

DG/DES 3 - DESIGN GUIDANCE FOR LISTED BUILDINGS AND PROPERTIES IN CONSERVATION AREAS

This Development Guide should be read in conjunction with policy DES 3: Protecting and Enhancing the City's Historic Environment (see Part 3 of the Plan).

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(A) WORKS AFFECTING THE EXTERIOR OF BUILDINGS

1. EXTERNAL WALLS

Stone Repair

Inappropriate repairs can cause damage to historic fabric. Repairs should be carried out using materials that match the original in every respect including density and porosity, colour, texture and coursing pattern. Alternative materials, such as high quality historic repair mortars, should only be used in exceptional circumstances, and after prior agreement with the Council's Conservation Officer. Mortar repairs should match the original pointing in every respect including materials, width and profile.

Render Repair

The application of wet dash harl or render is normally only acceptable where a wall has been originally rendered. Dry dash will not normally be acceptable. Original stone detailing such as cills, lintels, date stones, skewputts, etc should be retained and should not be overcoated.

Brickwork Repair

Where walls are constructed of brick, repairs should be carried out in matching brickwork. Mortar repairs should match the original pointing in every respect including materials, width and profile.

Cleaning of Walls

Cleaning of the exterior fabric of historic buildings including stone and brick facades will only be permitted where all of the following criteria can be met:

- It contributes to the unified appearance of the streetscape.
- It is carried out in conjunction with other fabric repairs including stone / brick repairs, pointing, repairs to guttering etc.
- There is no risk of damage to the historic fabric of the building/structure.
- Cleaning, other than with low pressure water washing, will only occur once in the life of the building.
- A detailed technical and aesthetic analysis is provided, including fabric condition survey, streetscape photographs, geological analysis of the stone and pre and post cleaning photographic records.
- Trial samples of cleaned areas are submitted for the inspection and written approval of the Council, prior to the full implementation of the works.

Painting of Walls

The painting of previously painted stonework will only be acceptable in exceptional circumstances. Natural stonework and brickwork should not be painted.

Paint Removal

Paint removal from previously painted facades will only be permitted where all the following criteria can be met:

- There is no risk of damage to the historic fabric of the building/structure.
- It is carried out in conjunction with other fabric repairs including stone/brick repairs, pointing, repairs to guttering, etc.
- A detailed technical analysis is provided including fabric condition survey, laboratory analysis of the historic fabric and pre and post paint removal photographic records.
- Trial samples of paint removal are submitted for the inspection and written approval of the Council prior to the full implementation of the works.

Graffiti Removal

The removal of graffiti from historic fabric will only be permitted where all the following criteria can be met:

- The risk of damage to the historic fabric has been removed.
- A detailed technical analysis is provided including laboratory analysis of the material of the wall, chemical composition of the graffiti and assessment of the depth of the staining.
- Trial samples of graffiti removal are submitted for the inspection and written approval of the Council prior to the full implementation of the works.

2. ROOFS

Repair of Existing Roof Fabric

In Glasgow, the traditional roofing material is Scots slates, although slates from other sources such as from Wales and Cumbria have also been used. Other traditional materials include pantiles, Rosemary tiles, lead (including lead on flat roofs) and copper in domes and on the roof of decorative turrets.

- Where traditional materials have been used on the roof, these should always be used when re-roofing/repairs are undertaken.
- Planning permission and/or Listed Building Consent will be required where an alteration from the existing material is proposed. Where roofs are slated, owners will be encouraged to re-use the existing natural slates where these are of reasonable quality.
 - Matching new or second hand natural slates should be used on Listed Buildings.
 - On unlisted buildings in Conservation Areas, matching new natural slates or second hand slates should be used where roofs are prominent design features or are visible from the road or footpath. Good quality man-made slates may be used as a substitute for the above, and for less visible elevations, at the discretion of the Council.
- Where roofs of Listed Buildings and unlisted buildings in Conservation Areas were originally slated but subsequently recovered in another material, any future re-roofing of these buildings should revert back to the use of slates.
- Roofs on Listed Buildings where the original material was not slate, e.g. Rosemary tiles, flat roofs with felt, lead, roofs with leaded/copper domes and turrets, should be repaired and/or replaced using the original material. Only in exceptional circumstances where an original material cannot be sourced, will consideration be given to an alternative material. In the case of flat roofs on unlisted buildings in Conservation Areas, and in unobtrusive locations, other materials may be acceptable.
- The original approved roofing materials should be used on modern buildings.
- Lead work should be checked and renewed as required.
- Decorative roof features, such as iron finials, ornate ridge tiles, parapet balustrading, bargeboards, skews and crow-steps should be retained or replaced to match the originals. Replacement of original parapet balustrading with solid infill should be avoided.
- Slate vents should not be used to the front/side/gable elevations of either Listed Buildings or buildings in Conservation Areas. Where vents are required, they should be located as unobtrusively as possible. Possible locations are on the eaves (trickle vents) or as concealed roof ridge vents. Planning or Listed Building Consent will always be required for the insertion of vents.

Chimneys and Chimney Copes

- Where repair works will result in an alteration to the appearance of the chimney or a chimney needs to be rebuilt or removed, planning permission and/or Listed Building Consent will be required.
- Original chimney heads, chimney stacks and chimney pots should be retained and reinstated. Care is needed to reproduce the original profile of the cornice and coping, as well as retaining, restoring or reinstating other original decorative features (e.g. scrolls).
- The removal of a chimneyhead or stack may be acceptable if it can be demonstrated that it is structurally unsound and is accompanied by proposals for its reinstatement to match the original.
- Repairs should be carried out in materials to match those originally used.
- In exceptional circumstances, consideration may be given to the removal of a redundant chimney, on a rear elevation with the subsequent gap roofed over with matching roof materials.

Gutters and Downpipes

Wherever possible, original gutters and down pipes on Listed Buildings and buildings within Conservation Areas should be retained and repaired. Planning permission and/or Listed Building Consent is likely to be required for the addition of pipes to existing buildings (see policy DES 10: External Fittings to Buildings).

- Where gutters and down pipes are corroded or damaged, replacements should be made of cast-iron to match the original profile and method of fixing. In certain cases, materials such as good quality cast aluminium may be suitable, provided that the finished works match the appearance of the originals in all respects.
- Original decorative hoppers and brackets should be retained or reinstated.
- Gutters and downpipes should be painted black or in a colour to match their background material.
- Where buildings incorporate parapet, valley or concealed gutters, they should be inspected on a regular basis to ensure that roof timbers and wallheads are properly protected against water penetration. The position and design of overflows should be carefully considered.
- The addition of downpipes or other non-original branch pipes should not interrupt the visual unity of semi-detached or terraced property.

Advice on the use of lead is available from the Lead Sheet Association at www.leadsheetassociation.org.uk

Dormer Windows

The introduction of new dormer windows will generally be discouraged.

New dormer windows on the front elevation of Listed Buildings, or buildings in Conservation Areas, will only be acceptable where dormers form part of the original or early design of an area. Where a strong case is made for the creation of additional rooms within the roof space of a property, the following will apply with respect to the creation of dormer windows:

- Dormers should be located on the rear elevation and must be positioned below the ridge-line of the roof, even if the roof has a shallow pitch.
- Dormers should be drawn back as far as is practicable from the eaves.
- Dormers should relate to existing traditionally designed dormers in character, proportion and alignment.
- Dormers should mirror other windows and doors in the property, in character, proportion and alignment and reflect the character and proportions of the building as a whole.
- The haffits and roof of the dormer should be finished in materials to match the existing roof.
- Where original traditionally designed dormers exist, their repair and/or replacement will be encouraged if the design and materials match the original. Features such as finials and decorative bargeboards should be retained. Poorly designed dormers should be replaced by one of a traditional design.

Dormer windows will also have to meet the privacy and overlooking standards set out in policy RES 16: Alterations to Dwellings and Gardens.

Local Area Policy

Carmunnock Conservation Area: swept dormers emerging from ridge level and dormers constructed across eaves level may be acceptable, providing they are slated, and the haffits are slated or rendered to match walls.

Roof Lights

- The use of roof lights is the preferred solution in the creation of additional roof space. Where acceptable, these should be on the rear elevation of a building. New roof lights should not be introduced on the front elevation, or side elevations visible from a public area, such as a road, lane, a park, allotments or playing fields, of Listed Buildings or any unlisted building in a Conservation Area.
- New roof lights should replicate traditional roof lights in design, low profile framing and structural glazing bars, and be coloured to blend in with roof finish and be flush fitted. The number of roof lights proposed will also be taken into consideration.
- Paintwork should be carried out in a colour agreed with the Council (see A4. Painting of Wood and Metal Work).

Roof Extensions

Roof extensions (including roof level conservatories and roof gardens) on buildings should not give rise to one or more of the following issues:

- Where buildings are significantly higher than neighbouring buildings, including those which have been extended in the past.
- Where a roof extension will harm the architectural integrity, character and setting of a building or the unity of a building group, or where the existing original roof warrants preservation due to its architectural or historic interest.
- Where the provision of a roof extension would have an adverse impact on the integrity of the design and proportions of the building or building group (e.g. terrace).
- Where the building roof or party walls form views from public spaces and the proposed roof extension would adversely affect those views.

All proposals will require to respect the proportions and architectural form of the building and be smaller in scale so as not to dominate the existing building, group of buildings or townscape.

Roof terraces will first have to meet the standards set out in policy RES 16: Alterations to Dwellings and Gardens. Roof terraces will not be supported where they have the potential to detract from the appearance of a building and disrupt the architectural unity of a group of buildings.

3. REPAIR AND REPLACEMENT OF WINDOWS

The Council encourages the retention and repair of original windows wherever possible, particularly as traditional sash and case windows can be overhauled to provide modern standards of comfort and convenience.

Where new windows can be justified, this will generally mean installation to match the original (taking account of any safety etc requirements). uPVC is not considered a suitable window frame material for Listed Buildings or properties in Conservation Areas.

Replacement of Windows in Listed Buildings

In the case of any Listed Building, Listed Building Consent and Planning Permission are required for the removal and/or replacement of an existing window. Repairs to traditional/original windows using the original materials ("like for like") do not require either Planning Permission or Listed Building Consent.

Replacement will generally be supported where the:

- Existing windows are of an inappropriate design.
- Existing windows are proven to be incapable of repair (a proposal to remove original windows should be accompanied by a statement demonstrating that they are beyond repair and justifying replacement).
- Proposed windows match the originals exactly in their design, profile, method of opening and materials.

Replacement should not be considered where:

- The existing windows contribute positively to the character and appearance of the building.
- It cannot be proven to the satisfaction of the Council that the existing windows are beyond repair.
- The proposed windows do not match the originals exactly in their design, profile, use of materials and method of opening.

Replacement of Windows in Unlisted Buildings within Conservation Areas

Planning permission is required for the removal and replacement of an existing window on an unlisted building within a Conservation Area.

Replacement will generally be supported where:

- Existing windows are of an inappropriate design.
- Existing windows are proven to be incapable of repair (a proposal to remove original windows should be accompanied by a statement demonstrating that they are beyond repair and justifying replacement).
- Any proposed windows, visible from a public area, such as a road, a park, allotments or playing fields, match the originals exactly in their design, profile, method of opening and materials. This would include details such as glazing bars and horns and the re-use of any stained/leaded/etched glass in the existing windows.
- Proposed windows on rear or side elevations, not visible from a public area, match the original proportions, but may have a different material and/or method of opening.

Replacement should not be considered where:

- The existing windows contribute positively to the character and appearance of the building.
- It cannot be proven to the satisfaction of the Council that the existing windows are beyond repair.
- Any proposed windows, visible from a public area, such as a road, a park, allotments or playing fields, do not match the originals exactly in their design, profile, method of opening and materials.
- The proposed windows on rear or side elevations, not visible from a public area, do not match the original proportions.

Secondary Glazing

Secondary glazing may also be an option for Listed Buildings and unlisted buildings in Conservation Areas. This involves the provision of an independent internal window in addition to the existing (or renewed) traditional sash and case window. If used, the meeting rails and frames of secondary windows should be as small in section as possible to allow them to be disguised behind existing rails. The installation of secondary glazing should avoid damage to original window shutters.

Double Glazing

Timber framed windows fitted with double glazed units may be considered acceptable in listed buildings where existing windows of an inappropriate design are replaced by windows which match the originals exactly in their design, profile, method of opening and materials.

Timber framed windows fitted with double glazed units will normally be considered acceptable in unlisted buildings within Conservation Areas.

Further information on window replacement, repair, and maintenance can be obtained from Historic Scotland's booklets "Sash and Case Windows" and "Maintaining Your Home" from the series A Short Guide for Homeowners and from the Inform series of guides "Maintaining Sash and Case Windows", available at <http://www.historic-scotland.gov.uk>.

4. PAINTING OF WOOD AND METAL WORK

Buildings such as tenements, terraces and semi-detached villas were originally designed as single entities, consisting of two or more individual dwellings. It is important to maintain the architectural unity of these buildings by adopting a co-ordinated colour scheme for the entire property. Flats in a tenement, houses in a terrace, both halves of a semi-detached property and flats in subdivided buildings should paint their windows, rainwater goods and bargeboards the same colour. Doors may be painted in a colour of the owners' choice.

In the absence of a co-ordinated colour scheme, or where a dominant colour scheme is not evident, a dark colour such as brown or black is preferable on wood and metalwork on red sandstone properties with white also acceptable on wood and metalwork on yellow sandstone buildings.

5. EXTENSIONS

All extensions will, firstly, have to meet the standards set out in policy RES 16: Alterations to Dwellings and Gardens.

In order to safeguard the quality of Listed Buildings and properties in Conservation Areas, the detailed guidance set out below will apply to all buildings in residential, commercial and other uses.

- Extensions should be located to the rear or side of the property. Extensions should not protrude beyond the front elevation of the existing building. The setting back of extensions will be encouraged.
- Any extensions to a Listed Building, or its ancillary buildings and properties within Conservation Areas should be subsidiary in scale, sympathetic in design, reflect the character of the Listed Building and/or Conservation Area and not dominate the original property. Within this context, high quality innovative modern design will be encouraged.
- Extensions should be restricted to a height not greater than that of the existing building and materials should harmonise with those of the existing property in terms of their colour, texture and scale.
- Windows in extensions should match those of the existing property and roofs should be ridged or mono-pitched. Flat roofs should be avoided.
- Extensions should preserve or enhance the established plot pattern and all other key characteristics of the conservation area or site.

Conservatories

Existing Victorian or Edwardian greenhouses/conservatories are important original features and should be retained and repaired. Most of these structures were built in timber and cast iron with base walls in stone or brick and, although many modern conservatories aim to achieve a Victorian style, the slim moulded frames and glazing bars are almost impossible to replicate with modern materials such as uPVC.

Proposals for conservatories on Listed Buildings should meet the following:

- The conservatory should respect the period and scale of the property. It should be located on an elevation well screened from public view such as from a road, a park, allotments or playing fields, and should be constructed in traditional materials with woodwork painted, rather than stained. Base walls should be finished to match the materials of the wall to which they are attached. UPVC as a framing material is unlikely to be acceptable.

Proposals for conservatories on unlisted buildings within conservation areas should meet the following:

- The conservatory should respect the period and scale of the property. It should be located on an elevation well screened from general public view such as from a road, a park, allotments or playing fields, and should be constructed in traditional materials with woodwork painted, rather than stained. Base walls should be finished to match the materials of the wall to which they are attached. Only if the conservatory is located on an elevation that is completely screened from public view by structures, shrubbery or other boundary treatment, may the use of uPVC as a framing material be allowed.

Porches

- Existing Victorian/Edwardian porches should not be infilled.
- A new porch may be acceptable, where it would not detract from the design of the original building or the character of the street. Design and materials should respect the character of the existing building and the roof must either be ridged or mono-pitched.
- Porches should be painted to match the colour scheme of the dwelling.

Balconies

- Balconies are, generally, not encouraged. Where they do form part of a proposal they should not detract from the appearance of a building or disrupt the architectural unity of a group of buildings. Nor should they impact on residential amenity, by overlooking.

6. EXTERNAL DOORS

Original external doors, including traditional panelled storm and front entrance doors, glazed vestibule doors, close and rear entrance doors contribute to the character of the City's Listed Buildings and Conservation Areas. The installation of new close and rear entrance doors will require planning permission and/or Listed Building Consent. Proposals affecting exterior doors should meet the following:

- Original storm and front entrance doors should be retained, wherever possible. Replacements should match the original pattern and be constructed of timber. Flush panelled doors will not be acceptable. Traditional ironmongery, glazed sidelights and fanlights should be reinstated with original astragal pattern.
- The upper panels of the proposed doors comprise glazed panels, which mimic the design and proportions of existing original windows, as far as is practicable.
- Any original features, including decorative glazing, should be retained and incorporated into the new doors.
- New close doors should be constructed of timber and panelled to match storm doors of main door flats or, alternatively, constructed of timber and glass. A fanlight should be provided and all ironmongery should be of traditional design. Alternatively, there may be situations where a wrought iron gate may be installed and this should be painted black. Only one close door/wrought iron gate design should be used in a single tenement block.
- The installation of new close doors, cabling or entry systems should be sympathetically carried out so as to minimise disturbance of original close tiles. Where a door entry system is to be installed, the buzzer panel should be recessed flush with the stonework.
- Original rear entrance doors should be retained and repaired to match existing, wherever possible. If a replacement is required, the door should be of a similar design and materials to the original and should incorporate all ancillary original features including glazed fanlights and glazed side-screens, where appropriate.

The formation of new structural openings to provide additional doors to a property is not encouraged. The title deeds of a property may require that the agreement of other owners be obtained before a new door can be installed. Any grant of planning permission does not remove this obligation, which is a separate legal matter.

Conversion of Windows to Doors

All proposals for a new door from a flat to a communal backcourt/garden will firstly have to meet the standards set out in policy RES 16.

Owners sometimes wish to form an exterior access to the rear garden of their property by converting existing windows to doors, often in the style of french doors. Such an alteration may, in some cases, be a prominent feature and is likely only to be acceptable where:

- The proposed alteration does not impact on the architectural integrity of the building or unity of a building group.
- The proposed doors replicate the design of the existing windows, as far as is practicable.
- The topmost point of the lower panels of the doors align with the existing window cill height.
- The lower panels comprise traditionally detailed solid timber fielded panels.
- The proposed doors are no wider than the existing window.

7. BASEMENT LIGHT WELLS

Development should not:

- result in the loss of a basement light-well;
- involve the partial enclosure of a basement light-well; and
- involve the loss of any original features within a basement light-well.

Proposals for developing basement areas should meet the following:

- Original door and window patterns should be preserved without increasing either the size or number of openings.
- Entrance doors to basement flats or businesses should be discreetly located beneath the flying stair (the intention being to maintain the appearance of the basement's subsidiary role in relation to the rest of the building).

8. BARRIER FREE ACCESS

Under the 1995 Disability Discrimination Act, developers are required to consider incorporating barrier free access. Where alterations to provide access for disabled persons to buildings of historic or architectural importance are proposed, consideration must be given to the mitigation of any likely adverse impacts on the building.

Proposals for barrier free access should comply with the following:

- Any access provisions will require to respect and preserve the historic environment.
- Where alterations to a principal entrance to a building would be detrimental to the special architectural or historic interest of the building, alternative access arrangements should be considered.
- A high standard of design and sensitive choice of materials, finishes and colours will be required in all cases.
- Applications for planning permission and Listed Building Consent should be accompanied by an Access Audit which makes an assessment of the access barriers outside and inside the building, together with proposals on how these barriers can be overcome without detriment to the historic building (see policy RES 4: Barrier Free Homes and refer also to the register of Access Consultants at www.nrac.org.uk).

9. ENTRANCE STEPS AND EXTERNAL STAIRCASES

Owners sometimes wish to form an external access to the garden of their property from the first, or second floor, via an external staircase. This is a prominent feature, and together with the resultant change to the original proportion of a window, could detract from the visual amenity and historic character of a property and the surrounding area. Such development, therefore, will generally not be supported, particularly where it involves a Listed Building or property within a Conservation Area. Any proposals for a new access from a flat to a communal backcourt/garden will firstly be assessed against the standards set out in policy RES 16.

Applications to repair existing steps should comply with the following:

- Where they are worn or damaged, replacements or patching should be undertaken in natural stone to match the original stone, as closely as possible including the original profile. It may be possible to turn the existing stone step to reveal an unworn surface which would negate the need for repairs.
- Repairs may be acceptable using a plain material such as a tinted material. Tiles or terrazzo finishes are not suitable.
- Cast iron hand rails should be retained and repaired and should not be replaced by masonry walls. Any new railings should match the originals in terms of decorative style and proportions. Obsolete fire escapes should be removed and repairs carried out to the building as required.

10. RETENTION OF ORIGINAL FEATURES

Original exterior features including wrought iron balconies, statuary, urns, gargoyles, flying buttresses, clock towers, etc contribute to the character of the City's Listed Buildings and Conservation Areas. All original exterior features should be retained in situ and repaired as required to match existing original design and materials.

11. EXTERNAL FITTINGS

All proposals for an external fitting to a building will firstly have to meet the standards set out in policy DES 10: External Fittings to Buildings.

As a general rule, modern exterior apparatus including, gas and water pipes, gas and electricity meter boxes, balance flues, gas ventilation grilles, satellite dishes, solar panels, wind turbines, burglar alarms, security lights and cameras, air conditioning and ventilation plant, should not be located in such a manner or position that they would harm the character of a Listed Building or affect the visual amenity of the Conservation Area.

Proposals for external fittings should comply with the following.

- Fittings should be sited to minimise their visual impact and to minimise any harm they may have on the character and appearance, and setting, of a Listed Building or Conservation Area.
- Fittings should not be seen from public view at street level.
- Fittings should not be affixed to the front elevation of a Listed Building or unlisted building in a Conservation Area.
- Where fittings are acceptable, they should be painted out or be manufactured in a colour to match the background to which they are attached and be fixed into mortar joints, as far as possible, to prevent damage to masonry or brickwork.

12. ALTERATIONS TO SHOPS AND OTHER COMMERCIAL BUILDINGS

All proposals for external alterations to commercial premises will have to meet the standards set out in policy DES 9: Alterations to Shops and Other Commercial Buildings and development guide DG/DES 2: Alterations to Shops and other Commercial Buildings.

Original, traditional frontages to shops and other commercial premises contribute to the character of the City's Listed Buildings and Conservation Areas. Single frontages are often part of a larger building or street block of unified frontages which are visually important to the street setting, particularly when part of a Listed Building or within a Conservation Area.

Proposals for alterations and replacements should comply with the following:

- Original shop and other commercial frontages in Listed Buildings and Conservation Areas should be repaired and restored, wherever possible.
- Replacement frontages, where required, should take into account the original architectural style, traditional materials and other design features of the building of which they are a part and the area where they are located, referring where available to archive records or original details, where discernible from downtakings.
- The original details and proportions of the frontage should be reinstated including depth and position of the fascia, stall riser, window panels and doorways (including integral fanlights, where appropriate).
- If a commercial unit extends across two adjacent buildings at different levels, then the fascia should be stepped rather than carried through at the lower level.
- Lowered ceilings should not:
 - conceal an existing original decorative cornice from view;
 - be visible, to the public, at street level; or
 - include a fascia deepened to conceal a lowered ceiling or structural support.

Awnings

- Property should have an original historic frontage with provision for a traditional retractable awning with a fully recessed housing springing directly from below the original fascia. Traditional materials such as canvas is preferable to modern materials such as UPVC.
- On Listed Buildings, a historical justification for the awning should be provided (any subsequent fitting should be as set out above).

Security Measures

- Preference will be given to laminated glass or internally mounted open bond shutters as opposed to solid security shutters.
- On Listed Buildings, demountable mesh grilles or internally-mounted brick-bond shutters should be used (an exception may be made for the security of recessed entrances or in circumstances where high value goods are being sold).
- On unlisted buildings within Conservation Areas, demountable mesh grilles, internally-mounted brick-bond shutters or externally-mounted open-bond shutters may be acceptable, depending on local circumstances.

13. SIGNS AND ADVERTISING

All proposals to display advertisements will have to meet the standards set out in policy DES 8: Signs and Advertising and development guide DG/DES 1: Signs and Advertising.

The display of badly designed or poorly situated signage and advertising on Listed Buildings and in Conservation Areas can adversely affect historic character and visual amenity. Clutter and over-sized adverts will not be supported.

- Signs and adverts should not obscure or dominate the architectural details of the building by virtue of size and number.
- The graphic style of the lettering and logos for signs and advertisements should relate to the architectural style and character of the building and area within which they are located.
- Corporate logos and house styles which do not suit the individual building or streetscape will be resisted unless they can be sensitively adapted.
- Any surviving original signage relating for instance, to an historic previous use of the building shall be preserved in-situ whenever possible.

Fascia Signs

- Hand painted or non-illuminated lettering is preferred for fascia signs.
- Lettering or logos should be no greater than 2/3rds the depth of any original fascia.

Projecting Signs

- Any illuminated box signs and spotlights should be successfully related to the design and detailing of the building.

Outdoor Displays and Flags (see Definitions)

- Permanent displays within Conservation Areas, or prominent sites immediately adjoining Conservation Areas, should not directly affect the amenity of those areas.
- Displays on Listed Buildings should not affect their character or appearance, or affect the setting of a Listed Building.
- Advertising flags should not be located in the Central Conservation Area, unless there were flagpoles originally on the building, and they do not affect the building's character and identity.

(B) ALTERATIONS TO THE INTERIORS OF LISTED BUILDINGS

Glasgow contains a large number of fine period interiors, many of which have been subjected to a number of unsympathetic alterations over their lifetime. While many rooms and other areas within buildings have survived intact, it is essential that any proposed new interventions preserve and enhance the most significant interior spaces and detailing including, principal apartments, main corridors, entrance areas and stairwells, and decorative plasterwork (cornicing, ceiling roses and any other features), marbled fireplaces, panelled doors (integral architraves and cornices), vestibule doors, timber and stone stairs, handrails, balusters, newel posts, stairwell and room skylights, lantern lights, room and window panelling, close tiles, mosaic floors, and stained or etched glass. Any subdivision of principal rooms and spaces should not result in very fine interiors being lost as a result of development.

As a result of changing circumstances, the uses for which some Listed Buildings were designed are now obsolete. In consequence, conversion schemes which preserve and enhance the features which preserve the essential historic character of the building may be acceptable providing they are consistent with the following:

Circulation and Access

- Existing access arrangements between basements and upper floors should be preserved or re-established.
- The preservation or reinstatement of circulation spaces including corridors, interior halls and landings and all associated original detailing is encouraged, with any proposed alterations to be submitted in detail for assessment.
- Original doors, including associated hoods and architraves, should be preserved or reinstated, wherever possible. Where doors within an original principal circulation space are proposed to be infilled, the original doors should be retained in-situ as mock doors with original detailing retained to communal areas.

Arrangement of Rooms

- Original front and rear rooms, and other principal spaces, should be left intact or reinstated, if previously subdivided. There can be exceptions to this at basement and attic levels, or within original utilitarian spaces such as cupboards and service areas such as plant rooms, where there is little or no significant historical and architectural detailing. Exceptionally, sub-division of rear rooms may be permitted.
- Sub-division of rear rooms may be acceptable providing the front and rear rooms were not designed as a suite. A new partition erected in a rear room should incorporate original detailing including skirtings, cornices and all other detailing to match that within the existing room. Subdivision of a principle rear room that greatly reduces its scale may not be acceptable.
- Linkages/openings between principal rooms and spaces may be permitted where the proportion and design of the proposed opening is deemed to be appropriate.
- Original L-shaped rooms at first floor level in residential properties should be preserved or reinstated.
- Original decorative ceilings should be preserved or reinstated, wherever possible.

Conversion and Subdivision to Residential Use

All proposals to convert or subdivide property for residential use will have to meet the standards set out in policy RES 5: Conversion and Subdivision to Residential Use.

In dealing with proposals affecting Listed Buildings, the need to safeguard the architectural character and integrity of the building imposes special considerations.

Therefore, proposals should:

- offer good quality accommodation while preserving historic character;
- have kitchens and bathrooms situated towards the rear of the building so that pipes or ducts do not disfigure the front elevation or the interior; ensure that any necessary venting is either to a roof valley or to an inconspicuous location to the rear of the building and painted out (no vents should be fitted into glazed areas);
- have entry phone systems fitted in the door reveal, rather than on the face of the building; and
- provide television services by a communal satellite dish or aerial, located out of sight from the street.

Developers should discuss the proposal (including compliance with the Building Regulations in full) with the Council where the integrity of the Listed Building is at risk.

(C) DEVELOPMENT IN THE CURTILAGE OF LISTED BUILDINGS AND PROPERTIES IN CONSERVATION AREAS

The extent of the curtilage (see Definition) in individual cases will be based on an assessment of the physical layout, pattern of ownership and the past or present use and function of the building.

Buildings such as coach-houses, dovecots, mews/stable blocks, walled gardens, lodges, boundary walls, garden ornaments and gates, therefore, are all considered to be part of the main Listed Building and are treated as part of the Listed Building, even if they are not individually listed. Any structure erected before 1st July 1948 within such a curtilage should be treated as part of the Listed Building. The main test in determining what is included within any listing will be what buildings and associated features existed within the curtilage at the date of statutory listing.

- The breaching, realigning or lowering of walls and widening of gates to improve sight lines and access (and any other demolition works associated with the development) will require to be the subject of Listed Building Consent, if the structures affected were built before 1st July 1948.
- The principal elevations of the main subject of listing should not be crowded or obscured by new development that may compromise amenity.

- Significant views of the Listed Building and the historical context of its position in the landscape/grounds or surrounding urban context should not be compromised.
- Where there are pre-1948 ancillary buildings within a curtilage that are in ruinous condition, owners will be encouraged to consider sympathetic conversion rather than demolition followed by new development.
- For Listed Buildings, all new development within the curtilage should relate to the main building in terms of materials and design and, in the grounds, it is important not to lose the historical relationship between the main property and any ancillary buildings.

1. CAR PARKING AND DRIVEWAYS

All proposals to form parking areas or garages in a garden will firstly have to meet the standards set out in policy RES 16.

Within gardens, a high standard of design will be expected to integrate car parking with usable garden space. Particular attention should be paid to boundary walls, gates, railings, surface treatment and any additional landscaping that is required to integrate car parking with the character of the area. Where it is proposed to return commercial properties to residential use, the return of former car parking areas to garden ground will be encouraged.

- Gravel/chips and paving slabs should be used within gardens as a surface treatment for car parking and driveways. Alternatively, good quality simulated setts or granite setts may be acceptable. The extensive wall-to-wall use of brick paviors should be avoided, but their limited use may be acceptable providing the character of the garden area is retained. Bituminous surfacing and concrete monoblocking should not be used.
- No trees that are important to the amenity of the area should be removed, or adversely affected by the provision of parking spaces.

Front Gardens

- Parking areas should not be formed within the front garden of a Listed Building or a dwelling within a Conservation Area, as this can detract from the visual amenity of the gardens and the surrounding area. It may also have an adverse impact on mature trees.
- Extensions to existing parking areas will be assessed on an individual basis.

Rear Gardens/Backcourts

Parking proposals, as part of a proposed subdivision for residential use, should comply with the requirements set out in policy TRANS 4: Vehicle Parking Standards.

Proposals from existing home owners to form parking areas should meet the following:

- The formation of a parking area in a rear garden/backcourt area should retain its main use as garden ground. Generally, no more than 34% of the garden area should be used for parking.
- Where a parking area is to be provided, it should occupy that part of the back garden/backcourt area not required for domestic use (normally adjoining the back lane).
- Original boundary walls should be retained, wherever possible, and timber or iron gates installed over the vehicular access point.
- The parking area should be surfaced with brick paviors, concrete blocks or setts, creating a patio effect.

Domestic Garages

- Garage design should incorporate a ridged or mono-pitched roof, and walls in a material sympathetic to the main property. Alternatively, a good quality timber garage with ridged felt roof may be acceptable dependent on prevailing architecture within the area. Paintwork should match the colour scheme of the dwelling.
- Garages should be located to the rear of the property or where least open to public view.
- Garages should be subsidiary in scale and sympathetic in design, and should reflect the character of the Listed Building and/or Conservation Area.

2. IRONWORK AND BOUNDARY TREATMENTS

- Original cast ironwork, such as boundary and staircase railings, gates and lamp standards should be retained and the reinstatement of railings, particularly along terrace frontages, is encouraged. New railings and gates should match original railings and gates where they survive, particularly in terms of height, spacing of uprights and pattern.
- Ironwork should be repainted regularly to prevent deterioration. While ironwork will normally be painted black there may be instances where an alternative colour would be appropriate.
- Timber panel fences, or similar, should not be used to form front, rear or mutual boundaries.

Front Boundaries

- Boundary walls to front gardens should be repaired/reinstated in the original material. Original stone walls and gatepiers should be retained and should not be painted. Details of original ironwork found in Conservation Areas can be obtained from the Council.
- If all the original railings have been removed from the frontages of terraces or tenements, new railings may be acceptable, provided that they are uniformly designed and reflect the character of the building. Where original railings have been removed, a neatly clipped hedge would be a suitable alternative boundary treatment for the front garden area.

Rear Boundaries

- To the rear of tenements and terraces, original stone or brick boundary walls and dividing walls between properties should be repaired using salvaged/recycled materials to match the original.
- If this is not practicable, the materials used for reconstructing walls and bin shelters should match either the original wall or the surrounding buildings, for example, brick, sandstone, reconstituted stone or harling.
- Railings and gates (iron work or timber) may also be used as part of the boundary treatment and should normally be painted a dark colour. Privacy to the back garden area may be increased by planting inside the railings or boundary walls.

3. PATIOS AND DECKING

Gardens with flowers, trees and shrubs are an important part of a Conservation Area's character and their retention is encouraged. Patios or hard surfacing may be acceptable but only where it can be shown that the character of the original garden will not be eroded, or dominated by their introduction.

- Stone, in the form of flagstones, cobbles/granite setts or gravel should be used to form hard surfacings, wherever possible.
- Alternatively, other high quality materials may be acceptable to form hard surfacing, dependent on their visual impact on the setting.
- Timber decking (including steps and barriers) located on, or near ground level, should, where acceptable, be to a simple design, using good quality materials and not visually intrusive or detract from the appearance of the property.
- Elevated timber decking should be avoided.

4. BIN STORES

All proposals to build new bin stores will firstly have to meet the standards set out in policy DES 12: Provision of Waste and Recycling Space.

- Bin stores should be integrated into rear boundary walls, wherever possible, and their presence should not be emphasised by the use of different cladding materials, for example, precast concrete.

5. NEW HOUSES IN GARDENS

All proposals to build a new house in a garden, including a mews house fronting a lane, will firstly have to meet the standards set out in policy RES 6: Residential Development in Lanes and Gardens.

Many of the Conservation Areas have a spacious, leafy character with houses sitting in generous plots. The subdivision of a garden will often result in housing plots much smaller than those in the surrounding area. This over-intensive development of plots is likely to detract from the visual appearance of the Conservation Area.

- Development in side and rear gardens is only likely to be granted where the houses resulting from the splitting of the feu will have gardens in scale with the established pattern in the area.

(D) DEVELOPMENT AFFECTING THE SETTING OF LISTED BUILDINGS AND PROPERTIES IN CONSERVATION AREAS

The setting of a Listed Building is often an essential part of the building's character, especially if a garden or grounds have been laid out to complement its design or function. The economic viability and the contribution that the character of Listed Buildings make to the townscape can also be adversely affected if they become isolated from their traditional surroundings by new roads, car parks or other development.

In the Glasgow context, where a large number of Listed Buildings are located in urban situations, the setting of one building may be considered to encompass a number of other properties. The setting of an individual Listed Building may often owe its character and distinctiveness to the harmony produced by a particular grouping of buildings (where the merit of each building is enhanced by association with others in the group), not necessarily all of great individual merit and to the quality of the spaces created between them.

Where a Listed Building forms an important visual element in a street, any development within that street should be considered as being in the setting of the building.

The desirability of preserving and enhancing the setting of existing Listed Buildings and the character of the Conservation Area will always be primary considerations when considering new development. This includes how new development may affect townscape and streetscape.

1. DEVELOPMENT IN THE GROUNDS OF A LISTED BUILDING

The curtilage, or feu, of a building will normally form part of the setting but, it is also important to consider land immediately adjacent to, or visible from, the Listed Building.

- No building of similar or greater bulk should be erected close to the main subject of listing.
- The principal elevations of the Listed Building should remain visible from all significant viewpoints.
- The siting, design, scale, form, density and materials of new development should be sympathetic to the main item of listing and its ancillary development.
- New development should not restrict or obstruct views of, or from, the Listed Building(s) or rise above and behind the building so that its silhouette can no longer be seen against the sky from the more familiar viewpoints.

Development within the grounds of a Listed Building should demonstrate, by a thorough analysis, that the proposal would not be detrimental to the building's architectural or historic character, or that of the Conservation Area, if relevant.

Developments should, therefore, address the following matters in their Design and Access Statement (see policy DES 1: Development Design Principles):

- The physical characteristics of the Listed Building, the material and condition of its fabric, its surroundings, spaces, its relationship with other buildings, etc.
- The historic, architectural and landscape importance of the grounds/location and the potential for conversion of the Listed Building, if relevant.
- The context of the site in relation to the type of use.
- Where relevant, an analysis of the landscape setting of the building (planting which informs part of the original landscape setting of the building should be retained to protect the amenity of the main subject of listing).

2. INFILL DEVELOPMENT

The character of Glasgow's Conservation Areas consists of a variety of elements including a rich mix of architectural styles, dense groupings of buildings such as terraces and tenemental buildings, distinctive street patterns interspersed with landmark buildings and historic landscape features.

Proposals for infill developments in Conservation Areas should maintain or enhance the character and appearance of their historic context by using high quality design and materials.

Subject to the Plan's development and design policies and development guides, proposals for infill or gap development in Conservation Areas should:

- respect the established building lines of the street;
- ensure that the scale and massing matches the existing adjacent properties, with ridge and eaves height matching, wherever possible, and with floor and ceiling levels lining through; and
- harmonise external finishes with those of existing adjacent properties (while natural stone is the preferred option in areas of traditional construction, alternative materials may be acceptable dependent on the quality of the architectural design and the context of its setting).

Local Area Policies

West Pollokshields Conservation Area: 2-storey single or semi-detached house types will be encouraged in order to ensure that any infill development reflects closely the building line of nearby structures, the height relative to adjoining buildings, the building footprint of adjoining buildings and the massing of the proposed structure relative to the feu boundaries and adjoining buildings. The use of natural stone for the front and side elevations and natural slate on all roofs is encouraged, particularly where the proposed development is visually prominent from main roads or other vantage points and where listed buildings adjoin the proposed development site.

Carmunnock Conservation Area: New buildings should be of two storeys, or the height of adjacent buildings whichever is the lower.

Dumbreck Conservation Area: Any new building should be a height of 3-storeys, or the height of adjacent buildings, whichever is the lower.

3. REAR LANES

- Original setts should be retained, or re-laid where necessary.
- Second hand setts or simulated setts are preferable if complete resurfacing is required. Continuous bituminous surfacing will not normally be acceptable although in some cases, a combination of materials may be acceptable, i.e. to emphasise rain channels or gutters.
- Where agreement can be reached by all residents, it may be possible to install security gates at each end of the back lane to ensure 'residents only' access. Installation of security gates would require planning permission and may require a Stopping Up Order.
- Mews buildings should be retained and re-used wherever possible (see policy RES 6: Residential Development in Lanes and Gardens).

4. FOOTPATHS AND CARRIAGEWAYS

- Repairs should be carried out to match traditional materials, where they still exist. Bituminous patching is not acceptable.
- Where complete resurfacing is required, high quality materials should be used, e.g. Caithness/stone flags/granite setts or, alternatively, high quality textured pre-cast concrete blocks of similar colour and scale. Continuous bituminous surfacing is not acceptable. Original kerbs should be retained, wherever possible.

5. TELECOMMUNICATIONS

The location of telecommunications apparatus should not be detrimental to the character or setting of a Listed Building or to the visual amenity of a Conservation Area.

- On Listed Buildings, apparatus should be located in a manner which fully respects the architectural detailing of the properties and should preferably be disguised or concealed from public view.
- When antennas are proposed for a rooftop, where there is no possibility of their being concealed from view, they should be disguised within fake 'flagpoles' or other building features.
- Planning permission is unlikely to be granted:
 - if rooftop apparatus would be seen against, and detract from, historic and architecturally renowned skylines; or
 - for a pavement monopole in streets with decorative, custom designed lighting columns.

(E) MAINTAINING LISTED BUILDINGS AND PROPERTIES IN CONSERVATION AREAS

Building maintenance is the responsibility of its owner. Local Authorities have a statutory obligation to ensure that Listed Buildings and buildings in Conservation Areas are maintained to a reasonable level. Where such buildings fall into a state of disrepair, the Authority has statutory powers under the terms of the Planning Acts to take action to effect necessary repairs.

1. ROUTINE MAINTENANCE

The adoption of a planned approach to routine maintenance incorporating regular inspection is strongly recommended. The following advice is applicable to all building types, whether new or old.

Generally, if the exterior of a building is maintained in a sound condition (the building envelope), then apart from damage caused through wear and tear, the interior of the property will remain in sound condition. Failure to identify problems at an early stage can lead to major faults and damage which may be expensive to repair. An inspection regime should cover the following four main areas:

- roof coverings/structure;
- rainwater disposal system (guttering/down pipes);
- external walls/coverings; and
- external joinery/ironwork.

Advice can be found by contacting a number of organisations, e.g.:

www.historic-scotland.gov.uk (Historic Scotland, Tel. 0131-668-8600)

www.ihbc.org.uk (Institute of Historic Building Conservation, Tel. 01747-871717)

www.rics.org.uk (Royal Institution of Chartered Surveyors in Scotland, Tel. 0131 225 7078)

Routine maintenance, such as clearing out gutters and down pipes, repainting timber window frames and repainting ironwork does not require consent from the Council. Repairs to traditional window frames, guttering, down pipes and roof coverings carried out on a 'like for like' basis (using the original material in the repair), will also usually not require formal consent. For the avoidance of doubt, owners are advised to contact the Council for guidance on the requirement for Listed Building Consent/planning permission in relation to items of routine maintenance to the exterior of Listed Buildings and buildings in Conservation Areas (Development and Regeneration Services, Heritage and Design Section).

2. MAINTENANCE OF VACANT BUILDINGS

It is essential to ensure that where a building is likely to be vacated and left unoccupied for a period of time that regular inspections and routine maintenance are continued. Protective works to properly secure the building (allowing for reasonable ventilation) and avoidance of water ingress and flooding from blocked gutters, gullies and drains are also essential requirements.

Carrying out a survey to identify if there is rot present and to establish the structural condition of a building may also be essential. Eradication of rot, if found, should be undertaken early.

All services should be isolated. Pipe work, cisterns and taps should be drained down. Gas and electrical services should be terminated outside the building to minimise the risk of fire. Notification of vacancy should be given to the building's insurers, the Local Authority and Strathclyde Police.

Sufficient details should be recorded to allow the building to be taken into effective management during its period of vacancy. Where there are valuable fixtures and fittings in a building, a proper record (security marking/photographic record) should be made of architectural items of interest such as:

- traditional doors;
- fireplaces;
- chimney pieces;
- balustrades; and
- panelling, etc.

Where there is concern that security measures will not be satisfactory to prevent loss of architectural fittings, owners are advised to contact the Planning Authority as a matter of urgency for advice.

(F) ARTICLE 4 DIRECTIONS AFFECTING CONSERVATION AREAS

Conservation Areas are also subject to the provisions of Article 4 Directions, granted by the Scottish Ministers. Article 4 Directions bring certain works that do not normally require planning permission under the control of the Council.

The Article 4 Directions currently in force in the Conservation Areas, and a description of the works under control, are listed below (Article 4 Directions will be reviewed as part of the programme of Conservation Area Appraisals).

Conservation Area	Article 4 Direction
Carmunnock	Classes 1, 3 and 7 (applies within 1986 boundary only)*
Central	Classes 7(1), 9(1), 14(1), 15, 27(1), 28(1), 30, 31, 32, 38(1) (a), (b), (c) and (d) 39(1) (a), (b), (c), (d), (e) and (f) 40(1) (a), (b), (c), (d), (e) and (f) 41(1) (a), (b), (c), (d) and (e) 43(1) (a) and 67(1) (a), (b), (c) and (d)* (applies to all of Central Conservation Area plus Sauchiehall Street, St Enoch Centre and associated sites east of Stockwell Street and Broomielaw Quay West of Washington Street)
Crosshill	Classes 1, 3, 7 and 27
Dennistoun	Classes 1, 3, 7 and 27 27 (applies within the 1975 boundary only)*
Dumbreck	Classes 1, 3 and 7
East Pollokshields	Class 7
Glasgow West	Classes 1, 3, 7 and 27
Govan	None apply
Hazlewood	Classes 1, 3 and 7
Millbrae	Classes 1, 3, 7 and 27 (applies within the 1988 boundary only)*
Newlands	Classes 1, 3 and 7
Park	Classes 7 and 27
Parkhead Cross	None apply
Pollok Park	Classes 1, 3, 7, 16, 17, 18, 20, 22, 27, 30, 31, 34, 38, 39, 40, 41, 43, 53, 55 and 67*
St Vincent Crescent	Classes 7 and 27 (applies within the 1992 boundary only)*
Scotstoun	None apply
Snuff Mill	Classes 1, 3 and 7 (applies within the 1975 boundary only)*
Strathbungo	Classes 1, 3, 7 and 27
Victoria Park	Classes 1 and 7
Walmer Crescent	None apply
West Pollokshields	Classes 1, 3 and 7
Woodlands	Class 11 (i) the Order was consolidated and amended by the 1992 Order; and (ii) there is a commitment to an early review of the direction with the intention of securing consistency with the 1992 Order (applies only to the area bounded by Great Western Road, South Woodside Road, Park Road, Eldon Street, Woodlands Road, Arlington Street, West Princes Street, Queen's Crescent and St George's Road).

* Contact Development and Regeneration Services (Heritage and Design) for details.

The classes of development detailed below are outlined in the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, with the exception of the class affecting part of the Woodlands Conservation Area which is contained in the Town and Country Planning (General Permitted Development) (Scotland) Order 1981.

Works affected by Article 4 Directions

Class 1	The enlargement, improvement or other alteration of a dwelling house.
Class 3	The provision within the curtilage of a dwelling house of any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwelling house, or the maintenance, improvement or other alteration of such a building or enclosure.
Class 7	The erection, construction, maintenance, improvement or other alteration of a gate, fence, wall or other means of enclosure.
Class 27	The carrying out on land within the boundaries of a private road, or private way, of works required for the maintenance or improvement of the road or way.
Class 11	The erection or construction of gates, fences, walls or other means of enclosure. The painting of the exterior of any building.

DEFINITIONS

CURTILAGE: The land, buildings and structures which go with or are ancillary to the principal building. Any buildings or structures which formed part of the land associated with, or belonging to, the principal building at the time of 'listing' are considered to be within the 'curtilage' of the Listed Building and are, therefore, considered part of it.

LARGE OUTDOOR DISPLAYS: Advertisements, not including banners, which do not generally relate directly to the land or premises on which they are displayed. Traditionally these are paper posters on hoardings, either free-standing or attached to buildings, although modern displays built in metal now include moving prismatic panels or internally illuminated panels.

SMALLER FORMAT OUTDOOR DISPLAYS: 4-sheet or 6-sheet size panels, either freestanding or attached to street-furniture or the walls of shops and other commercial premises.

FURTHER GUIDANCE

Scottish Historic Environment Policy (SHEP)

Scottish Planning Policy 23: Planning and the Historic Environment

Other detailed guidance and advice on looking after your home, conservation, repair and maintenance matters can be accessed from Historic Scotland at www.historic-scotland.gov.uk.