



INSTITUTE · OF · HISTORIC ·  
BUILDING · CONSERVATION

# IHBC Toolbox Guidance Note

## Guidance on Alterations to Listed Buildings

*GN2021/1  
January 2021*



## CONTENTS

<b><u>1. INTRODUCTION</u></b>	pp 3 - 4
<b><u>2. GENERAL PRINCIPLES</u></b>	pp 4 - 6
<b><u>3. WALLS</u></b>	pp 6 -13
3.1 General principles	
3.2 Stone walls	
3.3 Control of Damp	
3.4 Pointing	
3.5 External cleaning	
3.6 Painting facades	
3.7 Render and harl	
3.8 Proposals to render previously unrendered buildings	
3.9 Moulded detail, sculptural decoration and inscription	
3.10 Reinstatement of missing features	
3.11 Terracotta and faience facades	
3.12 Corrugated iron cladding	
3.13 Cladding and insulation	
3.14 and reinforced concrete	
3.15 Rare forms of construction	
3.16 Rebuilding	
<b><u>4. OPENINGS</u></b>	pp 13 - 16
4.1 General principles	
4.2 Doors	
4.3 Windows	
4.4 Dummy and blocked windows	
4.15 Stained glass, decorative zinc-framing and leaded glazing	
4.16 Non-domestic windows	
4.17 Early modern metal windows	
4.18 Door and window fixtures	
4.19 Eyebolts	
<b><u>5. ROOFS</u></b>	pp 16 - 21
5.1 General principles	
5.2 Roofs - height and pitch	
5.3 Associated masonry roof details	
5.4 Slate and stone slate roofs	
5.5 Clay Pantiles	
5.6 Plain clay tiles	
5.7 Thatch	

- 5.8 Valleys and ridges etc.
- 5.9 Chimney stacks
- 5.10 Chimney pots
- 5.11 Dormers, skylights and rooflights
- 5.12 Other roof decoration

## **6. OTHER EXTERNAL FACTORS**

pp 21 - 24

- 6.1 External drainage and plumbing
- 6.2 Porches, verandahs and conservatories
- 6.3 Wrought and cast iron
- 6.4 Boundary treatments

## **7. INTERIORS**

pp 24 - 27

- 7.1 General principles
- 7.2 Plan form
- 7.3 Flooring
- 7.4 Fixtures
- 7.5 Floor loading

## **8. SHOPS & COMMERCIAL BUILDINGS**

pp 27 - 29

- 8.1 Shopfronts and commercial frontages
- 8.2 Signage
- 8.3 Shopfront security
- 8.4 New shop fronts

## **9. MODERN FIXTURES FITTINGS & SERVICES**

pp 29 - 31

- 9.1 External fixtures, meter boxes etc.
- 9.2 Solar panels and other modern fixtures
- 9.3 Floodlighting
- 9.4 Fire escapes
- 9.5 External flues
- 9.6 Pest control

## **ENDNOTES**

p 31

## **NATIONAL GUIDANCE**

p 32

## 1. Introduction

1.1 The advice in this Institute of Historic Building Conservation (IHBC) Guidance Note sets out general principles and good practice on dealing with alterations to listed buildings.

1.2 The advice is intended to be applicable to listed buildings throughout the UK. The principles in this Guidance Note apply throughout the UK, but it is important to be aware that there are important differences across the UK nations. The Policy and Legislation in each country should be consulted along with this Guidance. The Guidance Note aims to complement existing guidance or fill gaps resulting from the deletion of previous Government advice.<sup>[1]</sup> It may also be of relevance outside the UK for alterations to buildings protected for their architectural and historic interest.

1.3 The advice should not be interpreted as a strict set of rules. No guidance can be definitive. All cases should be assessed individually on their merits.

1.4 This advice should be read alongside the IHBC's other guidance and in particular the [IHBC Conservation Professional Principles](#) which raises awareness of the skills and specialisms necessary to properly manage, conserve and develop historic places and buildings and recognises international, national and devolved UK legislation, policy and statements, and how they operate in practice. Caring for a Listed Building requires a creative approach to balancing the conservation of the buildings' irreplaceable value whilst allowing it to adapt, where appropriate, to remain fit for purpose, accommodating society's changing needs and demands and remaining viable.<sup>[2]</sup>

1.5 The widespread use of a significance-based approach to decision-making requires a clear understanding of the heritage significance and value before proposals are developed. This begins with analysis of significance, condition, context, and setting, then ensures that those factors are respected in the design process, eliminating or mitigating any harm from proposals for change, or justifying any harm in terms of the public benefits that may outweigh the harm. A satisfactory justification for any proposed alterations should always be provided and in many cases this will be in the form of a heritage impact assessment.<sup>[3]</sup> Proposals should be based on balancing the special interest with the level of harm and the justification for the works.

1.6 This advice is intended to guide heritage professionals, contractors, and building owners and managers in their approach to listed building work. Proposals for, and decisions on, alterations to listed buildings should always be informed by a suitably accredited heritage professional. Skilled heritage crafts and trades people can also offer advice in their areas of expertise.

1.7 Further advice will be required in many areas which are not included here or which require more detail especially in relation to structural matters, historic and regional techniques, and a variety of other specialisms.

1.8 Most alterations to listed buildings require listed building consent under the relevant legislation.[\[4\]](#) The Guidance Note does not seek to provide advice on the need for listed building consent or interpretation of the relevant statutes or planning policy, beyond the general principle that alterations generally need listed building consent whilst 'like-for-like' repairs generally do not. The boundary between work that constitutes 'repair' and works of 'alteration' may not always be clear but work will require listed building consent when the alteration would affect the character of a building of special architectural or historic interest.

1.9 Listed building consents may be granted conditionally. Where appropriate the Guidance Note suggests the need for conditions, sometimes with reference to specific wordings.[\[5\]](#)

## **2. GENERAL PRINCIPLES**

2.1 Almost every listed building will have unique characteristics, usually related to its original or subsequent function and this should be respected as far as possible in any proposals for alterations. Special interest is not restricted to external architectural features but may include orientation, plan form, fenestration patterns, internal details, fixtures and fittings, or other aspects only discernible from documentary evidence.

2.2 The retention of any building characteristics that exhibit local distinctiveness should be encouraged. When undertaking alterations, the use of appropriate new materials traditional to the area will reinforce this and may also encourage the production or supply of such materials. Local materials are also likely to provide the optimum technical solution for repairs.

2.3 Alterations should be based on a proper understanding of the structure. Many listed buildings can continue to provide adequate service despite evidence of former structural defects that have arisen from their age, original methods of construction or past use. If there is any doubt, appropriately qualified specialist conservation engineering advice should be taken.[\[6\]](#)

2.4 Information about the history and evolution of the building should always inform proposed alterations. This may come from the physical evidence in the building itself or documentary sources, including information on nearby buildings of a similar date and construction. The original form of construction may be elicited from clues including the ghosts of lost features in plaster, rough edges where features have been cut away, or empty peg-holes and mortices in timber frames. Information in support of applications for alterations, such as early photographs, drawings, written descriptions, or other documentary information relating to a listed building's construction or past use is almost always useful.

2.5 Consideration of change is based on a staged approach to developing the proposal; by understanding the history, construction and significance of the building; by judging the impact of the proposal on that history and significance, and then considering how harm can be avoided, reduced or mitigated.

2.6 Many listed buildings have been altered to cater for the requirements of owners and some of their interest may result from the way in which the present form and layout reflects changing uses and architectural, social and economic aspirations. When contemplating alterations, as a general principle historic fabric should be conserved and historic architectural detailing respected, whether it is original or a later addition of special interest.

2.7 Later additions, embellishments or re-modellings of definite quality may often be part of the building's evolutionary story. The qualities of a listed building are not necessarily diminished by later additions and minor accretions.

2.8 Historic building materials can on occasion be of poor quality or incompatible with other materials on the building and original detailing can have inherent design faults. Changes to original detailing may need to be made where the building is being damaged, or its integrity threatened by ill-chosen materials or poorly detailed construction but with very careful consideration to ensure changes do not cause additional damage to the appearance or performance of the building. If substitute materials are used, they should have similar properties to the historic materials, be compatible in appearance, and be proven to be durable.

2.9 Generally, later features of interest should not be removed merely to restore a building to an earlier form, particularly if based on conjecture rather than evidence. However, there may be cases where later work is of little special interest in itself and which may detract from the special architectural and historic interest of the building. It may be acceptable to remove unsympathetic alterations that disfigure or mask earlier work of interest, but this will still require clear analysis of their special interest. Removal of later changes, such as poor technical detailing and unsuitable materials, can be justified where these are causing physical damage to the original structure.

2.10 The wholesale reinstatement of lost, destroyed, or superseded elements of a building or an interior scheme is only appropriate where the integrity of its design has largely survived. Reinstatement of lost or destroyed elements might be carried out if based on adequate evidence confirming the detailed historical authenticity of what is proposed, if scrupulously documented and undertaken in an architecturally and historically correct manner. Conjectural work should be avoided.

2.11 Modern extensions should be harmonious and not dominate the existing building in scale, materials, situation, or impact on setting. Successful extensions require a thorough understanding of the building type and sensitive handling. The design of new elements intended to stand alongside historic fabric needs to be very carefully considered and to be successful should respect the setting and the fundamental architectural principles of scale, height, massing, alignment, and use of appropriate materials.

2.12 When Building Regulations are applied to listed buildings, early discussions with all the relevant parties may avert unnecessary conflicts and expenditure. The objective should be to make the best endeavours to comply. There are

specific provisions for relaxation of the Regulations where strict application would be unacceptable in heritage terms.[\[7\]](#)

### **3. WALLS**

#### **3.1 General principles**

3.1.1 Alterations to wall surfaces should match the existing fabric and materials in composition, quality, colour and texture.

3.1.2 Facing brickwork or stonework not previously coated should generally only be rendered, painted, or limewashed if there is evidence that this was the original surface or, if when other repairs or maintenance have already been carried out, render or limewash will be essential for resisting the weather. Where exposed facing brickwork or stonework is deteriorating badly or is suffering from driving rain penetration, consideration could be given to protecting it with lime wash or an appropriate traditional lime-based render.

3.1.3 The removal of modern cement-based or strongly hydraulic render will require careful consideration. Traditionally, lime-based render was usually applied to improve the finish of poor-quality masonry or to prevent driving rain penetration. When such renders weathered, they were sometimes replaced with a cement-based, or (more recently) a strongly hydraulic lime-based render. Although the choice of material might be unfortunate, the intention of maintaining a rendered finish may well have been appropriate. If a modern render is inappropriate and causing problems (such as trapping moisture in the wall) simply removing it and repointing the wall may lead to further problems. Re-rendering in a more suitable material may be more appropriate than removing the render and leaving the masonry exposed.

3.1.4 Earth walling, such as cob is particularly susceptible to water penetration unless carefully maintained. Specialist expert advice is essential before alterations are proposed to such walls.

3.1.5 Alterations involving the reinstatement of individual features or sections of a facade lost by decay or later alteration should be carried out in an architecturally and historically correct manner. Reference should be made to the available documentary evidence in national or local archives, which may provide valuable visual evidence of the building's original design, subsequent history and former appearance.

#### **3.2 Stone walls**

3.2.1 Piecing-in is a long-accepted masonry repair for damaged stone which can be executed effectively with the right skills, techniques, tools and stone. This preserves much more of the original stone than simple replacement. Where the structural integrity of individual damaged stones is in doubt the whole stone may need to be cut out and replaced to match. Redressing of stonework can be damaging to both the stone and the appearance of the building.

3.2.2 Original façades which have been tooled or finished in a distinctive pattern should be carefully respected in proposed alterations.

3.2.3 Identifying the composition and properties of the original stone will ensure that new stone for repair matches as closely as possible. It is normally necessary to provide a full specification of the proposed new stone to confirm for example, fitness of purpose regarding strength, mineralogy, colour, texture and durability; the coursing and tooling or surface finish; and correct orientation of the stone within the building and respect to its bedding, and to provide samples for approval.

### 3.3 Control of damp

3.3.1 Where a building is damp it is important to find and treat the cause of the damp. Before considering damp proofing the priority should be to make sure rainwater goods are effective and well maintained; that damaging cement renders, plasters or mortars, paint, dry lining or tanking are not the cause of the damp or that surfaces at the wall base are not exacerbating splash back. Installing a damp-proof course can be damaging and will require very careful consideration.

3.3.2 Alternative solutions such as more efficient drainage of surface and ground water immediately adjacent to the external walls and a suitable period for drying out may obviate the need for such proposed alterations. Proposals should show that they are effective as well as visually acceptable.[\[8\]](#)

3.3.3 Colourless water repellent treatments can change both the appearance and performance of the wall. They may not be as breathable as claimed reducing the permeability of the wall and its ability to function as intended.

### 3.4 Pointing

3.4.1 Soft or damp mortar can be evidence that the mortar is actually enabling the wall to deal with moisture effectively and the mortar should not be removed without investigation.

3.4.2 Poorly executed raking out of old mortar and repointing or the use of the wrong materials can cause physical damage to historic fabric and radically change appearance, weathering characteristics and performance of both the mortar and the wall.[\[9\]](#) Old mortar should be cut out by hand without the use of mechanical cutting machinery. Power tools may easily cause irreversible damage to masonry, especially to perpendes as they are difficult to control accurately.

3.4.3 Repointing should generally be localised and should not extend beyond the area where it is strictly necessary. Where historic pointing survives intact it should be preserved unaltered. Historic masonry with fine lime putty joints dating from the late 18th century onwards in ashlar work requires particularly careful treatment.

3.4.4 Complete or substantial repointing of a façade may not be considered a repair. If consent is required, the method and depth of raking out, use of suitable tools, mortar mix, colour and profile of repointing should all be properly controlled by a specification accompanying the application and by a condition of consent requiring preparation of sample panels so that any new pointing can be accurately matched to the original work in all respects.

### 3.5 External cleaning

3.5.1 Cleaning a building can change its appearance and damage or destroy its historic fabric or decorative detail. The surface texture of the façade may be damaged by chemical cleaning and by wet and dry abrasive or mechanical cleaning, while wet cleaning may saturate it resulting in the migration of salts in brick and stonework, corrosion of ferrous cramps and other fixings or the outbreak of rot in bonding timbers etc.

3.5.2 Before cleaning, trials should be carried out to establish the least harmful method of achieving a satisfactory level of clean. Proposals for cleaning should also include a risk assessment and method statement. This will contain details of how noise, dust and run-off will be contained or controlled, protection of adjacent surfaces (such as windows) that are not to be cleaned; how the health and safety of building users and the general public will be assured and a detailed methodology for the cleaning method proposed.

3.5.3 Proposals for cleaning also should be considered in their wider context. Cleaning one building among several in a group or within a unified terrace, or cleaning different buildings in phases, may change the appearance of the group, affect the architectural integrity of terraces or result in a townscape that becomes unattractive and dis-unified.

3.5.4 Cleaning a building can change its appearance and damage or destroy its historic fabric or decorative detail. The surface texture of the façade may be damaged by chemical cleaning and by wet and dry abrasive or mechanical cleaning, while wet cleaning may saturate it resulting in the migration of salts in brick and stonework, corrosion of ferrous cramps and other fixings or the outbreak of rot in bonding timbers etc.

3.5.5 It is essential to establish that cleaning is both necessary and appropriate, for example for the removal of harmful soiling, or to effect a major improvement in appearance. The results of cleaning may not always be those anticipated. Removal of all of the soiling can seldom be achieved without harming the substrate. The scale and extent of irreversible damage, or fresh surface weathering or staining, may only be evident upon completion or some time afterwards. Where a convincing justification for the benefit of cleaning can be made, work should be carried out by specialist contractors of proven ability. Abrasive systems can partially or completely remove the outer surface of the stone, or brick or terracotta, which can destroy the architectural unity and quality of the treated façade by obliterating the detailing and original surface tooling, and in the case of brick and terracotta can remove the protective fire-

skin leaving them vulnerable to weathering. Such methods should only be used following trials to establish the minimum air/water pressure and abrasive flow rate to remove soiling without damaging the substrate.

3.5.6 Chemical cleaning will often interfere in a complex and detrimental way with the manner in which stone responds to natural weathering. Some problems in stonework will not immediately become apparent such as a high ferrous content leading to surface 'rust staining'; concentrated surface deposition of other minerals; newly evident patterns of weathering and soiling, and the evidence of previously disguised plastic repairs.

3.5.7 It may not be appropriate to use one cleaning method over the whole of a building. Parts of the structure, particularly those richly decorated, may require special treatment because of the form or type of stone, or the relative softness of the brick or surface of terracotta ornamentation.

3.5.8 Extreme caution is needed where stone with a high clay or iron content is proposed to be cleaned; or where a building displays large areas of high quality architectural detail, sculpture or other decorative work; or chemical cleaning on or near ceramic detail, or where polished granite and marble or where the surface to be cleaned forms only part of a much larger single building or group of buildings of which it is part, for example, a large terrace.

### **3.6 Painting facades**

3.6.1 Painting a previously undecorated facade can bring about a radical change to its character and appearance and will require repainting at regular intervals.

3.6.2 Rubble, brick and rendered buildings may have historically been painted using traditional coatings and pigments that are breathable. This often contributes to local distinctiveness. Modern masonry paints are rarely appropriate on buildings of traditional construction.

3.6.3 While contrasting colours may occasionally enhance the townscape, their use on terraced facades should generally be avoided. Schemes for the inharmonious re-decoration of facades may well be visually damaging and detract from the wider special architectural and historic interest. Supplementary planning guidance on suitable and unsuitable colour schemes issued by local planning authorities specific to the types of buildings in their area may obviate potential problems.

3.6.4 Generally, historically correct colours should be used in a manner appropriate to the building. Where more than one colour is to be used for the whole building, these should all relate to the architectural features in a logical and consistent manner. The re-painting of any storey or part of the building differently from the remainder is likely to be inappropriate except where shopfronts and upper floors are differentiated.

3.6.5 Many paints are impermeable or have low permeability to liquid moisture. This can result in moisture being trapped in some forms of wall construction with

the risk of long-term deterioration to the building fabric. Paints for brickwork, render and plaster should therefore normally be permeable. Traditional materials such as limewash are preferable. Earth pigments can be added for colour as appropriate and should take note of local distinctiveness. Calcium silicate paints allow some moisture transfer but being non-reversible may not be appropriate in many instances. So-called vapour-permeable paints are usually much less permeable to liquid moisture than limewash and are seldom appropriate for painting building facades.

### **3.7 Render and harl**

3.7.1 Existing render should not be stripped from façades merely to expose rubble, brick or timber framing never previously intended to be seen.

3.7.2 Stone, flint, brick, terracotta, timber framed, or earth-based facades should not be refaced with cement or roughcast render, that inhibit the passage of moisture and/or are difficult or impossible to remove. This is of particular importance in circumstances where architectural or decorative features would be partially obscured or covered over.

3.7.3 The use of traditional lime-based renders allows natural evaporation of any moisture trapped within the wall. Lime based render has a softer appearance in contrast to the distinctive hard, sharp edges to quoins and wall openings associated with cement renders. Modern sharp angle beads and stop beads should not be used on traditional buildings.

3.7.4 Some historic renders like stucco and Roman cement were intended to have a smooth surface finish and sharp edges in imitation of well-cut ashlar stonework. Late 18th and 19th century buildings sometimes used Roman cement to cover earlier brick or rubble-work - very often where older masonry was being retained. Such treatments should be retained. Old renders of good colour and surface quality should be retained in situ.

3.7.5 Georgian and early Victorian stuccoed elevations are characterised by lining out, which gives the appearance in render of finely cut stone, and by textured stone or stucco rustication. Proposals for any new lining out should match carefully the original demarcations, replicate structural stonework and be executed using a proper lining tool, not the edge of a trowel.

3.7.6 Cement and other inappropriate modern renders may be removed in a properly managed way. Cement render on inter-war buildings is almost always an integral part of the design and should be retained.

3.7.7 Dry dash as a replacement for wet dash on historic buildings is rarely acceptable nor should it be brought to an even, mechanical surface.

3.7.8 If there is evidence that dry dash has been applied to an elevation which was previously wet dashed (prior to the 1930s), correctly specified lime-based render or harl should be used and this should follow the contours of the stonework backing.

### **3.8 Proposals to render previously unrendered buildings**

3.8.1 Some buildings have been stripped of historic render or limewash and little or no conclusive evidence survives. There may be occasions where rendering or limewashing is the best solution to dealing with problems with severely deteriorated stonework or cases of driving rain penetration.

3.8.2 Ashlar, coursed masonry and squared rubble was less likely to have been rendered or harled. The raised margins at openings may indicate an intention to do so but this is not always a sound guide as these may simply be plain window or door architraves.

3.8.3 Smooth render should be used where the original quality of the design will be better preserved. Where raised margins and string and sill courses exist they should not be altered but should always be repaired in stone as necessary and left exposed. Where there is no alternative to harling or rendering and the building lacks raised margins there will normally be some form of flush margin to indicate the correct proportions to be adopted.

3.8.4 Proposals to render or harl brickwork on buildings from the 18th century onward is inappropriate without convincing evidence that it was the original intention. Exceptions include elevations which still suffer from driving rain ingress, despite having already been repointed and repaired.

3.8.5 Consciously picturesque Arts and Crafts rubble work should never be rendered or harled.

### **3.9 Moulded detail, sculptural decoration and inscription**

3.9.1 Carved and other sculptural details such as moulded brickwork, stonework and terracotta sculptural decoration are an important and integral part of the design and character of some buildings. Where there are proposals for alteration or reinstatement because such details are decaying, pre-emptive recording should be undertaken.

3.9.2 Minor decay and damage may be considered to represent an acceptable patina of age but where accelerated deterioration from weathering inappropriate repair or pollutants threatens the survival of the detail protective measures or remedial work may be necessary.

3.9.3 Commemorative or sculptured decoration or symbolic carvings, statues in niches, urns, crockets and finials, coats of arms, old lettering inscriptions, date plaques and stones, old shop signs, historic inn sign boards, monograms, fire insurance plaques and decorative pargett plates etc. all form part of the valuable historical evidence of past use and should be retained in situ.

3.9.4 The removal of any existing external fixture is likely to expose the holes on the façade to which it is affixed, or may affect the building's silhouette. Fixings can occasionally be quite large and will usually be very difficult to conceal satisfactorily.

3.9.5 Where unavoidable, temporary removal of decorative fixtures is appropriate only on condition that appropriate level of recording is conducted of the pre-existing situation and to facilitate, carefully, removal, secure storage (preferably on-site) and reinstatement in the former position on completion of the works.

3.9.6 It is not generally appropriate to paint previously unpainted moulded detail and sculptural decoration.

3.9.7 Changing the positions of the fixings of individual applied lettering on building facades can have a potentially damaging impact especially when they may be the subject of frequent replacement, for example on commercial premises. Templates should be used to ensure accurate fixings into masonry joints.

### **3.10 Reinstatement of missing features**

3.10.1 The reinstatement of documented missing architectural fixtures or features may be appropriate if there is clear and compelling evidence and the work is undertaken accurately.

### **3.11 Terracotta and faiënce facades**

3.11.1 Terracotta and faiënce facades of the 19th and early 20th century are often of high architectural quality with very fine decorative detailing; they should never be painted.

3.11.2 White or cream glazed brick originally used to improve daylight to deep plan light-wells and rear elevations have their own historical interest.

### **3.12 Cladding and insulation**

3.12.1 Cladding in synthetic materials, such as artificial stone, will be damaging to the special architectural and historic interest and could inhibit moisture movement.

3.12.2 Adding interior or exterior insulation will affect the appearance and character of the building but it may also create or increase moisture problems in walls. Fitting external insulation may detrimentally affect the detailing of windows and doors and will require changes to be made to drainage and rainwater goods to accommodate it. Internal insulation may change the historic proportions of a room, obscure plasterwork and require changes to services, skirting and architraves.

### **3.13 Rare forms of construction**

3.13.1 Some buildings are listed principally for the specific and uncommon techniques and materials used in their construction. Some will have arisen from

patented industrialised methods, such as modular structures, and others from vernacular traditions. Some exemplars are now rare and friable structures are especially vulnerable to decay or collapse and considerable forethought is therefore needed on any proposed alterations.

### **3.14 Rebuilding**

3.14.1 A defining principle of conservation should be to repair rather than to rebuild an existing structure wherever possible. Proposals to take down and rebuild any part of a listed building should always be supported by clear evidence such as a structural report that convincingly explains why repair is not a viable option and what other avenues have been explored.

3.14.2 Prior to commencement of any rebuilding the fabric involved should be recorded, carefully dismantled and numbered (using indelible tags or other markers that can be easily removed without damage upon rebuilding). This will ensure that reconstructed stonework, brickwork, timber-framing or decorative plasterwork and panelling and any associated detailing will closely replicate the original work.

## **4. OPENINGS**

### **4.1 General principles**

4.1.1 As a general rule, original doors and windows should be retained. They should be replaced only where they are demonstrably beyond repair and should match the originals, or later historically or architecturally important replacements, in every respect.

4.1.2 The appearance and character of a building will greatly depend on the design and detailing of its walls and its windows and doors. Any alteration to the form of the latter is likely to have a considerable impact upon the overall appearance of the building as a whole.

4.1.3 Proposals to change original proportions of doorways, and window openings, particularly those with bipartite or tripartite window mullions, would compromise the architectural integrity of the building.

4.1.4 Windows and doorways generally also have different proportions and conversion of the former into the latter is not usually appropriate. Buildings with no obvious means of access from the street invariably look incorrect, particularly in terraces and therefore redundant doorways should generally be retained in-situ.

4.1.5 Additional windows should not be added to original, symmetrical or well-balanced elevations.

### **4.2 Doors**

4.2.1 Original doorways and any surviving joinery should be retained, and repaired if necessary, unless compelling evidence is submitted that repair is not possible. Any replacement should be appropriate to the character and appearance of the building and properly located in relation to the façade.

4.2.2 Original detailing including: letterboxes and knockers, overlights, pediments, columns, pilasters, cornices, consoles and carved or stucco moulded details and boot scrapers, should be retained.

4.2.3 Where front doors are being blocked internally the openings should be retained and the work be reversible with door furniture retained and the overlight not obscured.

4.2.4 Modern off-the-peg doors should generally not be used, nor should doors with incongruous design features such as integral fanlights or incorporating asymmetrical elements. Unpainted hardwood or stained or varnished softwood doors are rarely suitable.

4.2.5 Reinstatement of door fittings with those of the appropriate period should be encouraged.

### 4.3 Windows

4.3.1 Original windows and their glazing and fittings, especially those where early plain crown, cylinder, stained or leaded glass, or early polished plate glass survives, should be retained and repaired if necessary, unless compelling evidence is submitted that repair is not possible and that the historic glass cannot also be retained or recovered and reused. Old glass should be protected and where external protection for glass is required, it should be as unobtrusive as possible and conditioned to be reversible.

4.3.2 Top-hung mock sliding sash casement windows are almost always damaging and discordant.

4.3.3 Glazing bars should not be inserted into windows that do not have, and never had these, with a view to 'improving' the character and appearance of the building.

4.3.4 Proposals to double-glaze existing windows are often inappropriate as well as having a surprisingly high carbon impact and a short lifespan. Thicker glazing units require glazing bars to be modified to accommodate them and the window will then have a very different appearance.

4.3.5 Applied glazing bars to the surface of windows or sandwiched between panes of double-glazing are generally inappropriate. Secondary glazing may be acceptable subject to careful location of the framing elements so as not to be disruptive to the visual appearance when seen from the exterior.

4.3.6 Historically and architecturally incorrect installation of modern window units made from a different material, to a different design and/or with a different

method of opening is likely to be damaging to special architectural and historic interest and to result in a diminution of architectural quality.

4.3.7 Casements framed in metal include those incorporating geometric patterned glazing and leaded lights. These may be the most distinctive feature of the building, particularly those of the Arts and Crafts movement.

#### **4.4 Dummy and blocked windows**

4.4.1 Dummy and blocked windows may be an integral part of the architectural composition and re-opening is generally appropriate only where there is clear evidence that this was the original intended elevational treatment. In general, windows which were blocked as a result of the Window Tax (1696-1851); during alterations to the structure; where the earlier window openings no longer relate to the present elevational treatment; or where later interior work of quality would be disturbed, should not be opened up.

#### **4.5 Stained glass, decorative zinc-framing and leaded glazing**

4.5.1 Stained glass should usually be retained. Medieval stained and painted glass is delicate and should be treated with extreme care.

4.5.2 Buildings dating from the latter part of the 19th century and early part of the 20th sometimes used stained glass or decorative zinc-framed or leaded glass in doors, overlights and windows. Surviving examples should generally be retained.

4.5.3 Although superficially similar, zinc framed glazing creates more sharply defined patterns than lead framing. This is invariably part of the special character of the building. Replacement of zinc with leaded or other more modern forms of diamond paned glass should be avoided.

#### **4.6 Non-domestic windows**

4.6.1 Industrial, agricultural, commercial and religious buildings feature a wide variety of window types, often related closely to their age and function. They are frequently their most distinctive feature.

4.6.2 Archival photographs may enable the original fenestration pattern to be established.

4.6.3 The manner in which a window opens is often as important as its appearance. There may be several different types of window within a single building reflecting the different amounts of natural light and ventilation required in different rooms or on different floors according to, for example, the industrial processes being undertaken. Such variations contribute greatly to the interest of the building.

## **4.7 Early modern metal windows**

4.7.1 Large commercial premises and public buildings from the mid 1890s began to incorporate galvanised metal-framed casement windows. Surviving early examples are scarce and are usually found on rear elevations or to internal light wells.

4.7.2 From the 1920s, the Art Deco and Modern Movements in architecture popularized steel-framed windows with their characteristic long, horizontally proportioned panes. These were adopted in a wide range of building types including houses, public, commercial and industrial buildings. Replacement with units exhibiting a different glazing pattern, profile, section and method of opening or made from a different material are likely to alter the character and appearance of the building.

## **4.8 Door and window fixtures**

4.8.1 External fixtures such as boot scrapers, cast-iron or wrought iron balconies, glass canopies should be retained.

4.8.2 Surviving internal and external shutters can provide privacy, insulation and security as well as being important to the character and appearance of the building. Retaining and overhauling them will enhance the building.

4.8.3 Windows of some late Georgian and Victorian houses were provided with external blinds or awnings, but these are now a rarity and those blinds or awnings or the boxes that housed them that survive should generally be retained.

4.8.4 Where there is convincing evidence of their prior existence, reinstatement of external blinds or awnings in a historically correct form should be encouraged for their visual interest, passive solar energy management, and the protection of historic internal finishes.

## **5. ROOFS**

### **5.1 General principles**

5.1.1 A building derives much of its character and appearance from its roof. Roofs often contain the oldest and least altered parts of a building. Alterations should respect what survives in its original form and any later positive evolutionary changes of definite quality should also be retained and not altered.

5.1.2 The removal of unsympathetic past alterations such as an ill-proportioned mansard or additional floor should be encouraged but this should always be based upon firm evidence of the original state of the roofs and any associated features such as parapets, dormers and chimneys, etc. Photographic records and plans in national or local archives may provide the necessary evidence in support.

5.1.3 Proposals for alteration will require the impact of the alterations on significance, (taking into account the age, rarity and complexity of the timbers) to be assessed from within the roof space.

5.1.4 The introduction of modern materials such as steelwork for structural support or restraint must be fully justified and is generally appropriate where the use of traditional methods would involve undue disturbance to the historic structure or where the use of such materials would allow retention of more of the original historic fabric.

5.1.5 Roofs of industrial, commercial and transport buildings of the 19th century often displayed daring feats of structural ingenuity and elegance as they became larger and functionally more specialised. Wrought and cast iron were introduced for additional strength and longer spans. The roof of a building from the early 19th century or later may be of interest because it exhibits early use of an innovative material. Rolled iron became more common from the 1860s and mild steel from the 1880s.

5.1.6 Structural alteration of large span roofs will generally only be acceptable with a clear and convincing structural engineering justification. Such roofs are rarely capable of the kind of localised alterations that characterised the early vernacular tradition.

5.1.7 Introducing roofing felts and underlays can affect the special interest of the building and can have a major impact on appearance of certain roofs when viewed from the underside such as in barns etc.

## 5.2 Roofs - height and pitch

5.2.1 The alteration of original roof forms and pitches should generally be discouraged, even where they are completely concealed behind parapets, unless there is a particular problem with the performance of the roof that cannot be addressed by other means. Steepening or altering the pitch of a roof to form a mansard in order to increase the floorspace within the building is rarely appropriate.

5.2.2 Proposals to raise parapets, skews or wall heads on buildings can affect the original proportions.

5.2.3 Where roofs have to be completely replaced, alterations to the profile and detailing of any features which add to its character such as ogees and bell cotes should be avoided.

## 5.3 Associated masonry roof details

5.3.1 Buildings can derive much of their special architectural interest from crow-steps, eaves cornices, parapets, balustrades, gargoyles, waterspouts and other associated ornamentation. These features should not be removed but repaired as necessary. If such details have been lost or badly repaired or replaced,

accurate restoration, is encouraged so long as it matches the original in every respect.

5.3.2 Lead coverings of crow-steps and skews will change the character of these features and may affect the appearance of the building.

#### **5.4 Slate and stone slate roofs**

5.4.1 Some roofing materials are hard to obtain; they are no longer quarried and suitable second-hand material is in short supply. Where this occurs, a justification of any proposal for an alternative is particularly important. For some significant buildings it is sometimes possible to temporarily open or re-open a small-scale quarry to supply more of the correct material.

5.4.2 Existing slates can usually be reused. Where supplies of salvaged slate are inadequate to repair the whole roof it may be acceptable to concentrate the salvaged material on one area of roof and to consider using new slates, of matching colour, thickness and surface texture in other areas. The shortfall should, if possible, be made up from new material of the same or closely similar geological type, as this will last longer than second-hand and will help sustain supplies. If no new material is available, then second-hand materials from a reputable supplier may be appropriate. The original sizing or laying pattern should be retained where possible. This includes slates of random width or with courses laid in diminishing sizes from the eaves, or distinctive decorative patterns of banding by colour and/or by shape, for example by the use of fish-scale or diamond shaped slates. Sawn slate should not be used as a substitute for riven, hand-dressed slates.

5.4.3 Proposals for replacement slates of the wrong size, colour or thickness or the mixing of concrete tiles or artificial slate or stone will result in a damaging change to the special interest of the whole building.

5.4.4 Stone slate should not normally be replaced with metamorphic slate unless there is strong justification. Limestone should not be used to repair a sandstone roof and vice versa. If limestone and sandstone are used together for repair this can cause accelerated erosion of the sandstone. If used for complete replacement of the roof they look radically different.

#### **5.5 Clay pantiles**

5.5.1 Pantiles were often originally locally sourced and can be a valuable expression of local distinctiveness. Proposals to replace pantiles with slates or other coverings should be avoided.

5.5.2 Alterations should not be made to the profile, colour and surface sheen, or to eaves course details of pantiles. Hand-made clay pantiles should not be replaced by machine made clay pantiles. Clay pantiles should not be substituted by concrete tiles, interlocking tiles, French or Roman tiles.

5.5.3 Pantiles were also used to repair the lower courses of stone roofs where the stone was no longer available and although not original, these pantiles are a significant part of the history of the building.

## 5.6 Plain clay tiles

5.6.1 Generally proposals for the alteration to a different form of plain tile or peg tile with a different material, surface character, shape and texture should be avoided. Clay plain or peg tiles should not be substituted by concrete tiles or by clay interlocking tiles. Handmade clay tiles should not be replaced with machine made clay tiles.

## 5.7 Thatch

5.7.1 Long straw, combed wheat reed and water reed are the main thatching materials found in lowland Britain but each are locally appropriate materials and should not be used where there is no local tradition. Rushes, heather and marram grass have been used in upland areas depending upon local availability. Wheat straw was the most popular material for thatching buildings in Ireland. However, flax, rye, oat straw, reeds, rushes and tough grasses have all been used.

5.7.2 Thatching materials are processed in different ways and differ in their on-site preparation and laying. This affects the finished character and authenticity of the building and its local distinctiveness. A change from one thatching material to another will often have a detrimental impact on the appearance of the building and its local distinctiveness. A change from thatch to another material entirely will not only have a detrimental impact on the appearance of the building but may also affect the structure, loadings and performance of the building.

5.7.3 Ridges, eaves, verges and the treatment of dormers are closely related to the nature of the thatching materials used. For example, longstraw and combed wheat reed thatch roofs traditionally have flush ridges. Distinctive thatch features accentuate the differences between different regional traditions. Departures from clearly recognisable local thatching traditions will require careful consideration.

5.7.4 Where inappropriate methods or materials have been used previously, reinstatement in the authentic local thatching tradition is to be encouraged.

5.7.5 Historic thatch can survive below more recent layers or may be covered with corrugated iron or steel which has preserved this valuable and delicate material. Removing this covering and re-thatching may regain the historic visual appearance of the building and it should be possible to replace the outer layers of thatch and allow the historic base coats to be preserved. If this is not possible, or the thatch under a corrugated covering is of great historic value,

recovering it with corrugated iron may be a way of preserving the historic material. Smoke blackened thatch should always be preserved where possible.

## **5.8 Valleys and ridges etc.**

5.8.1 Characteristic features of vernacular roofs such as swept valleys are vital to architectural character and local distinctiveness and should generally be retained.

5.8.2 Where there is evidence of a valley, ridge or hip designed and constructed in the same roofing material as the main roofs, they should be restored or reinstated.

5.8.3 In later roofs ornamentation should be retained particularly cast or wrought iron finials and brattishing, original terracotta ridges and finials on Victorian and later roofs.

## **5.9 Chimney stacks**

5.9.1 Chimney stacks contribute greatly to the interest of the roofscape and the silhouette of the building. In many instances they are an integral part of a formal architectural design and should not be removed whether the flues are in use or not. They should be retained even if on elevations not normally seen from the public realm, such as those facing rear or enclosed yards and/or unless such locations have completely lost their original character.

5.9.2 Where substantive evidence exists, it is generally desirable to reinstate truncated stacks, but only if the original form and profile of the cornice and coping are accurately reproduced.

5.9.3 Brick chimney stacks above stone façades may contribute to the overall architectural quality of the building and may in fact be original in those areas where the local stone is susceptible to damage by flue gases or is particularly difficult to work.

## **5.10 Chimney pots**

5.10.1 Where chimney stacks added later are to be altered, and have pots, these should usually be retained even if the flues are no longer in use, in which case the flues should be ventilated to avoid dampness affecting the fabric.

## **5.11 Dormers, skylights and rooflights**

5.11.1 Dormers come in a very wide range of sizes and architectural forms. Proposals to alter original dormers, or those of later historically significant design, should generally be discouraged.

5.11.2 Where appropriate evidence exists concerning the form of original dormers on the building, proposals for reinstatements that are historically correct both in scale and detail should generally be encouraged.

5.11.3 New dormers are rarely appropriate on principal elevations. The size, position and cladding materials of any new dormers will always require careful consideration.

5.11.4 Traditional cast-iron rooflights should generally be retained, but where a convincing case can be advanced that replacement is essential as a consequence of deterioration or previous poor repair, new flush fitting cast-iron units should be used, of matching sizes, form and positioning. Rooflights manufactured from materials other than cast-iron and those that stand well proud of the adjacent roof surface will seldom be appropriate, especially on principal elevations.

5.11.5 Rooflights made from different materials should not be used on the same roof slope.

5.11.6 Additional rooflights require very careful consideration and are best if limited in number and located in inconspicuous positions. To ensure the minimum necessary alterations to historic fabric the rooflight sizes should be chosen to fit between the existing principal members of the roof structure.

## 5.12 **Other roof decoration**

5.12.1 Roof decoration such as domes, cupolas, finials, and crestings are often an integral part of the overall architectural design and often contribute to the skyline and silhouette and should be retained, repaired or replicated.

5.12.2 Proposals for the replacement of lead, copper, zinc, aluminium, stainless steel, cast iron and asphalt roofs with alternative materials should usually be avoided.

5.12.3 Sand cast lead should be replaced only with sand cast and not milled or direct milled lead.

5.12.4 For many buildings, particularly of the mid-Victorian era, shaped and punctuated bargeboards are a distinctive decorative roofing characteristic and should be retained, repaired or replicated.

## 6. **OTHER EXTERNAL FACTORS**

### 6.1 **Drainage and plumbing**

6.1.1 The maintenance of rainwater goods is essential to the performance and longevity of historic buildings. Rainwater goods can be an integral part of the overall architectural composition and should be retained. Notable examples include lead or cast-iron hopper heads, down pipes and decorative fixing brackets.

6.1.2 External plastic pipework becomes brittle and is susceptible to damage from ladders, freeze-thaw action, vandalism, and in most cases is unsatisfactory in appearance.

6.1.3 Cast-aluminium may be acceptable in those instances where an original cast-iron profile is no longer readily available and the new fittings will provide a good match.

6.1.4 External soil and waste water pipes have sometimes been added to historic buildings with little or no regard for the architectural proportions and divisions of the building. It may be appropriate to remove or reposition them.

6.1.5 The formation of kitchens or bathrooms on the front elevations of buildings should be avoided. Proposals for pipework cutting across or through architectural features such as cornices and string courses are inappropriate.

6.1.6 When a building is subdivided into a number of smaller units, the introduction of external venting of internal soil and waste stacks through roofs can detract significantly from the external appearance and clutter the roof. Technical solutions such as air admittance valves can be employed to avoid such harm.

6.1.7 Original lead rainwater goods should not be painted.

6.1.8 Rainwater goods need to be adequate to protect the building from water damage. With increasing amounts of rainfall there may be more demand for greater capacity of gutters and downpipes. Hoppers gutters and downpipes should be big enough to cope with likely future rainfall increases. Downpipes will normally be sited discretely and not across the main elevations of a building.

6.1.9 Increasing rainfall and the threat of flooding may lead to proposals for flood protection to historic buildings. Measures around historic buildings may help keep water from the building, such as garden walls acting as flood barriers, or works to reduce run off and speed up drainage. Where protection is needed to the building itself demountable flood barriers are less intrusive than permanent flood barriers. They are fitted to exterior doorways or window openings with discrete fixings and removed when the flood waters have passed.

## **6.2 Porches, verandahs and conservatories**

6.2.1 These important features of many buildings of the late Georgian, Victorian and Edwardian eras are frequently of significant merit and are becoming a rarity and should be retained.

6.2.2 Some later porches and conservatories of intrinsic merit may occasionally enclose or hide earlier architectural features or they may detract from the form of the original building.

6.2.3 Proposals to build up or glaze open porches should generally be discouraged and other ways of improving energy performance should be explored first.

6.2.4 Where a new porch, verandah or conservatory is proposed, care should be taken to ensure that the architectural character, scale, materials and detailing of the proposal are appropriate to the architectural form and detailing of the building and its location.

6.2.5 Generally a new conservatory is unlikely to be acceptable on any principal facade however well concealed it might be within its own grounds. The architectural quality of a conservatory is unlikely to make it acceptable on a sensitive elevation acceptable. A well-located free-standing conservatory or one built against a garden wall may be a more appropriate alternative.

### **6.3 Wrought and cast iron**

6.3.1 The character of wrought iron fittings, such as railings and lamp-brackets, derives from the unique qualities of the metal and traditional smithing techniques. Wrought iron is now very difficult to obtain and proposals to replace it should be avoided. Where replacement is justified, closely matching copies in mild steel with close attention to matching the sizes of the original components may be acceptable.

6.3.2 Historic fixtures and structural components in cast-iron, including railings, balconies, structural beams and columns, can be important visually and decoratively and functionally. They may carry the name of the foundry and date of casting, thereby adding to their historic interest. Such components cannot generally be altered but may be repairable by cold stitching.

### **6.4 Boundary treatments**

6.4.1 Many walls, railings, fences, gates and gate piers may contribute to the quality of the setting of the building with which the structure is associated; some will constitute part of the listed building as curtilage structures. Generally, such features should be retained.

6.4.2 Widening to permit use by larger or greater numbers of vehicles may have a deleterious impact on the scale and historic interest of existing gates and gate piers and may diminish or destroy the carefully designed visual relationship between the structure and the associated building.

6.4.3 The alteration of walls, fences, railings or entrance gate piers to improve highway sightlines will rarely be appropriate. Alternative traffic management measures should be considered.

6.4.4 The loss of front garden boundary walls and railings in order to provide off-street parking is usually harmful to the setting of the listed building and its contribution to the local townscape.

6.4.5 Hedges may be important to the appearance, character and setting of many historic buildings particularly in rural locations. Although removal of a

hedge may not require any approval a replacement means of enclosure may do so.

## **7. INTERIORS**

### **7.1 General principles**

7.1.1 Listing always applies to the whole building including the interior and is not limited to those features described in the statutory list entry. This is irrespective of whether the interior was inspected at the time of the original survey. The listed building consent process exists for the considered management of change. Proposals for listed building consent enable the merits of interiors (or otherwise) to be inspected and properly assessed prior to works of alteration or partial demolition being considered.

7.1.2 The quality of interiors and the survival of internal historic fabric may vary considerably. Some rooms or other internal spaces may be of undoubted heritage merit. Others may be less so, either individually or collectively, and may have been significantly altered. The special interest of each space and the nature of the proposed work should be carefully assessed to determine to what extent the character of the space may be affected in whole or in part.

7.1.3 Importance should be attached to the completeness of the features in a room or a suite of rooms including the original or any subsequent period of construction and alteration and should distinguish those works affecting fixtures and those affecting fittings only.

7.1.4 Generally the earlier a building is, the more extensive the degree of internal alteration is likely to have been, but early historic fabric may survive behind modern partitioning or suspended ceilings and should be thoroughly assessed when internal alterations are proposed.

7.1.5 The nature of proposals for alterations may be such that it is possible to anticipate the likely existence of internal features such as chimney-pieces, panelling, historic plasterwork, wall paintings, stencilled decoration and wallpapers. Where such features may be predicted, exploratory opening up may be necessary to determine what further works might be appropriate.

### **7.2 Plan form**

7.2.1 The plan of a building is one of its most important characteristics. Interior plans and individual features of interest should always be respected and left unaltered as far as possible with all major works of alteration limited to areas of secondary or lesser importance. Internal walls should always be investigated with care in advance of alterations as ancient or interesting features may be hidden. In many cases the partitions themselves may be of historic interest.

7.2.2 In a property that retains its original plan form it is seldom appropriate to open up a sequence of rooms to create a larger space or for subdivision into several smaller spaces.

7.2.3 Internal spaces, staircases, panelling, window shutters, doors and doorcases, mouldings, decorated ceilings, stucco-work, wall decorations and other fixtures and fittings or decorative features all contribute to the special interest of a building.

7.2.4 Proposals to sub-divide or open up entrance halls, main staircases and principal rooms are rarely appropriate. Appropriate reinstatement of the interior spaces should be encouraged.

7.2.5 Where alterations are justified, proposals for sub-division should be confined to an absolute minimum with a positive attempt made to retain principal rooms in their designed inter-relationship. New partitions should be the least necessary and should not cut through mouldings or enriched plaster decoration but be shaped around them to allow for the possibility of reinstatement at a later date. All work affecting historic fabric should be undertaken in a manner that is readily reversible.

7.2.6 In the relatively infrequent instances where change of use or past internal re-planning has resulted in a feature (such as a chimneypiece or, in the case of shop premises, areas of decorative tile work) seriously inhibiting the proposed use or occupation of the space, its concealment would require a thorough justification and a publicly accessible record of its existence would be retained.

7.2.7 Where, as a last resort, removal of a feature is thoroughly justified it should be first recorded and then sensibly relocated elsewhere in the same building. Only where re-siting within the building is not possible should a fixture be relocated to another similar building.

### **7.3 Flooring**

7.3.1 Flooring is too often disregarded when alterations are proposed. Existing floors may include early wide hand cut oak and elm boarding, early pine boarding, parquet flooring, patterned encaustic tile work, quarry tiles, marble, slate, and stone tiles and flags. Pitched cobbles, old brick floors, beaten earth, lime ash, plaster floors and early concrete may also be of special interest.

7.3.2 Original floors may contribute to special interest because of their materials, form or surface treatment and should be authentically repaired where possible. New floorboards should be of the same timber, width and thickness as those to be replaced. Cobbled, beaten earth, lime ash and plaster floors should be carefully repaired and retained. Early sound deadening or fireproofing between the joists should be retained.

7.3.3 Original floor levels should be respected and alterations should not result in changes to room proportions, or window and door sills becoming too high or too low.

7.3.4 Service routes should avoid the need to disturb part or all of a particular floor wherever possible. Where alternatives cannot be found, and lifting the flooring is necessary, great care will be needed to permit the installation, upgrading or repair of services without damage to the floor covering or any supporting joists. Where possible, pipework should be arranged in the same direction as joists to avoid cutting. Under some circumstances excavations may have archaeological implications.

#### 7.4 Fixtures

7.4.1 Architectural joinery and other architectural fixtures should not be altered or removed. This may include for example: panelling, dados, chair rails and other mouldings; skirtings; decorative woodwork and shutters; doors, door cases (and door furniture of quality or originality); built-in fixtures such as window seats or inglenooks, wardrobes in bedrooms and cupboards in service accommodation; decorative stucco and plasterwork, floor and other tiling, marble flooring and mosaics.

7.4.2 Some historic bathroom fittings, early plumbing mechanisms and bathroom ceramics of quality may also be of interest.

7.4.3 Timber architectural joinery, particularly intricate and carved work that had not previously been painted should not be subsequently painted. Similarly, internal features or fittings that were originally painted should not generally be stripped of their paint. However, in some cases, accumulated layers of paint may obscure decorative detailing, in which case removal may be justified.

7.4.4 Staircases should generally not be removed or altered. These are often a principal feature of the building and an integral part of the structure. Staircases are particularly vulnerable to damage during alterations and temporary protection to treads, balustrades and handrails etc. may be required.

7.4.5 Fireplaces containing original register grates and associated integrated over-mantles provide important dating evidence.

7.4.6 Intricate and/or delicately detailed wood or stucco chimney-pieces or other decorative plasterwork should only be stripped back to their original surface prior to redecoration if the detail has been completely obscured by paint; such work should be subject to a detailed method statement. The painting of marble chimney-pieces is never acceptable.

7.4.7 The character and proportions of principal rooms can be compromised by the introduction of suspended ceilings under original plasterwork or exposed timber framing. Where a case is advanced for suspended ceilings as necessary in minor rooms, for example to conceal services, the suspended ceiling should be within any down-stands, should not protrude below window heads and should not be visible externally.

## **7.5 Floor loading**

7.5.1 Proposals for floor strengthening should generally be concealed within pre-existing floor structures.

7.5.2 If proposals necessitate increasing the loading capacity of floors to the extent that there will be substantial disturbance to the structure and/or good quality original surface finishes will be degraded, the suitability of the building for the proposed use should be questioned.

## **8. SHOPS & COMMERCIAL BUILDINGS**

### **8.1 Shopfronts and commercial frontages**

8.1.1 Good examples of unaltered Georgian, Victorian, Edwardian and inter-war shopfronts are now a rarity although many others have often retained individual elements such as the pilasters, capitals, console brackets, entablatures or cast-iron columns that form the 'framing' of the shop unit. Every attempt should be made to retain good original examples of shopfront components in stone, timber, tile, iron or toughened glass (such as "Vitrolite") or other early 20th century proprietary materials.

8.1.2 Retention of a historic shopfront rarely affects the trading activities. Retention or authentic restoration or reinstatement of missing parts should be encouraged based on surviving physical evidence or archival material.

8.1.3 Where later over-cladding may have hidden earlier historic detailing it may be appropriate to investigate the underlying fabric to facilitate the possibility of proper reinstatements where such undisturbed features are uncovered.

8.1.4 Tile-work and terrazzo was often originally installed to improve the cleanliness of premises such as fishmongers, butchers and dairies. These sometimes incorporated high quality decorative tiling scenes illustrative or emblematic of the fresh food products being sold. Such original shop exteriors and interiors and their associated fixtures are now generally rare.

8.1.5 Traditional external sun blinds (or awnings) over shop windows were important to protect displays, particularly perishable goods, from direct sunlight for several hours a day.

8.1.6 New blinds proposed to be incorporated above traditional shop fascias that would mask or cut through or across existing architectural detailing are inappropriate. Consideration should be given to alternatives such as the installation of internal filter blinds or glazing that cuts down the transmission of ultraviolet light. Blinds should not be introduced solely for advertising purposes.

8.1.7 Modern 'canopy' blinds are not a traditional feature in the street scene and generally detract from the special architectural and historic interest.

8.1.8 Instances of external wooden shop window shutters (particularly those from the 18th century) are now rare and should be retained and where necessary repaired.

8.1.9 External lighting should be restricted to businesses which trade extensively after dark. This will prevent damaging clutter on the building, reduce light pollution and reduce energy consumption. The use in signage of lighter lettering on dark backgrounds can be as effective as illumination.

## 8.2 Signage

8.2.1 Good early lettering on fascias, windows and doors, good original symbolic examples of trade emblems such as chemists' mortars, barbers' poles, fishmongers' carved wooden fish, or boots for shoe shops are now becoming rare.

8.2.2 New signs can have a major impact upon character and appearance. Signage should be appropriate to the architectural form and detailing of the particular building to which this will be attached. New signs and advertisements should be carefully designed and positioned, respecting the character and special architectural interest of the building and wherever possible be appropriately fixed using the location of mortar joints to avoid damage to the historic fabric. New signs should not overlay any architectural or structural divisions in the building (or between one building and another) or obscure, overlap or cut into any architectural detailing.

8.2.3 New lettering on traditional shopfronts should always be carefully designed to respect the character of the building. Traditional designs should be encouraged, as should hand-painted lettering by sign-writers.

8.2.4 Signage should respect the age and architectural style of the building and a careful choice of materials, colour and lettering will be required. Standard colours and lettering used by major national retailers may not be appropriate. Corporate signage guidance should usually be flexible enough to accommodate the architectural features of buildings not the other way round.

8.2.5 New projecting signs are rarely essential where there is an existing fascia sign but size, materials and design of signs and brackets need careful consideration.

8.2.6 Where most appropriate to the character of the building, a sign-written timber board or a brass plate may prove the most acceptable solution.

## 8.3 Shopfront security

8.3.1 The deterrence of shop break-ins, theft of stock and vandalism to shop windows requires appropriate counter-measures. Externally mounted retractable roller shutters housed in large box above and constrained by substantial side channels will almost always have a damaging visual impact.

Alternatives such as laminated or toughened anti-bandit safety glass, subdivision of shopfront glass into smaller units, internal retractable (open) grilles, traditional external timber shutters or a combination of measures should be considered.

## **8.4 New shop fronts**

8.4.1 Standard modern corporate shop fronts are seldom appropriate for historic buildings, nor generally are internally illuminated fascia boxes or signs.

8.4.2 Shopfronts should acknowledge the special architectural characteristics and structural divisions of the floors above where a shopfront straddles different parts of the same building or two separate buildings.

8.4.3 To ensure that under- or unoccupied upper floors of buildings are capable of beneficial use and to facilitate maintenance and prevent neglect, shopfronts should not be extended across original external access doorways that provide the main access to upper floors.

## **9. MODERN FIXTURES FITTINGS & SERVICES**

### **9.1 External fixtures, meter boxes etc.**

9.1.1 The negative impact of some commonplace external fixtures on the character of a building is often ignored. These include meter boxes, burglar alarms, security lighting, stair lighting sensors, fixed and manoeuvrable video cameras, air source heat pumps, external central heating and other flues (both standard and balanced) and gas supply pipework.

9.1.2 Ill-considered proposals for the location of any one of these fixtures or several in combination, particularly on principal facades and on smaller buildings, can have a particularly deleterious impact. They are only appropriate in visually unobtrusive positions where they do not cause damage to existing surface finishes and avoid any significant element of external architectural detail or decoration.

### **9.2 Solar panels and other modern fixtures**

9.2.1 Mitigating the effect of climate change is an increasingly urgent issue. Solar panels can make an important contribution to reducing energy consumption but may seriously disfigure a building and greatly diminish its architectural quality.

9.2.2 Solar panels may be more easily accommodated on larger buildings and those with complex roof slopes with less conspicuous locations for installation situated within valleys and behind parapets. However, consideration needs to be given to views from higher ground, buildings and structures. Location on principal elevations is usually inappropriate. Care should be taken over cable routing and fixings to ensure the installation is reversible in future. Flat roofs

may be able to accommodate the equipment unobtrusively. A location on less conspicuous outbuildings may be an acceptable alternative.[\[10\]](#)

9.2.3 Satellite dishes and other modern IT antennae generally disrupt the profile or silhouette of a building and should be located below ridge level, preferably below roof level and not in any damaging or visually obtrusive positions.

### 9.3 Floodlighting

9.3.1 Some important historic buildings can benefit from floodlighting but proposals for floodlighting will require careful consideration. As with illuminated signs too much indiscriminate floodlighting not only causes light pollution but increases demand for energy. The ability of a building to accommodate the fittings will vary. Those facades with little architectural relief will provide much less scope for concealment of fittings than heavily modelled elevations. Fittings that provide effective floodlighting at night may seriously disfigure a façade by day.

9.3.2 A temporary lighting test should always be undertaken prior to permanent installation to ensure that the size of the proposed fittings and cable runs are appropriate and can be located unobtrusively. Alternative sitings might involve lighting from ground level or from other buildings.

### 9.4 Fire escapes

9.4.1 External fire escapes can be very damaging to the appearance of a building. Where, in the interest of ensuring adequate fire protection and means of escape, no other alternative mechanism requiring less physical alteration is possible, an inconspicuous siting should be sought and the escape fixed so as to avoid rust or other staining of the wall surfaces.

### 9.5 External flues

9.5.1 External flues (including balanced flues) should not be sited on the front elevation of a building. It may be possible for this to be accommodated on a rear elevation but should have a non-reflective surface finish.

9.5.2 The re-use of flues in existing chimneys should be encouraged.

### 9.6 Pest control

9.6.1 Roosting and nesting birds can give rise to major problems of surface soiling and potential decay to historic fabric, particularly those with prominent architectural or sculptural detail but proofing such buildings can have a detrimental impact on the special architectural interest.

9.6.2 Not all methods of discouragement are completely successful. Spikes on unmodelled horizontal surfaces are often visually obtrusive and gels have a limited life that can discolour and cause surface staining. Sprung stainless steel wires fixed with epoxy onto the surface of the masonry (not drilled except in masonry joints) upon which birds cannot perch although relatively unobtrusive meet with limited success as failure of the spring tensioning often allows roosting to resume. Wires are only effective if regularly maintained to remove debris and regular servicing is therefore essential. Netting drafted over skyline projections, statues, urns, chimney stacks, finials etc. usually have an adverse visual impact.

9.6.3 Proposals for the use of chicken wire, which is visually intrusive and easily traps debris that can lead to the blockage of drainage outlets etc., are usually inappropriate except on long straw thatched roofs.

9.6.4 As a general rule, no system should materially detract from the character or quality of a façade or cause possibly damage it as a result of the method of fixing.

## ENDNOTES

1 PPG15 (1994), Annex C – Guidance on the Alteration of Listed Buildings; Historic Scotland - Memorandum of Guidance (1996), Appendix 1 – Guidance for the Detailed Consideration of Listed Building and Conservation Area Consent Cases.

2 IHBC Conservation Professional Principles  
[https://ihbconline.co.uk/newsarchive/wp-content/uploads/2017/06/Conservation-Professional-Practice-Principles\\_A5-FINAL-May-2017.pdf](https://ihbconline.co.uk/newsarchive/wp-content/uploads/2017/06/Conservation-Professional-Practice-Principles_A5-FINAL-May-2017.pdf)

3 Further guidance on heritage significance, values and the conservation planning approach is contained in BS7913: 2013: Guide to the Conservation of Historic Buildings.

4 Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended), Chapter II, Town and Country Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), Chapter II. Planning Act (Northern Ireland) 2011 (as amended).

5 [https://ihbconline.co.uk/toolbox/guidance\\_notes/stdCondits.html](https://ihbconline.co.uk/toolbox/guidance_notes/stdCondits.html)

6 Conservation Accreditation Register for Engineers (CARE)

7 Building Act 1984 s1A

8 *Control of Dampness*, SPAB Technical Advice Note

9 *Brickwork*, The Georgian Group  
<https://georgiangroup.org.uk/2018/05/22/brickwork/>

10 <https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/low-and-zero-carbon-technologies/>



## **NATIONAL GUIDANCE**

### **England**

<https://historicengland.org.uk/advice/planning/consents/lbc/>

### **Northern Ireland**

Guidance on making changes to Listed buildings: Making a better application for listed building consent.

<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/listed-building-guide.pdf>

### **Scotland**

Historic Environment Policy for Scotland (HEPS)

<https://www.historicenvironment.scot/advice-and-support/planning-and-guidance/historic-environment-policy-for-scotland-heps/>

'Managing Change in the Historic Environment' series

[https://www.historicenvironment.scot/archives-and-research/publications/?publication\\_type=37](https://www.historicenvironment.scot/archives-and-research/publications/?publication_type=37)

### **Wales**

Technical Advice Note (TAN) 24

<https://gov.wales/technical-advice-note-tan-24-historic-environment>

Managing Change to Listed Buildings

<https://cadw.gov.wales/advice-support/historic-assets/listed-buildings/managing-change-to-listed-buildings>

## **IHBC RESOURCES**

<https://www.ihbc.org.uk/>

<https://ihbconline.co.uk/toolbox/index.html>

## **FEEDBACK**

[toolbox@ihbc.org.uk](mailto:toolbox@ihbc.org.uk)