

Amber Valley Borough Council



Supplementary Planning Document

Listed Buildings and Buildings in Conservation Areas

April 2007



Contents

- 1. Introduction and Objectives**
- 2. What is a Supplementary Planning Document?**
 - 2.1 Community Involvement**
 - 2.2 Sustainability Appraisal**
- 3. Policy Context**
 - 3.1 National Policy**
 - 3.2 Regional Policy**
 - 3.3 Local Policy**
- 4. Listed and Curtilage Buildings**
 - 4.1 What is a Listed Building?**
 - 4.2 Listed Building Legislation**
 - 4.3 Alterations to Listed Buildings**
 - 4.4 Repair and Maintenance Work to Listed Buildings**
- 5. Buildings in Areas Covered by An Article 4(2) Direction**
- 6. Buildings in Conservation Areas**
 - 6.1 Conservation Area Legislation**
 - 6.2 Guidance**
 - 6.3 Conservation Area Character Statements**
- 7.0 Monitoring**
- 8.0 Grants**
- 9.0 Information Required as Part of an Application**
- 10.0 Glossary of Terms**

1. Introduction and Objectives

This Supplementary Planning Document has been produced in accordance with Government guidance as contained in Planning Policy Statement 12: Local Development Frameworks, paragraph 2.43, which states that supplementary planning documents may expand policy or provide further detail to policies in a development plan document.

For guidance on the design of shop fronts, advertisements and shop front security measures, please refer to the Supplementary Planning Document on Shop Fronts and Advertisements.

The objectives of this document are to provide advice to owners and occupiers of listed buildings and buildings in conservation areas in order to:

- ensure that any alterations or repairs to listed buildings preserve and, where possible, improve the character and appearance of the building
- ensure that any alterations or repairs to traditional buildings within conservation areas preserve and, wherever possible, improve the special architectural or historic character of the building and the conservation area as a whole.
- ensure that any new buildings within the curtilage of a listed building or its setting are designed and sited to respect the character and appearance of the building
- promote the use of sustainable materials by providing advice on methods of retaining and, wherever possible, re-instating traditional architectural details without compromising the effective use of energy resources.

2. What is a Supplementary Planning Document?

Government guidance on the process for preparing Supplementary Planning Documents (SPDs) is set out in Planning Policy Statement 12: Local Development Frameworks (PPS12) and in its supporting document, Creating Local Development Frameworks. Procedural requirements are set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

2.1 Community Involvement

There is a requirement under the 2004 Regulations to prepare and undertake formal consultation on a draft SPD. The arrangements for consultation on draft SPDs will need to be consistent with the Borough Council's adopted Statement of Community Involvement, which also forms part of the LDF for Amber Valley.

Any representations on a draft SPD will need to be carefully considered and the Borough Council will need to consider whether any changes need to be made to the document, before its approval and adoption.

2.2 Sustainability Appraisal

There is a requirement under the Planning and Compulsory Purchase Act 2004 on local planning authorities to undertake a process of sustainability appraisal. This process will need to be fully integrated with the process of preparing each local development document, including SPDs.

Sustainability appraisal will incorporate the requirements of Strategic Environmental Assessment (SEA), which is required by the EU Directive on SEA in conjunction with all plans and strategies, which have a significant impact on the environment.

The purpose of sustainability appraisal is to ensure that environmental, social and economic effects of local development documents are considered. The outcome of this appraisal process includes a series of documents, including an SA Scoping Report and a formal SA Report.

3. Policy Context

The following policy documents were used in the preparation of this Supplementary Planning Document:

3.1 National Policy

Planning Policy Guidance Note 15: Planning and the Historic Environment (PPG 15). PPG 15 sets out in detail the Government's policies for the identification and protection of historic buildings, conservation areas, and other elements of the historic environment.

Planning Policy and Planning Policy Statement 1: Delivering Sustainable Development (PPS 1). PPS1 sets out the Government's overarching planning policies on the delivery of sustainable development. It states that planning should seek to maintain and improve the local environment and help to mitigate the effects of declining environmental quality through positive policies on issues such as design, conservation and the provision of open space.

3.2 Regional Policy

Regional planning guidance is set out in the latest version of the Regional Spatial Strategy for the East Midlands (RSS8), which was approved by the Government in 2005 and which forms part of the development plan for Amber Valley. Policy 31 of RSS8, Regional Priorities for the Historic Environment, states that Development Plans, future Local Development Frameworks, and other strategies should seek to understand, conserve and enhance the historic

environment of the East Midlands, in recognition of its own intrinsic value, and its contribution to the region's quality of life.

The Derby & Derbyshire Joint Structure Plan, which was adopted by Derbyshire County Council/Derby City Council in 2001, provides strategic planning policies with which the policies of the adopted Amber Valley Borough Local Plan 2006 are in general conformity.

Environment Policy 9 states that within a designated Conservation Area, development will have regard to the desirability of preserving or enhancing the special character or appearance of the Conservation Area and for encouraging its physical and economic revitalisation. It also states that planning permission will not be granted for development proposals that would be detrimental to the character, appearance or setting of a designated conservation area.

Environment Policy 10 states that listed and other buildings of architectural or historic interest should be retained in situ and protected from inappropriate alteration and unsympathetic development that would harm their character or setting, having regard to their relative protection status. It also states that the re-use, adaptation or change of use of buildings of architectural or historic interest will be permitted only where this would ensure their preservation without the loss of character and without detriment to local amenity or landscape quality.

3.3 Local Policy

This Supplementary Planning Document is intended to support policies EN23 to EN27 and policy H6 of the Adopted Amber Valley Borough Local Plan 2006, by providing advice to owners and occupiers of listed buildings and buildings in conservation areas.

4. Listed and Curtilage Buildings

4.1 What is a listed building?

Listed buildings are buildings defined by the Secretary of State as being of 'Special Architectural or Historic Interest'. There are three grades of listed buildings, which are:

- I - Of exceptional interest
- II* - Of particular interest and containing outstanding features
- II - Of special interest which warrants every effort to preserve them

As defined in the Planning (Listed Buildings and Conservation Areas) Act 1990, a 'listed building' also includes:

- any object or structure fixed to the building, or:
- any object or structure within the curtilage of the listed building which, although not fixed to the building, forms part of the land and has done so since before 1st July 1948



*Lea Hurst, Holloway. Listed Grade II.
The former home of Florence Nightingale and her family.*

4.2 Listed Building Legislation

Under the Planning (Listed Buildings and Conservation Areas) Act 1990, any alteration of a listed building requires listed building consent. This includes all external works and internal works such as the insertion of partitions, floors and ceilings and altering or removing doors, walls, fireplaces and staircases.

Under the Town and Country Planning (General Permitted Development) Order 1995, any gate, fence, wall or other means of enclosure of any height which is within the curtilage of a listed building or surrounds a listed building requires planning permission.

Under the Town and Country Planning (General Permitted Development) Order 1995, all new outbuildings such as sheds and greenhouses within the curtilage of a listed building which exceed 10 cubic metres in volume require planning permission.

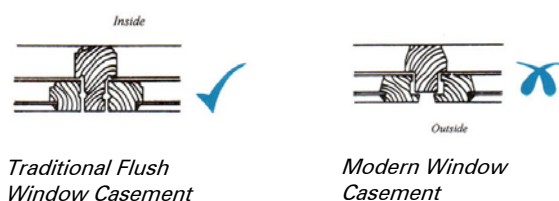


The Derwent Hotel Whatstandwell. Listed Grade II.

4.3 Alterations to Listed Buildings

Windows and Doors

If the windows or doors are original, or are a long established and appropriate type, any replacement will only be accepted in those cases where the window or door is beyond repair. In those cases where replacement is justified, the replacements must match the original in all respects. With respect to windows, this also includes the means of operation.



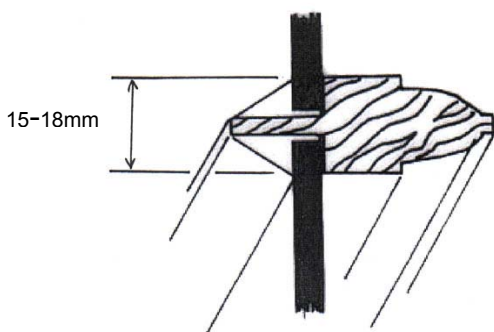
Traditional Flush Window Casement

Modern Window Casement

The installation of UPVC windows and doors will not be acceptable. UPVC is not a sustainable material and does not have the strength of traditional materials such as timber, and therefore features that are associated with traditional windows and doors cannot be formed. With respect to windows, these include genuine narrow glazing bars and slim frames. Other fine details associated with traditional windows, doors and door frames also cannot be replicated in the same way using UPVC. The glossy nature of the material itself also detracts from the character and appearance of listed buildings.

The use of stained timber for windows or doors will not be acceptable, as stain is a modern finish and traditionally windows and doors were almost always painted. The use of brilliant white paint should also not be used as this is also a modern finish.

The use of double glazed windows is not acceptable, as this requires features such as inappropriate thick glazing bars and frames to be created to accommodate the units. The manner in which light is reflected off double glazed windows is also noticeably different to the way in which light is reflected off single glazed windows. Although using double glazed windows may remove visible signs of condensation, it does not remove it. It simply moves elsewhere, such as in the roof-space, which creates other problems.

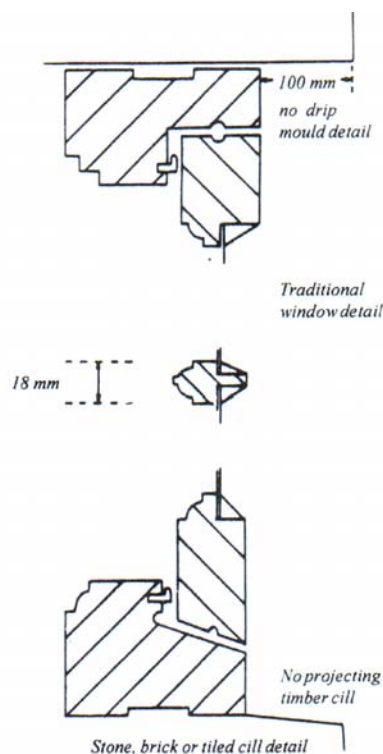


Traditional Glazing Bar

However, in those instances when the Borough Council requires single glazed windows to be retained, or single glazed windows are being re-instated, secondary glazing can be used to provide additional thermal and noise insulation which does not require Listed Building Consent. Another means of improving the thermal insulation of single glazed windows is to add draft-proofing, and research has shown that this has a similar effect as fitting an additional pane of glass.

The use of mock top hung sash window designs is not acceptable, as it would result in the loss of important historic details associated with a sliding sash windows. In addition, when they are in the open position they detract from the character and appearance of the building.

All windows and door frames should be recessed from the face of the wall to the same extent as the originals. In those cases where the original recess depth is unknown, windows should be recessed a minimum of 75mm and the door frames should be recessed 50mm.



Traditional Casement Window Section

If the windows or doors are of a modern design and it can be demonstrated that these windows were fitted prior to the listing of the property, the replacement of these windows on a like for like basis may be acceptable, but the Borough Council will actively encourage more traditional designs to be used. The replacement of modern windows with modern windows of a different design will only be acceptable in those instances where an improvement can be demonstrated.

Proposals which involve the insertion of new window and door openings will only be acceptable if they do not detract from the symmetrical pattern of existing openings and the window/door design matches precisely the design of the existing windows/doors.

Cleaning of Buildings

The use of abrasive techniques to clean listed buildings is not recommended and is an alteration which requires Listed Building Consent. This process damages the surface of bricks or stone. This is also inappropriate in terms of the effect on the character of the building, as the weathering of stone or brick is often an important part of its character. In those instances where cleaning is essential to remove contamination which is damaging the stone, this should only be carried out by using water or an appropriate acid or detergent. The technique used must first be agreed by a representative of the Local Planning Authority.

Dormers/Rooflights

Any proposal to introduce dormers into a listed building will not be acceptable, unless the use of dormers is part of the original design of the building. An alternative which may be acceptable in some circumstances is the use of traditional conservation type rooflights which are sited on roof slopes which are not prominent. Conservation rooflights

which cannot be fitted flush with the roofline will not, however, be acceptable.

Satellite Dishes and Other Attachments

The installation of satellite dishes and other attachments such as burglar alarms and light fittings requires listed building consent but may be permitted providing they are sited, designed and coloured so as not to detract from the character and appearance of the building. The introduction of satellite dishes or mock traditional light fittings on any prominent elevations will not, however, be acceptable.

Extensions

The extension of listed buildings will only be permitted if an essential need can be demonstrated.

In those instances where the extension of a listed building is justified, the design must involve a minimum amount of alteration to the original fabric of the building and take full account of the character and design of the existing building. An extension involving a traditional design should include the use of natural wall and roof materials, traditional window and door designs and materials, cast metal rainwater goods and verge, eaves, head and sill treatments which match the existing. The use of double glazed windows, mock top-hung sash window designs, stained timber and modern materials for windows and doors will not be acceptable. Where a contemporary approach is considered more appropriate, only a high quality design which incorporates the use of materials appropriate to the locality will be acceptable.

The extension should be clearly subordinate to the original building. This can be achieved by ensuring that the walls of the extension are set well back from the walls of the existing building. It is also important that the ridge line of the

extension is set significantly below that of the existing building.

Any extension should be designed so as not to detract from the existing symmetry of window and door openings, and for this reason extensions on prominent elevations will rarely be acceptable.

The erection of conservatories may be acceptable on rear or side elevations, providing glass and an appropriate design is used. The frames should normally be constructed in painted timber or powder coated aluminum and incorporate a natural stone or brick plinth which matches the existing building. The use of mock traditional details should, however, be avoided and glazing bars should be kept as narrow as possible. Large panes of glass should be avoided, but the use of excessive numbers of glazing bars will be equally unacceptable.

New Buildings within the Curtilage

Planning permission is required for all new buildings within the curtilage of a listed building which are 10 cubic metres or more. Such buildings will only be acceptable where they do not adversely affect the setting of the listed building and complement the principal building. Good quality materials will also be required.

Walls

Where walls make a positive contribution to the character and appearance of a listed building and its setting, proposals for their removal or alteration will be strongly resisted.

In those instances where new boundaries are proposed, these should be in the form of either walls constructed in stone or brick, as appropriate to the locality, or hedgerows using native species. Any walls should be built using a traditional lime mortar with a mix no stronger than 1:2:9 (cement: lime: sand). The joints should be finished flush with the stone or brickwork

and then brushed back to expose the edges of the stone or brick.

Fences

Close-boarded or larch lap type wooden fences are not a traditional means of enclosure and their use will not be acceptable where they affect the setting of a listed building. In these cases the use of walls, railings, hedges or pre-grown 'green screens' will be more appropriate.

Demolition Works

The demolition of listed buildings and curtilage buildings will only be permitted in those instances where the building is wholly beyond repair and every possible effort has been made to find a new use for the building, including offering it for sale at a fixed price on the open market for a reasonable length of time.

The partial demolition of such buildings, including the removal of original chimney stacks and the creation of openings in boundary walls of historic interest, will not be acceptable. The removal of later features which do not contribute to the character and appearance such buildings will, however, be supported.

In those instances where the whole or partial removal of walls of historic importance is proposed in order to provide off street vehicular parking, the desirability of retaining the wall will outweigh any potential parking benefits.

Internal Alterations

Proposals which involve the removal of internal features such as original or long established staircases, fireplaces, doors, walls and wall/ceiling mouldings will be unlikely to be acceptable, unless it can be demonstrated that the works will not detract from the character and appearance and function of the building.

The introduction of internal partitions will only be acceptable in those instances where the proposal will not result in a significant change in the character of the space involved and the partition does not split window openings. The partitioning of large areas of space into separate rooms will be unlikely to be acceptable, unless this is an essential requirement to bring a building back into use and no other uses are viable.

The insertion of new floors in single storey buildings such as churches, chapels and agricultural buildings will rarely be acceptable, unless this is an essential requirement to bring a building back into use and no other uses are viable. Where new floors are justified care should be taken to ensure that they do not cut across existing window openings.

Proposals that involve the removal of internal features which are later additions and do not contribute to the character and appearance of the building and proposals to re-instate original features will, however, be supported.

Proposals for any internal alterations to buildings where bats may reside must also include a bat survey undertaken between May and August and at dawn, daytime and dusk. If bats are detected, the alterations must be designed to not affect any areas used for shelter or protection by bats. In some instances a licence from the Department for Environment, Food and Rural Affairs (DEFRA) may be required.

New Uses

The most appropriate use of a listed building is the use for which it was originally designed. Only new uses which will require minimal alteration to the exterior and interior of the building and its setting will be acceptable, unless the building is in a very poor state of repair and if it can be demonstrated that the only means of saving the building is to undertake more excessive alteration of the building. In those instances where a new

use is considered to be acceptable in principle, the advice on internal and external alterations to listed buildings contained in this document must also be followed.

New uses for listed buildings which have original or long established shop fronts will only be acceptable if the proposals involve the retention of the shop front.



Congregational Church, Belper. Listed Grade II.

New Uses for Listed Buildings in the Countryside

In addition to the requirements outlined in the previous section, new uses for listed buildings in the countryside will only be acceptable if it can be demonstrated that employment or tourism uses would not be suitable or viable and the building or group of buildings is of permanent and substantial construction, is of a form, bulk and general design inkeeping with its surroundings and it can be converted without extensive alteration, rebuilding or extension. This will require the submission of an independent structural survey carried out by a qualified structural engineer and

an independent report carried out by a Chartered Surveyor.

In those instances where the principle of a new use is accepted, alterations to accommodate the use which involve the use of new extensions, free standing buildings, chimney stacks, dormers, prominent soil/vent pipes and the creation of new door and window openings will be unlikely to be acceptable. The original internal character must also be respected by proposals not involving the insertion of new ceilings or floors or a significant number of new partitions. The use of dry lining should also be avoided wherever possible in order to preserve the rough texture of internal walls and not used to line window or door openings.

The use of rooflights of the conservation type, however, may be acceptable in some instances, providing they are kept to a minimum, not sited on prominent elevations and are fitted between rafters so as not to project above the roofline.

Existing walls, fences, drinking troughs and other features associated with the use of the building for agricultural purposes should be retained and repaired as necessary. The introduction of new boundary treatments and outbuildings in prominent positions will be unlikely to be acceptable, as these detract from the original character of the building. For these reasons, schemes for the residential conversion of listed farm buildings must be very carefully designed to respect the existing character of the building and its setting.



Dalley Farm Outbuildings, Belper. Listed Grade II.*

Proposals for the conversion of Grade I or Grade II* agricultural buildings for uses such as residential or holiday accommodation is unlikely to be acceptable, as these require alterations to be made which are inappropriate for buildings of such architectural and historic importance.

Accessibility

The Disability Discrimination Act (DDA) 1995 requires owners of all commercial properties to make 'reasonable adjustments' to allow access to their premises. Policy LS 4 of the adopted Amber Valley Borough Local Plan 2006 ensures that development proposals take into account the needs of people with disabilities and restricted mobility. When considering proposals for alterations or extensions to listed buildings, access to all members of the public including those with disabilities, pushchairs and trolleys should therefore be considered in the design. The requirement of the DDA does not override the need to obtain planning permission or listed building consent for any alterations.

Where differences in levels are unavoidable and ramps and handrails are the only solution, these should be very simple in their design and use sympathetic materials of appropriate quality, so they do not detract from the character and appearance of the listed building or the street scene. Access can sometimes be achieved by lowering internal floor levels. This solution is preferred and should be investigated before the use of external alterations. Additional guidance on how access to listed buildings can be achieved without detracting from character and appearance of the building can be found in 'Easy Access to Historic Buildings' published by English Heritage.

Any proposed alterations to a listed building to enable access should also be very simple in their design. These should be discussed with the Borough Council at an early stage.

4.4 Repair and Maintenance Work to Listed Buildings

Materials

All repairs to walls and roofs should involve the use of natural materials which match the existing in size, colour and finish. Where the original walls have been covered or the original roof material has been lost, the Borough Council will support proposals to re-instate the original materials or remove later wall coverings.

Rainwater Goods

If original cast iron rainwater goods require replacement, they must be replaced on a like-for-like basis, with mouldings and profiles that match the existing. Existing rise and fall brackets must be retained or replaced with items which match the existing in all respects. The introduction of fascia boards where none previously existed will not be acceptable.

The Borough Council will support proposals which involve the re-instatement of cast iron rainwater goods supported by metal rise and fall brackets fixed directly to the walls.

Pointing

Repointing work should only be carried out in those areas where problems of water penetration are apparent and not for cosmetic reasons alone. The complete repointing of a building should be avoided except in those cases where it is essential.

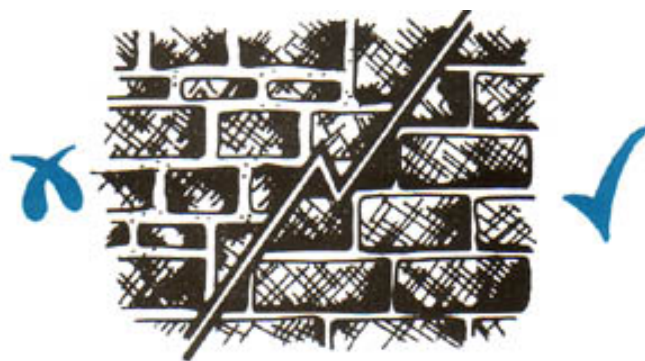
All repointing should be carried out by using a lime mortar. The mix should be no stronger than 1:2:9 (cement: lime: sand). The joints should be finished flush with the stone/brickwork and then brushed back to expose the edges of the stone/brickwork. All existing joints should be raked out by hand to a depth which is at least equal to the width of the joint, but generally to a depth of not less than 50 to 100mm in rubble stonework and 25mm in coursed,

ashlar work. Cutting discs or bolsters should not be used.

Further information can be found in the leaflet "Repointing Your Building" produced by Derbyshire County Council.

Sealants

The use of products which seal brick or stonework against water penetration is not acceptable. These types of products can trap moisture within the stone or brick, which results in freeze/thaw action which causes the face of the brick/stone to eventually split away.



Suitable/unsuitable ways of repointing coursed stonework



Suitable/unsuitable ways of repointing random coursed stonework

5. Buildings in Areas Covered by an Article 4(2) Direction

If the Borough Council is satisfied that certain types of development should not be carried out to unlisted residential properties within a conservation area, it can introduce what is known as an Article 4(2) Direction under the Town and Country Planning (General Permitted Development) Order 1995 to bring under control works that would otherwise not require planning permission. Such a direction covers the whole of the Belper and Milford Conservation Area, and planning permission will be required for most of the external alterations outlined above, where the alteration fronts on to a highway, footpath, waterway or a public open space. The guidance outlined above in respect of the external alteration or extension of listed buildings will be taken account of when proposals are considered.

7 Mill Street, Belper.
Re-instatement of sliding sash windows and a traditional door



BEFORE



AFTER

6. Buildings in Conservation Areas

6.1 Conservation Area Legislation

If the building is included in a conservation area, but it is not a listed building and it is not included in an Article 4 Direction, most alterations can be carried out without the need to obtain planning permission. However, those works that do require planning permission or Conservation Area Consent in a conservation area are:

Demolition

Conservation Area Consent is required for the demolition or partial demolition of a building which exceeds 115 cubic metres in volume.

Planning permission is required for the removal of any fence, railing or wall over 1 metre in height if it fronts a road and over 2 metres in height in any other case.

Trees

Six weeks notice needs to be given to the Local Planning Authority before any trees can be felled, lopped or pruned.

For further information on the types of alterations that require planning permission in this conservation area, please obtain a copy of an explanatory leaflet entitled "Article 4(2) Direction for Belper & Milford Conservation Area" which can be obtained from the Town Hall offices, Ripley or the Borough Council's web site.

If you are unclear if a property is within this conservation area, please ring (01773) 841584. This information is also available on the Borough Council's web site.

Extensions

Any extensions over 50 cubic metres in volume or 10% of the volume of the original house requires planning permission. Existing extensions will also need to be taken into account.

All extensions which are not porches need planning permission if the wall of the house involved fronts a highway

Any porches which exceed 3 square metres or 3 metres in height or are less than 2 metres from the back edge of any pavement require planning permission.

Outbuildings

All new outbuildings such as sheds and greenhouses which exceed 10 cubic metres in volume require planning permission.

All new outbuildings of any size which are sited between a wall of a house and a road require planning permission.

Other Works

The covering of any part of the walls of a house with stone, artificial stone, timber or tiles requires planning permission.

Planning permission is required for the erection of any fence, railing or wall over 1 metre in height if it fronts a road and over 2 metres in height in any other case.

The alteration of any part of the roof requires planning permission.

The erection of a satellite dish requires planning permission in the following circumstances:

- If it is sited above the highest part of the roof and the property does not have a chimney stack
- If the property has a chimney stack, it does not stick out more than 60 cm above the highest part of the

roof, or above the highest part of the chimney stack, whichever is the lower

- If it is attached to a chimney, wall or roof slope which faces onto, and is visible from, a road
- If it will result in more than two dishes being erected on the building
- If it will result in two dishes being erected on the building, one is not more than 100 cm in width and the other is not more than 60 cm in width
- If it exceeds 100 cm in width
- If the cubic capacity of each dish is not more than 35 litres

*Public Hall, Belper.
Sensitive restoration, repair and re-use
of a key historic building in the town.*



BEFORE



AFTER

Commercial Properties

The material alteration of any commercial properties in conservation areas requires planning permission, and in those instances where an alteration or extension of a building which contributes to the character and appearance of the conservation area is being considered, the guidance in respect of the external alteration of listed buildings should be followed. Examples of material alterations include the replacement of windows, doors and roofing materials.

*The Studio, Belper.
Sensitive repair and change of use
of a derelict building*



BEFORE



AFTER

6.2 Guidance

If you are unclear if a property is within a conservation area, please ring (01773) 841584. This information is also available on the Borough Council's web site.

In those instances where permission is not required, owners and occupiers are still advised to follow the guidance contained within this document, as the unsympathetic alteration of historic buildings can severely detract from their character, appearance and market value.

6.3 Conservation Area Character Statements

Some conservation areas have Conservation Area Character Statements, which describe the particular features of a particular conservation area and provide advice on what types of works are acceptable in that conservation area. This advice should be taken account of when works are being considered.

7. Monitoring

The effectiveness of the guidance contained within this Supplementary Planning Document will be monitored by using the following indicators:

- The number of applications for the demolition of listed buildings which are approved
- The number of applications which are approved for the demolition of unlisted buildings within conservation areas which contribute to the character and appearance of the conservation area
- The number of appeals which are upheld which involve applications for the alteration or extension of listed buildings

- The number of appeals which are upheld which involve applications for the alteration or extension of buildings which contribute to the character and appearance of a conservation area
- Mortar mix and join finish (e.g. 1:2:9 mix), brushed back to expose stone/brick edges
- Roof light details and if they are to be sited between the rafters
- Heads/sills materials and dimensions

8. Grants

Grant aid may be available for works that involve the external restoration and repair of listed buildings and traditional buildings in conservation areas. For further information, please ring (01773) 841584 or visit the Borough Council's web site.

9. Information Required as Part of an Application

The following information will need to be included in any application for planning permission, or listed building consent, as appropriate:

- All existing and proposed plans to metric scale
- Elevations and plans showing details of all new work and alterations
- Window types, means of operation, materials, type of glazing (single or double), finish (e.g. painted) and recess depth
- Door types, materials, finish (e.g. painted), and recess depth of door frame
- Wall materials (e.g. Natural stone, reclaimed stone/brick handmade/wirecut brick)
- Coursing and finish of stonework (e.g. Tooled, regular coursed, random coursed)
- Roof materials (e.g. Natural slate, Staffordshire blue tiles)
- Rainwater goods materials and method of fixing to walls (e.g. cast iron with rise and fall brackets)
- Details of eaves and verges treatment (e.g. no barge or fascia boards are to be used)

10. Glossary of Terms

Article 4 Direction: A special direction which takes away the right of owners and occupiers of residential properties to carry out specified works without first obtaining planning permission.

Barge/Verge board: A board attached to a gable at the point where it joins a pitched roof.

Conservation Area: An area designated as of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Curtilage: The land usually surrounding a Listed Building at the date of listing which is historically connected with the Listed Building. Usually this will include all land in the same ownership of the Listed Building surrounding the building.

Curtilage Building: A building or wall within the curtilage of a Listed Building which was built before 1 July 1948.

Eaves: The point at which the lower edge of a sloping roof joins the top of a wall.

Fascia board: A board attached to a building immediately below the lower edge of a sloping roof.

Gable: The triangular upper portion of a wall.

Glazing Bar: A strip in timber, metal or plastic which holds panes of glass in place.

Head: A lintel spanning the top of a door or window opening.

Highway: A road or footpath which the general public have the right to use.

Listed Building: A building listed by the Department for Culture, Media and Sport as being of special architectural or historic interest.

Plinth: The lower part of a wall forming a base on which a building stands

Ridge: The highest point of a pitched roof.

Rise and Fall Brackets: Adjustable metal brackets which hold guttering in place.

Road: A highway used by vehicular traffic

Sill/Cill: The treatment of the bottom of a window or door opening.

Subordinate: Of a smaller scale and size to the original building.

Symmetry: Uniformity or balance of one part of a building to another.

Verge: The edge where a pitched roof joins a gable.