements in 1979 and 1997)	1997*
Holton	1970 (with amendments and enlargements in 1979 and 1997)	2006*
Homersfield	1976 (amended and enlarged in 1991)	2007*
Lowestoft (North)	1973 (extended to the north in 1976 and to the south in 2003)	1997*
Lowestoft (South)	1978 (extensions in 1996 and 2003); article 4(2) applied in 1997	1997*
Oulton Broad	1990	tbc
Somerleyton	1997 (extended 2007)	2011
Southwold	1971 (amended and enlarged in 1991, 1997 and 2008)	1997*
Southwold Harbour	1996 (extended 2008)	1997*
Walberswick Quarry	1991	1997*
Wangford	1973 (extended 2009)	2010
Wissett	1993 (extended 2007)	2007*
Wrentham	1980 (extended 2011)	2011

\*Referred to as Article 4(2) directions prior to changes to the General Permitted Development Order 6th April 2010.

*Table B1 Conservation Area Appraisals and Article 4(1) directions*

## Appendix C – Example of an Article 4 Direction\*

\*The text below is an example of the restrictions placed on properties covered by Article 4 directions. It should not be used as a legal document.

### SCHEDULE

(a) The enlargement, improvement or other alteration of a dwellinghouse, being development comprised within Class A of Part I of Schedule 2 to the Order, where any part of the enlargement, improvement or other alteration would front a relevant location (for the purposes of this Direction and in accordance with the provisions of article 4(6) of the Order the expression 'relevant location' (wherever it may appear) shall mean a highway, waterway or open space).

(b) Any alteration to the roof of a dwellinghouse, being development comprised within Class C of Part



I of Schedule 2 to the Order, where any such alteration would be to a roof slope, which fronts a relevant location.

(c) The erection or construction of a porch outside any external door of a dwelling house, being development comprised within Class D of Part I of Schedule 2 to the Order, where the external door in question fronts a relevant location.

(d) The provision within the curtilage of a dwellinghouse of any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure, being development comprised within Class E of Part I of Schedule 2 to the Order, where the building or enclosure, swimming or other pool to be provided would front a relevant location or where the part of the building or enclosure maintained, improved or altered would front a relevant location.

(e) The provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such, being development comprised within Class F of Part I of Schedule 2 to the Order, where the hard surface would front a relevant location.

(f) The installation, alteration or replacement of a satellite antenna on a dwellinghouse or within the curtilage of a dwellinghouse, being development comprised within Class H of Part I of Schedule 2 to the Order, where the part of the building or other structure on which the satellite antenna is to be installed, altered or replaced fronts a relevant location.

(g) The erection, alteration or removal of a chimney on a dwellinghouse or on a building within the curtilage of a dwellinghouse being development within Part I of Schedule 2 to the Order.

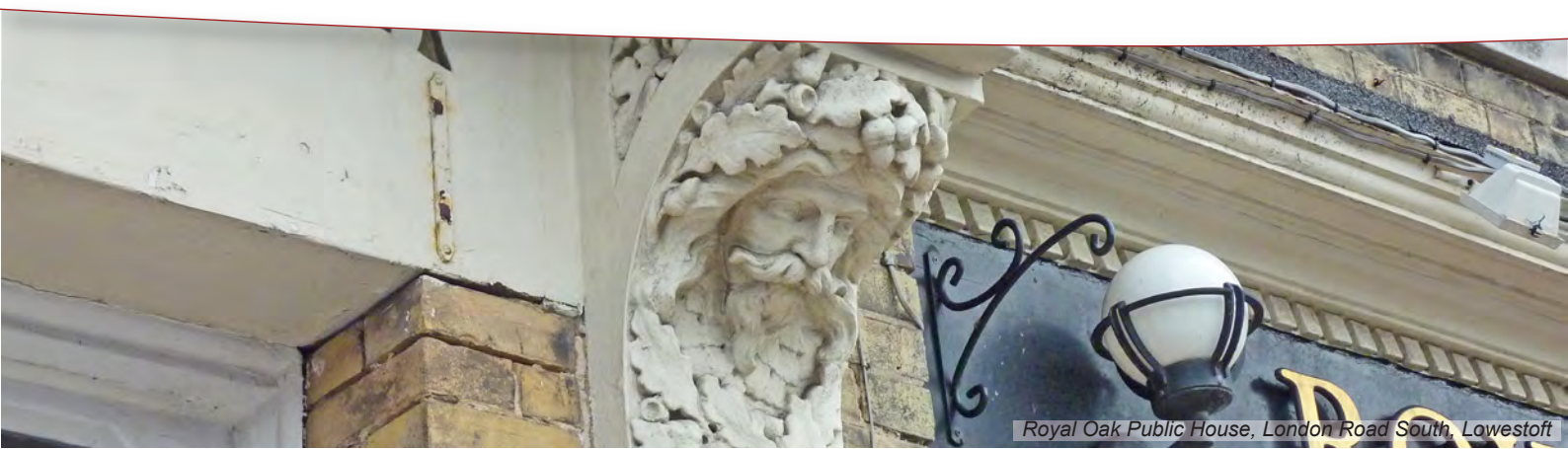
(h) The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure, being development comprised within Class A of Part 2 to Schedule 2 of the Order, where the gate, fence, wall or other means of enclosure would be within the curtilage of a dwellinghouse and would front a relevant location.

(i) The painting of the exterior of any building or work, being development comprised within Class C of Part 2 of Schedule 2 to the Order, consisting of the painting of the exterior of any part, which fronts a relevant location of

(a) a dwellinghouse; or

(b) any building or enclosure within the curtilage of a dwellinghouse.

(j) Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure where the gate, fence, wall or other means of enclosure is within the curtilage of a dwellinghouse and fronts a relevant location.





## Appendix D – Glossary

### Baffle

A cover which surrounds a light and directs the beam (rather like a traffic light).

### Broads Authority

Organisation with responsibility for the Norfolk and Suffolk Broads. Responsibilities include plan making and determining planning applications.

### Colonette

A small, thin column on a building that is used for decoration.

### Conservation Area

An area of ‘...of special interest, the character of which it is desirable to preserve or enhance’. Conservation Areas are designated under the Planning (Listed Buildings and Conservation Areas) Act 1990

### Conservation Area Appraisals

Provides a detailed description of a conservation area together with an account of the issues faced by each conservation area.

### Conservation Area Management Plan

Provides details of the issues faced by a conservation area, together with recommended solutions.

### Curtilage

Land surrounding a building, generally but not necessarily enclosed, having a functional association to that building.

### Horns

Small protrusions at the bottom corners of the top half of a sash window, used for extra strengthening and ease of operation.

### Laminated glass

Two sheets of glass attached to a special film which stops the glass from breaking, even if it damaged.

### Local list

List of buildings prepared by a local authority which do not justify the protection of being on the national list but nonetheless are of sufficient architectural and historic merit to be acknowledged at the local level. Local listing is a material consideration when considering planning applications.

### Lumen

The amount of light that is produced by a particular amount of electricity.

### Material consideration

Factors that are taken into account when deciding planning applications.



**Mortar**

Paste that is used to bind bricks and materials together. Becomes hard once it dries out.

**Photovoltaic cell**

A cell or panel that is used to convert sunlight into electricity. Can also generate electricity on cloudy or overcast days.

**Pointing**

The treatment of the joints in masonry and brickwork.

**Re-pointing**

Replacing old pointing.

**Shield**

Protective covering for part of a light, which is also used to prevent light from spreading to where it is not needed.

**Spall**

Fragments of brick or stone broken away from a wall or building.

## Bibliography / Publications / Useful Links

Braintree District Council (2009) 'External Artificial Lighting'.

Derbyshire Dales District Council (2006) 'Shop Fronts and Commercial Properties Design Guidance.'

Department of Communities and Local Government (2008) 'A Householder's Planning Guide for the Installation of Antennas, including Satellite Dishes.'

English Heritage (2006) 'Biomass Energy and the Historic Environment.'

English Heritage (2008) 'Climate Change and Your Home (website)'.

English Heritage (2008) 'Energy Conservation in Traditional Buildings.'

English Heritage (2010) 'Energy Efficiency and Historic Buildings Draught Proofing Windows and Doors.'

English Heritage (2010) 'Energy Efficiency for Historic Buildings Secondary Glazing for Windows'.

English Heritage (2010) 'Micro Wind Generation and Traditional Buildings'.

English Heritage (2010) 'Small scale solar electric (photovoltaics) energy and traditional buildings.'

English Heritage (2008) 'Small Scale Thermal Energy and the Historic Environment'.

English Heritage (2005) 'Wind Energy and the Historic Environment'.



Leman House, Beccles



Waveney District Council Guide for Owners and Occupiers of Listed Buildings (2005).

Waveney District Council Guide for Owners and Occupiers of Conservation Area Properties (2005).

Waveney District Council Conservation Area Appraisals and Management Plans

Department for Communities and Local Government  
<http://www.communities.gov.uk/corporate/>

A Householder's Planning Guide for the Installation of Antennas, including Satellite Dishes  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/householdersguideantennas.pdf>

Design Council  
<http://www.designcouncil.org.uk/>

English Heritage  
<http://www.english-heritage.org.uk/>  
(See also <http://www.climatechangeandyourhome.org.uk/live/> )

HELM  
<http://www.helm.org.uk/>

Planning Portal  
<http://www.planningportal.gov.uk/planning/>

Suffolk County Council  
[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

Suffolk County Council Conservation and Listed Buildings  
<http://www.suffolk.gov.uk/PlanningAndBuilding/ConservationAndListedBuildings/>

Waveney District Council  
<http://www.waveney.gov.uk/>

Waveney District Council information on listed building consent  
<http://www.waveney.gov.uk/site/scripts/documents.php?categoryID=514>

Waveney District Council Guide for owners and occupiers of listed buildings  
[http://www.waveney.gov.uk/site/scripts/download\\_info.php?fileID=580](http://www.waveney.gov.uk/site/scripts/download_info.php?fileID=580)

Waveney District Council Guide for owners and occupiers of properties in conservation areas  
[http://www.waveney.gov.uk/site/scripts/download\\_info.php?fileID=579](http://www.waveney.gov.uk/site/scripts/download_info.php?fileID=579)

Waveney District Council Conservation area appraisals and conservation area management plans  
[http://www.waveney.gov.uk/site/scripts/documents\\_info.php?documentID=705&categoryID=511](http://www.waveney.gov.uk/site/scripts/documents_info.php?documentID=705&categoryID=511)



St Michael's Church, viewed from Ballygate, Beccles

Cover images (L-R):  
Former cinema, Beccles  
Leman House, Beccles  
Rural housing, Wissett  
Rifle Hall, Halesworth  
Three Horseshoes, North Cove