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2.1 Planning permission and permitted development for householders

Satisfying planning and other legislation

2.1.1 The Town and Country Planning Act 1990 indicates that planning permission is usually required if development is proposed. The Act defines development as:- *the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land.* Certain works and uses do not constitute development under the Act. These include:

a the carrying out for the maintenance, improvement or other alteration of any buildings of works which:

i affect only the interior of the building, or
ii do not materially affect the external appearance of the building

b *the use of any buildings or other land within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house as such*

2.1.2 The Town and Country Planning (General Permitted Development) Order 1995 (as amended) (GPDO) permits certain types of development. The first of these types of development involves physical changes and extensions to dwelling houses. Dwelling house is defined in the GPDO as: *not including a building containing one or more flats or a flat contained within such a building.* Residential buildings that are not single dwelling houses, for instance buildings constructed as or converted into flats, do not enjoy any specific permitted development rights.

2.1.3 The second type of development identified in the GPDO (minor operations) is not generally specific to any particular use type. So far as any residential building is concerned, this part of the GPDO permits the external painting of buildings and the erection of a means of enclosure (walls, fences etc.), subject to height limits.

2.1.4 It should be noted that permitted development rights might be withdrawn by virtue of a direction under Article 4 of the GPDO. There is a list of current Article 4 directions in Appendix 1. The existence of an Article 4 direction means that planning permission is required.

2.1.5 Most alterations (internal and external), and all extensions, to buildings that are listed as being of special architectural or historic interest will also require listed building consent. Advice should always be sought from the Council before any work to the fabric of a listed building is undertaken. The provisions of the GPDO have no relevance to the need for listed building consent. Demolition of unlisted buildings in Conservation Areas also requires Conservation Area consent.

2.1.6 All new and newly converted residential buildings also need to satisfy the various requirements of the Building Regulations (concerning construction standards, means of escape in case of fire, sound insulation, access for people with disabilities, lighting and ventilation etc) and, in the case of houses in multiple occupation and hostels, Environmental Health standards (concerning lighting and ventilation, cooking, washing and sanitary facilities). Further details and approvals should be sought as appropriate.

Is planning permission necessary?

2.1.7 Diagram 2.1 demonstrates common types of permitted development in respect of

dwelling houses. In most cases development is only permitted by the GPDO if the premises are a single dwelling house. What follows is only a summary and details should be checked in the GPDO. If there are any doubts, the Council should be consulted. Permitted development rights can vary if the building is in a Conservation Area (see Appendix 3).

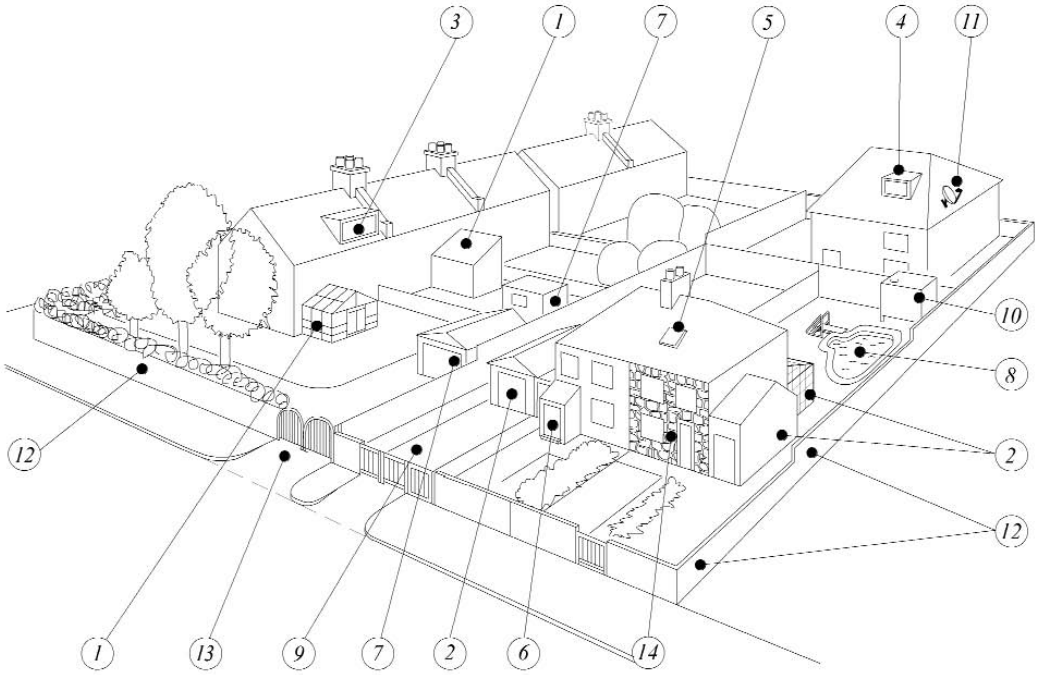


Diagram 2.1 'Permitted development' for dwelling houses

1 Extension (including conservatory) (terrace house) *Permitted development* if does not exceed 4 metres in height within 2 metres of the boundary; does not result in cubic content of original house being enlarged by more than 50 cubic metres or 10%, whichever is the greater; is not more than 115 cubic metres; does not exceed 50% of ground coverage (excluding ground coverage of existing house); does not exceed highest part of the roof; is no nearer to road than the house or 20 metres whichever is the nearer; is not to a listed building.

NOTE 1 Original house is defined as a house as originally built or as existing on 1 July 1948, whichever is the later.

NOTE 2 For purposes of calculating cubic content, where the extension would be within 5 metres of any existing building in the same curtilage, the cubic content of that building must also be treated as part of the extension. This also includes any additional buildings in the curtilage which exceed 10 cubic metres either in a Conservation Area or within 5 metres of the existing house anywhere (see also Note for 7 below).

2 Extension (including garage or conservatory) (detached/semi-detached house) *Permitted development if* does not exceed 4 metres in height within 2 metres of the boundary; does not result in cubic content of the original house being enlarged by more than 70 cubic metres or 15% whichever is the greater (50 cubic metres or 10% if within a Conservation Area); is not more than 115 cubic metres; does not exceed highest part of the roof; is no nearer to the road than the house or 20 metres, whichever is the nearer; not on listed building. (See also Notes for 1 above)

3 Dormer (terrace house) *Permitted development if* dormer window does not front a highway; is not higher than the roof ridge; does not itself exceed 40 cubic metres; does not result in cubic content of original house being enlarged by more than 50 cubic metres or 10%, whichever is the greater; dwelling is not in a Conservation Area.

4 Dormer (detached/semi-detached house) *Permitted development if* dormer does not front a highway; is not higher than the roof ridge; does not itself exceed 50 cubic metres; does not result in cubic content of original house being enlarged by more than 70 cubic metres or 15%, whichever is the greater; dwelling is not in a Conservation Area.

5 Roof alteration (e.g. roof light) *Permitted development if* does not materially alter shape of house.

6 Porch (outside an external door) *Permitted development if* the construction is not greater than 3 metres above ground level; the ground area does not exceed 3 square metres; is further than 2 metres from the highway.

7 Rear garden shed/greenhouse/detached garage *Permitted development if* is no nearer to the road than the house or 20 metres, whichever is the nearer; total area does not exceed 50% of ground coverage including that of other such buildings incidental to the enjoyment of the dwelling house (excluding ground coverage of existing house); does not have a cubic content greater than 10 cubic metres if within 5 metres of any part of the house; does not exceed 3 metres in height (flat roofed), or 4 metres in height (ridged roof); does not involve structures exceeding 10 cubic metres in a Conservation Area or within curtilage of listed building.

NOTE: Any such building exceeding 10 cubic metres, either in a Conservation Area or within 5 metres of the dwelling house, shall be treated as an extension for the house as described in section 1 above

8 Swimming pool (rear garden) *Permitted development if* is for a purpose incidental to the enjoyment of the house; total area does not exceed 50% of ground coverage (excluding the area of the original house) including that of other buildings incidental to the enjoyment of the house

9 Hard surface for any purposes incidental to the enjoyment of the dwelling house (e.g. forecourt parking, patio) *Permitted development.*

10 Oil storage tank *Permitted development if* does not exceed 3 metres in height above ground level; is not nearer to any highway which bounds the curtilage than the original building line or 20 metres, whichever is nearer; does not exceed 3500 litres capacity.

11 Satellite antennae *Permitted development if* dish size (excluding feed element) does not exceed 90cm in size (or 45cm if located on a chimney); there are no others on the house or within its curtilage; does not exceed the height of the roof if the dish is located on the roof or of the chimney if located on the chimney; removed as soon as practicable when no longer required; sited to minimise effect on external appearance of the building. In Conservation Areas, not located on a wall or roof slope facing a highway or on a chimney or on buildings over 15m high.

12 Boundary fence / wall / railings / gates *Permitted development if* does not exceed 1 metre in height adjacent to the road; does not exceed 2 metres in height elsewhere; not surrounding a listed building. The introduction of a hedge or shrubs and trees does not come under planning control.

13 Means of access to a highway *Permitted development if* the highway is not a classified or trunk road; access is required in connection with any of the works permitted above except section 12.

14 Exterior wall painting or cladding *Permitted development if* in the case of cladding, not in a Conservation Area

Further information

Documents

Town and Country Planning Act 1990
Town and Country Planning (General Permitted Development) Order 1995
Planning - A Guide for Householders (Department of Environment, Transport and the Regions, 1998)

2.2 General outlook and orientation

2.2.1 All dwellings, wherever possible, should be oriented to maximise sunlight, privacy and any attractive outlook. Most habitable rooms should face within 30Þ of south to receive maximum sunlight; the creation of single aspect dwellings only facing a north-west to north-east direction should be avoided.

2.2.2 Communal spaces, entrances and children's play areas should, wherever possible, be overlooked by windows to maximise community safety (see section 3.2 on Community Safety).

2.2.3 In order to meet the requirements of UDP policy EN19 and to ensure adequate sunlight and daylight provision to new residential developments, existing buildings and adjoining development land, developers should ensure they meet the requirements in the Building Research Establishment's *Site Layout Planning for Daylight and Sunlight - A Guide to Good Practice (1991).* Forecourt parking should also maintain adequate daylight to buildings (see section 2.4 on Walls, Gardens and Forecourt Parking).

2.2.4 All habitable rooms should have glazed windows equivalent to at least one-tenth of their floor space and have windows openable to the external air, equivalent to at least one-twentieth of their floor area (see section 2.3 on *Internal Design and Layout).*

Passive solar gain in housing

2.2.5 Passive solar gain is the result of designing buildings to make optimal use of the energy available from the sun in the form of solar heat, daylight and wind. Passive solar design needs to be employed as part of a wider energy efficiency programme. Natural ventilation in offices is considered in section 2.6 on Energy. The rest of this section deals with housing.

2.2.6 The key aim is to orient dwellings within 30Þ of south, to avoid overshadowing on the south side by other buildings or trees and to give some protection to buildings against the wind. This protection could be in the form of other buildings, walls, vegetation or local terrain.

2.2.7 Windows on the south side will be larger while those on the north side will be smaller. Rooms such as kitchens with their own heat sources or toilets which need little heat can be on the north side while rooms needing heat and a view should be on the south. The house requires the normal standard of insulation and a responsive heating system that shuts down during times of solar gain.

2.2.8 The best possibilities for achieving passive solar gain lie in new housing schemes. However the principles can still be applied on infill, extensions and refurbishments and, even on the tightest site, it may be possible to get some solar gain through roof lights or glazed atrium.

2.2.9 Observing the principles of passive solar design, even with differential fenestration, does not require the housing to look different from other housing and the Council will be looking for good architectural detailing to disguise any differences.

Further information

Documents

Site Layout Planning for Daylight and Sunlight - A Guide to Good Practice, Building Research Establishment, 1991

2.3 Internal arrangements

2.3.1 All newly created dwellings should be self-contained, that is with their own kitchen, bathroom and WC, for the sole use of occupants behind a separate front door. They should each have their own secure private entrance which leads either directly from the street or off a common entrance hall. This is not relevant for Houses in Multiple Occupation (HMOs) which UDP policy HG17 seeks to protect.

2.3.2 All rooms should be able to function for the purpose of which they are intended. They should have an adequate size, shape, door arrangement, height, and natural lighting and ventilation. They should lead off a hallway or lobby so that it is possible to enter or leave any habitable room without passing through any other habitable room, although Building Regulations Part B allow inner rooms, dependent on the use of the room and its height above the adjacent ground level.

2.3.3 There should usually be a permanent partition between eating and sleeping areas. Kitchens and living rooms which are permanently separated are preferable. However combined kitchen and living areas may be acceptable as long as the floor area is sufficient to take account of the greater range of household activities that will be undertaken in them.

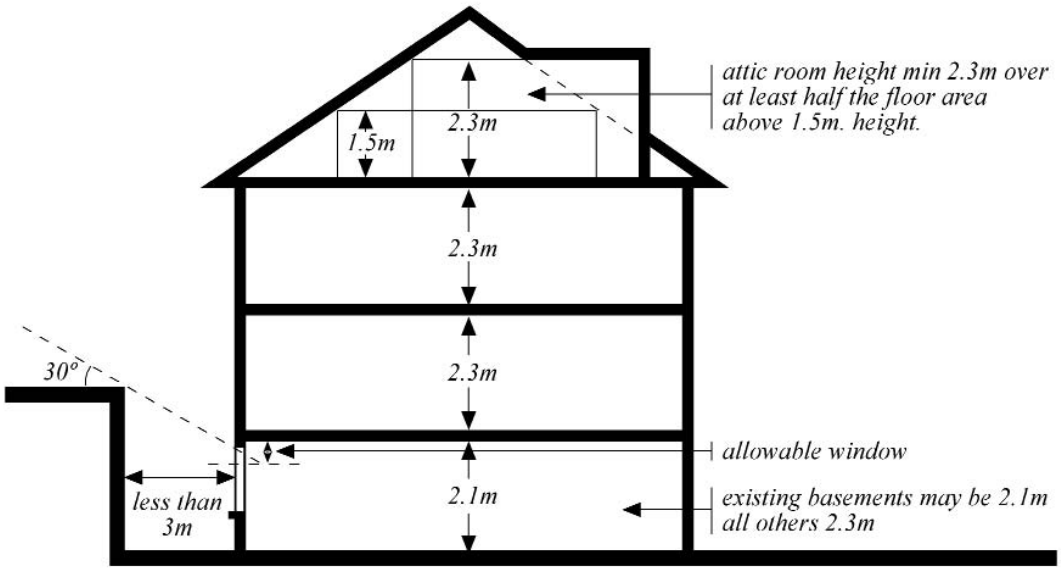


Diagram 2.2 Headroom Heights (section)

2.3.4 The internal layouts of dwellings should be designed to reduce the problem of noise disturbance between flats by using vertical stacking, i.e. living room is placed above living room etc. In particular, bedrooms should not be placed below or next to potentially noisy rooms or circulation areas of adjacent dwellings. Party walls and floors of flats created by conversion must also be adequately sound-proofed. The Building Regulations Part E set down minimum levels of soundproofing. Higher levels of sound insulation may be provided. See also section 4.2 on Noise.

2.3.5 All habitable rooms should have a minimum headroom of 2.3 metres. Exceptions are habitable rooms in existing basements which may have 2.1 metres headroom, and

habitable rooms in attics which should have a minimum room height of 2.3 metres over at least half of the floor area (not including any floor space where the ceiling height is less than 1.5 metres) - see Diagram 2.2.

Basements

2.3.6 New basements should have a room height of 2.3 metres (although existing basements can be 2.1 metres). Light arriving through glazed windows is very important. It is recognised there are physical effects to occupants such as eye strains as well as an increased risk of accidents that accompany poor lighting. In line with circular 17/96, the guidance for adequate natural light to habitable rooms (whether they are in a basement or not) is that window areas are not obstructed by walls or structures within 3 metres of window/s of a habitable room. Where this is not achievable it is advised that the glazed area should total at least 1/10th of the floor area of the room. Glazing allowable in this calculation is that which is above the points on the window/s from which a line can be drawn upwards at a vertical angle of 30Þ with the horizontal to pass the top of the obstruction (see Diagram 2.2). Forecourt parking can also restrict light to basements (see section 2.4 on Walls Gardens and Forecourt Parking). Community safety matters need to be taken into account particularly around any entrance to the basement, ensuring that it is well lit and there are no hidden corners. UDP policy EN27 deals with infilling and excavation of basements.

Space and room size

2.3.7 The Council is concerned to ensure that all new housing in the Borough is designed and provided to an adequate standard. Whilst planning legislation cannot control the precise internal layout of individual proposals, it is important to ensure when units of a particular size (number of persons or bedrooms) are being planned that they are capable of providing a suitable layout and adequate room sizes. UDP policies HG16, HG18 and HG19 set out policies on mix in new build and conversions. The following guidance is aimed at ensuring that dwellings are able to meet those policies.

2.3.8 New self-contained dwellings should normally satisfy the following minimum areas for overall floor space (excluding communal lobbies and staircases) and for room sizes:

Number of persons	1	2	3	4	5	6
Net floor area (m^2)	30	45	57	70	79	87
General internal storage (m^2)	2	3	4	5	5	6
Total (m^2)	32	48	61	75	84	93

2.3.9 The Council will expect bedrooms to meet the following minimum sizes:

Main Bedroom	11.0 m^2
Other double bedrooms	10.5 m^2
Single bedrooms	6.5 m^2

Storage

2.3.10 All accommodation should have adequate internal storage space. Wherever possible, storage for items such as prams and bicycles should also be provided, located at the ground or lowest level of the dwelling, preferably accessed from a hall or lobby area (see also section 4.7 on Waste and Recycling).

2.3.11 Recesses and otherwise unusable spaces should also be used within the flats where floor space is in short supply and consideration should also be given to the use of basements or other areas not being used for living accommodation. Wherever possible secure external storage space should also be provided.

Further information

Document

Building Regulations Approved Document B: Fire Safety, Department of Environment, 2000

Building Regulations Approved Document E: Resistance to the Passage of Sound, Department of Environment, 1992

Circular 17/96 Private Sector Renewal: a strategic approval, Department of Environment, 1996

2.4 Walls, gardens and forecourt parking

Access to gardens

2.4.1 Under UDP policy HG13 the Council seeks the provision of garden space where practicable when new housing is created. Under UDP policy HG19, where larger units are being provided, the Council seeks that wherever possible each 4 person or larger unit should have direct access to a private garden. Access through bedrooms is not normally acceptable.

2.4.2 Where access cannot be achieved on the basement/ground floor of the building, an external staircase may be considered. Where appropriate, such a stair-case would need to be carefully designed to avoid the problems of loss of privacy and/or outlook, and should not create a problem of security for other residents. Staircases should be no more than one storey in height and should be constructed from materials which complement and respect the existing building design.

Boundary walls and fences

2.4.3 Where walls, gates and gateposts are to be replaced, care should be taken to respect the original character, height and materials. Historic railings should be retained and refurbished, particularly those which were originally installed in the same architectural style as the building. New railings should match the style of the original railings. In the absence of historic detailing, new railings should reflect the established character of the nearby boundary walls which make a positive contribution. EN25 is the relevant UDP policy. For properties in Conservation Areas reference should also be made to the relevant Conservation Area Statement (see Appendix 3). The Conservation Area Statements contain a description of the area and its special character as well as guide-lines that provide the framework for development proposals in the area. Sources of photographs and old records are listed in Further Information at the end of the section.

2.4.4 In conversions the Council will seek to ensure that proper means of enclosure are provided, and that boundary walls, particularly within the public realm, are restored and/or reinstated.

Forecourt parking

2.4.5 UDP policy EN26 states that where front gardens are an important feature in the appearance of an area, the Council will normally use its powers to resist their loss to hardstandings for forecourt parking. The removal of all vegetation, its replacement with a hardstanding, and the proximity of the cars to the building can all detract from its appearance.

2.4.6 To create forecourt parking, an applicant has to create a means of access to the road. This may involve demolition of a wall surrounding the front garden and the creation of a gate. A crossover has to be built to gain access over the pavement from the road to the front garden. Finally a hardstanding has to be created in the front garden. Creating a crossover does not require planning permission but the



permission of the highway authority is required. If the Highway Authority considers it acceptable, it will provide an estimate as to costs and will carry out the work at the applicant's expense. Creating a means of access onto the highway is permitted development for single family dwellings except when access from the forecourt is onto a classified road. A list of classified roads in Camden is contained in Appendix TR6 at the end of the Transport chapter in the UDP. Otherwise planning permission is required in line with UDP policy EN26.

2.4.7 Under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended), the Council has withdrawn the permitted development rights to construct a hardstanding from some properties in the Primrose Hill Conservation Area and in Belsize Avenue and South Hill Park. In addition permitted development rights to demolish walls are also withdrawn from some properties in the Primrose Hill conservation area. Further details on these Article 4 directions can be found in Appendix 1.

2.4.8 The historical pattern of development in Camden means that gardens are particularly subject to development pressure. This can give rise to problems as gardens make an important contribution to the streetscape and character of an area. The following guidance should be considered:

a Front gardens should not be excavated as a means of providing access to basements or providing car parking space.

b Original materials should be replicated or re-used where appropriate. This is particularly important in front gardens where they provide a significant contribution to the streetscape. An application is more likely to be considered favourably where a proposal seeks to replicate or re-use original materials.

c Trees and vegetation which contribute to the amenity of the surrounding area should not be removed.

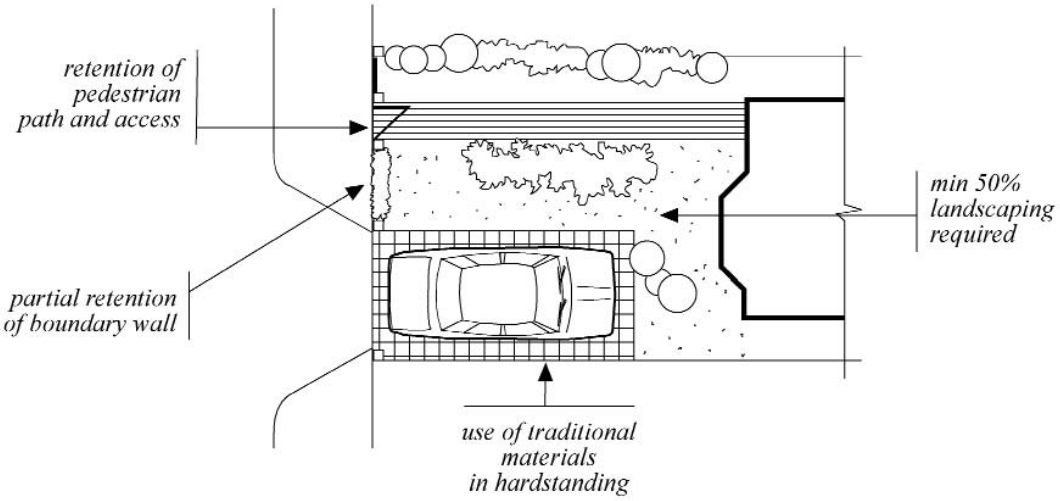


Diagram 2.3 Forecourt parking layouts

d The balance between hard and soft landscaping elements, which should maintain an acceptable proportion of soft landscaping. Changes should not result in more than 50% of the garden area becoming hard landscaping (see Diagram 2.3).

e In Conservation Areas, every effort should be made to retain or re-introduce the traditional surfaces such as natural stone paving or granite setts that constitute its floorscape and traditional means of enclosure such as walls, railings and hedges. If new materials are used the texture and colour should be sympathetic to the setting.

2.4.9 Forecourt parking can have a significant impact on daylighting standards, particularly in the case of basement and sub-basement rooms. In line with Circular 17/96, the guidance for adequate natural light to habitable rooms (whether they are in a basement or not) is that window areas are not obstructed by walls or structures within 3 metres of window/s of a habitable room. Where this is not achievable it is advised that the glazed area should total at least 1/10th of the floor area of the room. Glazing allowable in this calculation is that which is above the points on the window/s from which a line can be drawn upwards at a vertical angle of 30° with the horizontal to pass the top of the obstruction (see Diagram 2.4). When drawing the 30° line, a vehicle should be assumed to have a regular shape with a uniform height of 1.75 metres. In all cases, the edge of the hardstanding must be at least 1 metre from a window.

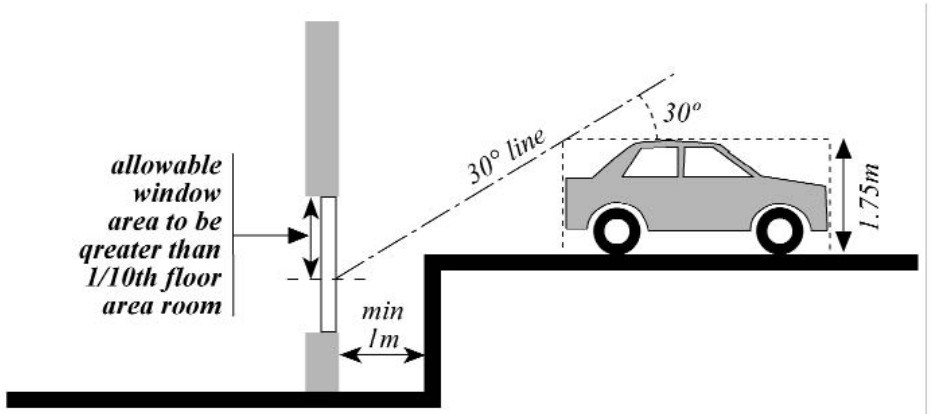


Diagram 2.4 Daylighting and forecourt parking

2.4.10 On the dimensions of forecourts and hardstandings, the Council will be guided by the following:

Front Garden/Forecourt	Minimum of 5.0m wide by 6.0m deep.
Hardstanding	Minimum of 2.4m wide by 4.8m deep.

2.4.11 The visibility standards for sightlines from vehicular entrances, as set out in para 5.7.23 will apply.

2.4.12 The following standards will apply for footway crossovers:

Footway crossovers	
Crossover width	Crossovers should normally be 2.5 metres wide. Where there are exceptional reasons why a wider crossover is required, the width may increase up to a maximum of 5.0 metres.
Adjacent crossovers	The minimum distance between adjacent crossovers should be 1.3 metres.
Level footway	For footways greater than 1.8m wide, a minimum 1.2m width with a maximum crossfall of 2.5% (1:40) must be provided at the rear

	of the crossover. For footways less than 1.8m wide, a minimum 0.9m width with a maximum crossfall of 2.5% (1:40) must be provided at the rear of the crossover.
Gradient	The gradient of the vehicular ramp from the carriageway to the area of level footway should be a maximum of 15% (1:6).

2.4.13 The kerb height is critical in determining whether the gradient and minimum level footway width requirements can be met. For footways up to 1.8 metres wide, the table below illustrates the minimum footway width required to construct a crossover to the required standards (all dimensions are in millimetres):

Kerb Height	Min. Ramp Length	Min. Level Footway	Min. Footway Width
50	300	900	1200
75	450	900	1350
100	600	900	1500
125	750	900	1650
150	900	900	1800

Further information

Documents

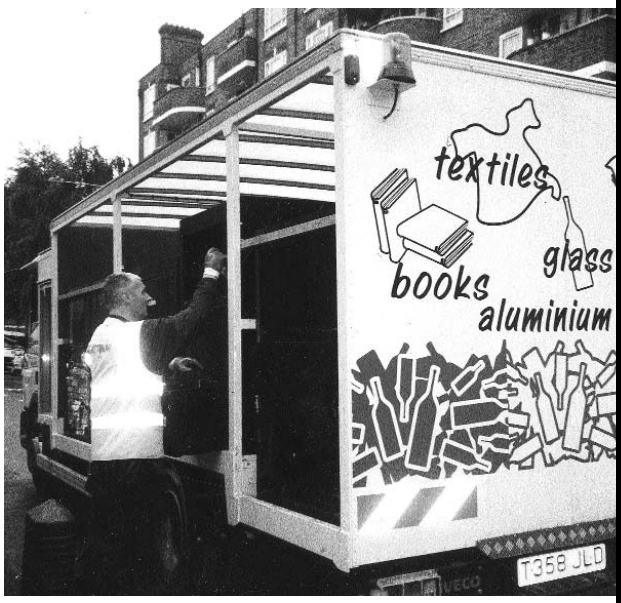
Circular 17/96 Private Sector Renewal: a strategic approach, Department of Environment, 1996

2.5 Waste and recycling

2.5.1 Consideration should be given to how facilities for recycling, storage and disposal of household waste can best be incorporated. The Government's national waste strategy sees an enhanced role for waste minimisation and recycling and the planning and development system has a role to play in achieving this. The national target is to recycle 30% of household waste by 2010. In 1998/99, 12% of waste was recycled in Camden . In particular space for the storage of separated recyclable materials needs to be provided both internally and externally. UDP policies PU3, PU4 and PU5 deal with waste and recycling. Waste and recycling are matters that can be (and have been) included in an agreement under section 106 of the Town and Country Planning Act 1990 where appropriate (see section 3.9 on Planning Obligations).

Residential

2.5.2 One of the biggest obstacles to recycling is the lack of internal space for storage of separated waste. Without adequate storage space targets for recycling will not be met. Space needs to be provided to store different materials, such as glass, paper and cans, prior to collection. Although a doorstep collection of recyclables is currently only operated in part of the Borough, it is likely that a Borough wide service will be provided in the near future. In the Camden scheme, the householder leaves out a standard plastic recycling box in which paper, bottles, cans and textiles can be left for collection. Different materials may be added in future.



2.5.3 In a residential development, composting facilities could be provided, or at least space allocated. This also applies to multi-occupancy premises with communal garden areas.

2.5.4 Externally, waste containers are best located within a suitable enclosure at the rear of the property. Where this is not possible, it is preferable that enclosures are located behind a front boundary wall. A location close to a ground floor window should be avoided. The enclosure should be constructed of materials which match the main building and fully indicated on application drawings. It should allow sufficient room for the storage of bins containing rubbish and boxes containing recyclables. In some areas, it may be necessary for reasons of community safety that secure units are provided for bins to prevent unauthorised activity. There may be circumstances, for example in Conservation Areas or with listed buildings, that it may be difficult to find a solution.

2.5.5 For larger developments (more than 4 units) applicants should have initial discussions with the Council's Street Environment Services to clarify specific refuse requirements and arrangements before including acceptable provision on application drawings.

2.5.6 There should be access from the bins to a place within 20 metres of where a collection vehicle or car could be brought. Bins should be on hardstanding within 3 metres

of an external door for single-family house and within 10 metres for other dwellings. To accommodate the possibility of additional bins being required in the future, the bin storage space must normally be at least 2 square metres, without impeding access.

Non-residential

2.5.7 Adequate internal storage space must be provided for the storage of recyclables and residual waste. Careful consideration needs to be given to the amount of waste to be generated and the type of container that may be required. Street Environment Services should be consulted and their comments included in any planning application. This space could also be used for the storage of materials for reuse.

2.5.8 There is a need to make sure that there is adequate access to any container storage areas for the collection vehicle or that the containers can be manoeuvred onto street level. Please contact Street Environment Services for further information and guidance.

2.5.9 The recycling and reuse of construction waste is dealt with in section 4.7 on Construction.

Further information

Contacts

Street Environment Services 020 7974 6914

2.6 Energy



2.6.1 Conservation of energy is a key part of sustainable development and is central to the reduction of the emission of green house gases. Energy is important to the construction of buildings including their materials, in getting access to the building and in running and maintaining it. This guidance relates to energy costs of maintaining the building. Policy EN13 is the relevant UDP policy. Energy matters can be (and have been) included in agree-ments under section 106 of the Town and Country Planning Act 1990 where appropriate to encourage sustainable forms of development (see section 3.9 on Planning Obligations).

Natural ventilation

2.6.2 In offices a great deal of heat gain comes from the occupants, lighting and machinery. Solar gain adds to the heat. To control this, air conditioning is often used adding considerably to the energy consumption of the building. It is increasingly possible to moderate the heat using natural ventilation. Key to this is increasing the amount of daylight in the building by careful placing of windows, avoidance of deep plan buildings and the use of an atrium or roof light to bring light into the heart of the building. Sensitive lighting controls are needed to turn lights down or off when not needed.

2.6.3 Natural ventilation works by having opening windows or vents and using an atrium to create a rising heat stack that draws fresh air through the building. In winter the atrium can act as a heat collector. To prevent excessive solar gain, louvres or blinds are needed on the windows. Although the principle is simple, the design of naturally ventilated buildings is complex and needs expert attention. Site conditions mean that it is not always possible to introduce natural ventilation throughout and so mixed mode schemes may be necessary.

2.6.4 From a planning point of view, the design of the louvres and of the atrium is of interest. Although externally mounted, fixed or adjustable shutters essentially have a practical role in stopping excessive solar gain, their aesthetic contribution to the building needs to be considered also. There are a number of different types of atrium but they will often project above the main building in order to perform their function. As a result planners may seek to negotiate amendments to the design, height, width or type of glazing but they will also take into account the impact on the energy performance of the building.

2.6.5 It is possible to incorporate the principles of natural ventilation in refurbishment schemes. Where appropriate it may be possible to reconfigure windows and introduce roof lights or atria to bring in more daylight. Better insulation will keep the heat in while louvres and lighting controls will moderate heat gains. Special attention needs to be paid to listed buildings and it may not be possible to introduce natural ventilation while preserving the integrity of the building. However if designed in an era predating air conditioning, it may be

possible to return to using some of the original features that provided natural ventilation at the time the building was built.

Combined heat and power

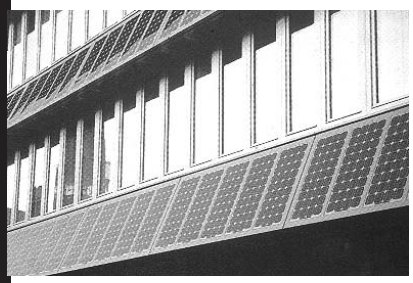
2.6.6 Combined Heat and Power (CHP) is a much more efficient form of generating electricity and heat. A typical coal fired power station may only be about 25% efficient. CHP achieves about 80% efficiency because it uses the heat generated in electricity production. Government advice in Planning for Sustainable Development - Towards Good Practice (1998) is that planning authorities should promote CHP. EN12 is the relevant UDP policy.

2.6.7 CHP comes in many shapes and sizes. It has been used, especially on the continent, to provide heat and electricity to large schemes, and so mixed use schemes are a obvious candidate for CHP. However CHP is also available in smaller sizes suitable for a single block of flats or office scheme. The Council is keen to see CHP more widely adopted in the Borough.

Renewable energy

2.6.8 Planning Policy Guidance Note 22: Renewable Energy (1993) urges planning authorities to enable energy from renewable resources to play its part in the provision of electricity. There is a national target to produce 10% of electricity from renewable resources by 2010. Electricity from renewable resources does not generate greenhouse gas emissions. Policy EN12 is the relevant UDP policy in which the Council welcomes proposals that facilitate the use of renewable energy. Developers of larger schemes in the Borough should consider how they could contribute to the national target above.

2.6.9 The London Research Centre's Exploiting Renewable Energy in London Project (2000) has examined the potential for renewable energy in London. Given the built up nature of Camden, some renewable technologies are likely to have limited application in this Borough. Small wind power turbines, discretely placed on the tops of buildings may have some application but photovoltaic cells and solar water heating may well have wider application and these are considered below.



a Photovoltaic cells

2.6.10 Photovoltaic (PV) cells are thin pieces of semiconductor that generate low-voltage electricity directly from sunlight. A PV power system is made up of many cells, mounted on a roof or wall in flat arrays sealed under protective glass and connected to a device that converts the electricity into the same form as mains electricity.

2.6.11 PV systems are technically proven but are comparatively expensive at present. They need to be mounted on a reasonably unshaded, south facing aspect of a new or existing building. They make no sound. They can have a visual impact but increasingly they are being designed to look like other building components such as roof tiles or glass. The Council will encourage well-designed PV schemes. An Annex to Planning Policy Guidance Note 22 (2002) contains further useful information.

b Solar water heating

2.6.12 Solar water heating operates through a panel on the roof. The heat from the sun is collected in a black metal panel enclosed in a thermally insulated box, and pumped through a closed water circuit to a heat exchange in the house's hot water cylinder. It is a tried and tested technology but remains comparatively expensive.

2.6.13 Solar panels need to be placed on a reasonably unshaded southern aspect of both new and existing housing. They make no sound but do have a visual impact. Outside

Conservation Areas, solar panels may not require planning permission. They will require planning permission in Conservation Areas and on listed buildings. Special care needs to be taken to mount the panels, within the requirement to face towards the south, in places where they do not detract from the appearance of the building.

Further information

Documents

Planning for Sustainable Development - Towards Good Practice, Department of Environment, Transport and the Regions, 1998

Planning Policy Guidance Note 22: Renewable Energy, Department of Environment, Transport and the Regions, 1993

Planning Policy Guidance note 22: Renewable Energy - Annex on Photovoltaics, 2002

Renewable Energy in London An overview of current Projects and Future Prospects, London Research Centre and David Bartholomew Associates, 2000

2.7 Alterations and extensions

External alterations

2.7.1 UDP policies EN21, EN33 and EN40 deal with alterations to buildings including listed buildings and buildings in Conservation Areas. An Article 4 direction made under Town and Country Planning (General Permitted Development) Order 1995 (as amended) covering the Hampstead Conservation Area removes the permitted development right of painting the brickwork on the exterior of named listed buildings in the Conservation Area. The Article 4 direction covering the Primrose Hill Conservation Area removes certain permitted development rights from particular properties in the Conservation Area (see Appendix 1 for further details). For properties in Conservation Areas reference should also be made to the relevant Conservation Area Statement (see Appendix 3). The Conservation Area Statements contain a description of the area and its special character as well as guidelines that provide the framework for development proposals in the area.

2.7.2 Some alterations and extensions may be permitted development for single family dwellings (see section 2.1 on Planning Permission and Permitted Development for Households). As a general guide, the most satisfactory conversions are those which alter the external fabric of the building as little as possible (see Diagram 2.5). Conversion schemes should therefore be normally wholly contained within the existing building. Proposals involving large extensions are unlikely to be acceptable, especially if they are provided to allow the creation of additional units which dominate the appearance of the original building.

2.7.3 In undertaking external works involving alterations to residential facades reference should be made to the general design considerations outlined in Diagram 2.5. Where an extension or alteration to the roof is proposed reference should be made to section 2.8 on Roofs and Terraces.

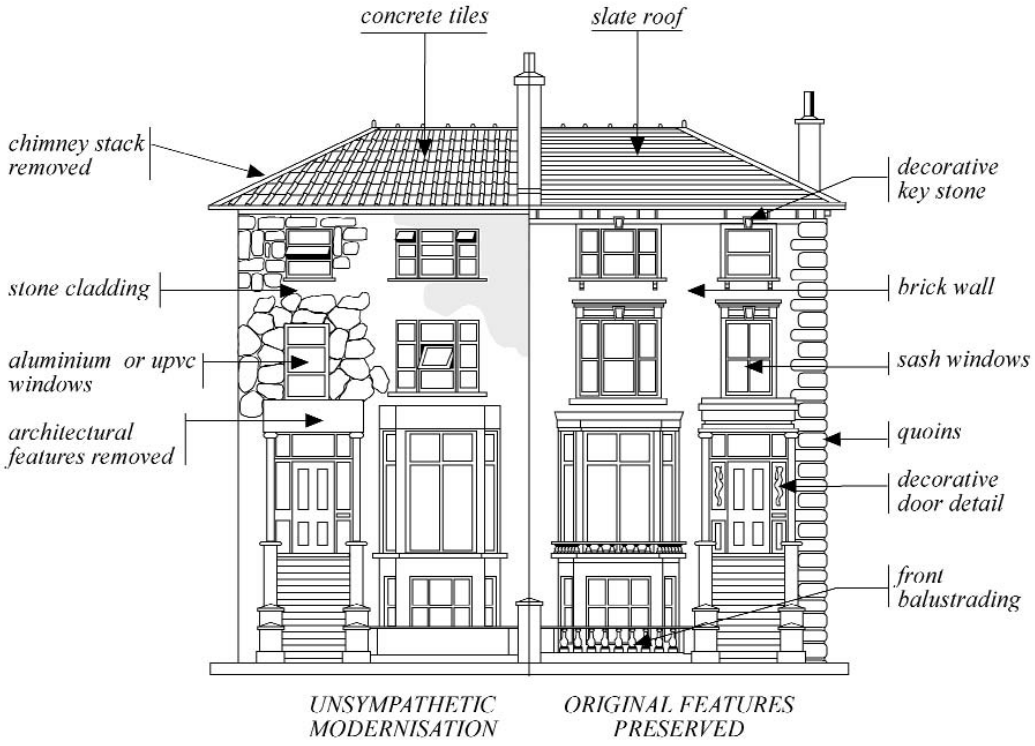


Diagram 2.5 External facade alterations

2.7.4 Where it is necessary to alter or replace windows, the new windows should match the originals with regard to proportion, choice of materials, size of frame and type. The design and materials of front doors should be appropriate to the period of the building.

2.7.5 Replacement window frames constructed in timber are preferable to PVC or aluminium framed windows (see also section 1.3 on Sustainable Development regarding Materials). Where double glazing is proposed for developments in Conservation Areas or where they may affect views into Conservation Areas, this should be internal secondary glazing leaving the original window intact. See also the leaflet on A Guide to Replacement Windows (1999) published by Camden Environment Department.

2.7.6 Original external pipework should be repaired where possible. Where the original pipework is beyond repair cast iron replicas are preferable to PVC types. New pipework should be restricted to the side/rear elevation.

2.7.7 Alteration to brick or stone work should match the original in all respects whilst satisfying the needs of durability and maintenance. This should include the matching of the original bond, mortar colour and retention of existing pointing where possible. Samples of brick type and mortar colour should be submitted to the Council as part of any application. Painting of brickwork is considered to be unacceptable.

2.7.8 On occasions, when certain brick types are no longer in production, it may be possible to use the reverse side of the brick face and present the undamaged face to the exterior or have materials specially manufactured.

2.7.9 When repairing finishes to walls, the composition of the original plaster, stucco or render should be determined, the defective area cut out and a replacement material matching the original applied and properly bonded.

2.7.10 The choice of materials in general should aid the design. Materials chosen should weather well, their gradual decay contributing to the character of the building, and should be appropriate to their context.

Side extensions and gaps

2.7.11 Many streets in the north of the Borough are characterised by the presence of mature rear gardens. This softens the urban scene providing relief and visual interest when viewed from the street scene through gaps between buildings. Gaps can also provide a contrast with a view of sky or elevation of nearby properties and are often a planned feature of the layout of the townscape. Conservation Area Statements will, where appropriate, identify important gaps and vistas where infilling would be inappropriate. EN 22 is the UDP policy dealing with extensions to buildings.

2.7.12 Normally the infilling of gaps will be resisted where:

a A significant view or gap would be compromised or blocked,

b The established front building line would be compromised,

c The architectural symmetry or integrity of a composition would be impaired,

d The original architectural features on a formal flank wall would be obscured,

e Access to the rear of the property of those adjoining would be lost.

2.7.13 Where the original townscape has been eroded to a degree that an overwhelming precedent exists for side extensions, the infill of gaps between buildings may be acceptable The design should be subservient to the main building and have regard for the following

principles (see Diagram 2.6):

a The infill should be scaled to the main house and patterns of development in the townscape,

b The proposed height should retain gaps between buildings at the upper levels,

c The style and materials should be sympathetic to the original building,

d There should be a reasonable set back from the original front and rear building line.



Diagram 2.6 Side extensions

2.7.14 Single storey side extensions at garden level may be permitted but higher extensions will be discouraged in order to retain gaps between buildings at the upper level.

Rear extensions

2.7.15 Buildings can be difficult to extend without affecting the light, privacy and outlook of adjoining buildings. The rear of some buildings may also be architecturally distinguished, either forming a harmonious composition, or visually contribute to the townscape. Some of the Borough's important rear elevations are identified in the Conservation Area Statements. UDP policy EN22 deals with extensions to existing buildings.

2.7.16 A rear extension is generally the most appropriate way to extend a house. It should be designed to ensure that it is subservient to the parent building, that it respects the original design of the building and the traditional pattern of the area, that it does not result in loss of amenity to adjacent properties with regard to sunlight, daylight, sense of enclosure or visual appropriateness, and that it allows for the retention of a reasonable sized garden.

2.7.17 Single storey extensions are preferable to higher developments. However the maximum acceptable height should be determined in relation to the points raised in the above paragraph. When a higher extension is appropriate, a shallow depth extension will be preferable to compensate for any increase in visual bulk and over shadowing caused by the additional height. Extensions that are higher than one full storey below roof eaves/parapet level or that rise above the general height of neighbouring or nearby extensions will be strongly discouraged.

2.7.18 Full width extensions will be strongly discouraged as they can dominate the original building in terms of bulk and obscure original features. In some circumstances, full width extensions may be acceptable if partially solid and partially glazed to reduce the overall impression of bulk. See also para 2.7.22 and Diagram 2.7.

2.7.19 The detailed design including the location, proportions and dimensions should be subservient to the main building and respect important elevation features such as projecting bays or decorative balconies.

Conservatories

2.7.20 Conservatories should normally be confined to the rear or least important facades and should respect the plan form, period, architectural characteristics and detailing of the original building. As a light secondary structure a conservatory should rarely become a dominant feature.

2.7.21 Conservatories at roof level will not normally be permitted. They should be single storey, located at ground or basement level, unless the design can be carefully integrated into the existing building.

2.7.22 The scale, general character and detailing should complement the main building. Mass produced conservatories often lack refinement and are usually not appropriate for listed buildings or Conservation Areas. Materials such as glass, cast iron and timber are usually the most appropriate but the use of elegant steel or aluminium sections or frameless glazing in more contemporary designs may be acceptable.



Diagram 2.7 Conservatory extension

2.7.23 Like solid extensions a conservatory should usually be partial width of the total property. In some circumstances a conservatory can be positioned in the lightwell as an infill adjacent to a solid extension. To reduce the visual effect of a full width extension, the conservatory should be set back from the building line of the solid rear extension (see Diagram 2.7).

2.7.24 Amenity can be affected in a number of ways and there should be regard for overlooking, reduction of daylight for neighbouring properties and increased sense of enclosure through light spillage. Mechanisms should be implemented to reduce these problems such as use of obscure glass, and setting the conservatory back from adjoining properties (see also section 4.9 on Light Pollution).

2.7.25 Conservatories are often seen as a way of gaining additional heat from the sun. There is little evidence for this and badly designed conservatories can add considerably to the heating bills by draining heat out of the building.

2.7.26 Ideally conservatories should face towards the south, and be free from overshadowing. They are best employed as a thermal buffer, serving as an intermediate space between the indoor and outdoor environment. Walls, windows and doors facing into the conservatory should be insulated to the same standard as any comparable part of the external envelope. Any heating in a conservatory for the purpose of preventing frost should have a sensitive thermostat.

2.7.27 If a conservatory is opened permanently to the interior of the house, adjacent rooms may suffer summer overheating and winter heat loss. Heating a conservatory just like another room in a house can double the heating bill of a well insulated house.

Development in rear gardens

2.7.28 UDP policies SEN3, SEN5, EN1, EN4, EN14, EN16, EN19, EN22, EN23, EN31, EN36, EN38, EN48, EN50, EN52, all seek to protect garden and other un-built space, and listed buildings from development that may detract from the character or amenity of areas.

2.7.29 The construction of sheds, stand alone green houses and other structures in rear gardens and other un-built areas, can often have a significant impact upon the amenity and character of an area. The introduction of buildings may detract from the generally soft nature of garden and other open space, contributing to incremental urbanisation.

2.7.30 Large sheds or greenhouses may affect the amenity value of neighbours' gardens, and if used for purposes other than storage or gardening, may intensify the use of garden spaces.

2.7.31 Built structures on land that visually forms part of the public realm, may severely alter the character of the whole area. Pockets of privately owned land make important contributions to the character of certain parts of the Borough, creating village greens, informal verges, set backs for established structures or settings for listed buildings. Building on such areas will generally be discouraged.

2.7.32 Where it may be appropriate to build or install a structure, great care must be taken to assess and avoid any potential impact upon trees or other vegetation in the surrounding area.

2.7.33 The siting and setting of the structure should be carefully considered to minimise its impact on the surrounding area and neighbour amenity. Suitable soft landscaping should be considered to soften its impact and create a setting for the new structure.

2.7.34 The choice of materials must be carefully considered to ensure that the structure respects the character of the surrounding area, and also that the construction method minimises any impact on trees (see BS 5837:1991 and section 1.4 on Landscape regarding Trees), or adjacent existing structures.

Further information

Documents

A Guide to Replacement Windows, Camden Environment Department, 1999

BS 5837: 1991 Guide for trees in relation to construction, BSI, 1991

2.8 Roofs and terraces

Roof alterations and extensions

2.8.1 The Borough has a rich variety of roof forms including monopitch, pitched, valley and mansard. The Council is keen to ensure that roof alterations are sympathetic and not detrimental to the character and appearance of buildings or the wider townscape in Camden. Proposals to alter and extend roofs fall into two categories: those that are accommodated within the existing roof form, such as dormer windows and roof lights, and those which fundamentally alter the roof form, such as the construction of mansard roofs. Policy EN24 is the relevant UDP policy. For properties in Conservation Areas, reference should also be made to the relevant Conservation Area Statement (see Appendix 3). The Conservation Area Statements contain a description of the area and its special character as well as guidelines that provide the framework for development proposals in the area.

2.8.2 Roof alterations and additions may be unacceptable in the following circumstances where they are likely to have an adverse effect on the skyline, the appearance of the building and surrounding street scene:

a There is an unbroken run of valley roofs.

b Complete terraces or groups of buildings have a roof line that is largely unimpaired by alterations or extensions, even when a proposal involves adding to the whole terrace or group as a co-ordinated design.

c Buildings or terraces which already have an additional storey or mansard.

d Buildings already higher than neighbouring properties where an additional storey would add significantly to the bulk or unbalance the architectural composition.

e Buildings or terraces which have a roof profile that is exposed to important views from public spaces.

f Buildings whose roof construction or form is unsuitable for roof additions, such as shallow pitched roofs with eaves.

g The existing structure is of historic or architectural interest by virtue of the property being listed.

2.8.3 Additional storeys and roof alterations are likely to be acceptable where:

a There is an established form of roof addition or alteration to a terrace or group of similar buildings and where continuing the pattern of development would help to re-unite a group of buildings and townscape.

b Alterations are architecturally sympathetic to the age and character of the building and retain the overall integrity of the roof form.

c There is a variety of roof additions or alterations which have severely compromised a group of buildings or terrace and further development of a similar form would not cause further harm

2.8.4 When altering or repairing roofs, traditional materials such as clay tiles, slate, lead or copper are preferred, as appropriate to blend visually with existing materials. Where roofs are being refurbished original materials such as keyhole ridge tiles or decorative chimney stacks and chimney pots should be reused. Replacement by inappropriate substitutes erodes the character of buildings and areas.

Roof extensions

2.8.5 Where the principle of an additional storey is acceptable, the following guidance will apply to proposals including mansard roofs and infilling of valley roofs. The general advice here is supplemented by more specific area-based advice as set out in the Council's Conservation Area Statements (see Appendix 3).

a Mansard roof additions

2.8.6 This is usually the most appropriate form of extension for a Georgian or Victorian dwelling with a raised parapet and low roof structure behind. The three main aspects to consider when designing a mansard roof extension are its pitches and profile, its external covering and its windows

2.8.7 The basic principle of a mansard roof is that the lower slope should be at a steeper angle than the upper, and that the upper slope should be visible (see Diagram 2.8); this is a 'true mansard'. The exact angles and proportions will vary according to the depth of the house and proposed roofing material. Each particular case should be determined with reference to the exact angle that has been previously allowed in a particular street. Mansard roofs reduce the apparent height of the building, produce a softer roofscape, and are a more historically accurate solution for traditional townscapes.

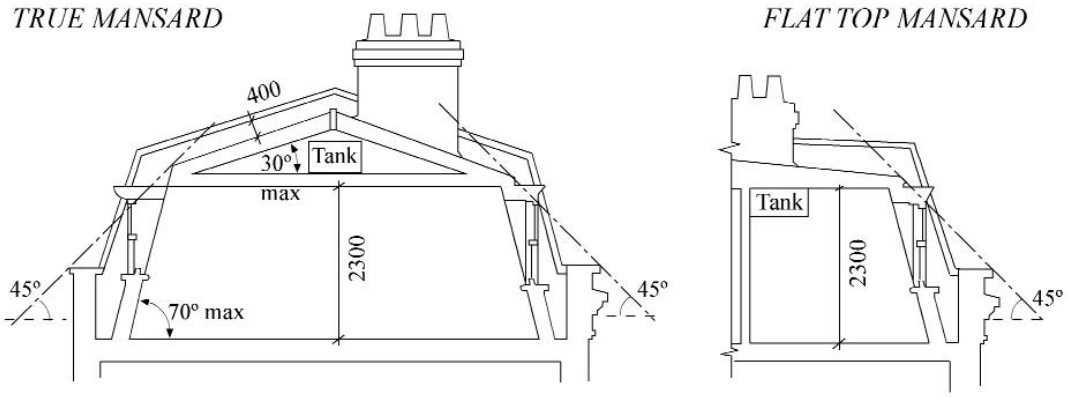


Diagram 2.8 Mansard roof extensions

2.8.8 The lower slope (usually 60 -70°) should rise from behind and not on top of the parapet wall, separated from the wall by a substantial gutter. Original cornice, parapet and balustrade details should be retained and where deteriorated or lost, should be incorporated into the design of new extensions. Only party walls with their chimney stacks and windows should break the plane of the roof slope, and water tanks and plant will not be acceptable on the roof. Pipework, ducting and flues should be accommodated within new accommodation as far as possible (see also paras 2.8.14 - 2.8.18 on dormer window and roof light design).

2.8.9 'Flat topped' mansards have an upper slope of a pitch below 5° or are totally flat. This form is acceptable where it is the established roof form in a group of buildings or townscape.

2.8.10 Roofing materials should be of the best quality because of their impact upon the appearance of the building and townscape and the need to be weather-tight. Natural slate is the most common covering and should be laid to traditional overlap. Artificial slate or felt is not acceptable as a roof covering in Conservation Areas, and where a roof is being re-covered, the choice of covering should replicate the original.

2.8.11 Where there are no rainwater pipes on the front facades of groups of buildings, it may be necessary to carry them internally through roof extensions to discharge at the rear.

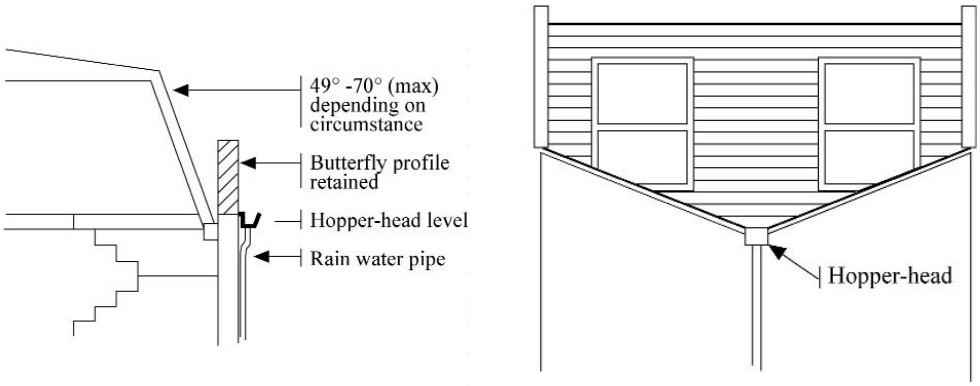


Diagram 2.9 Butterfly roofs

b Valley roofs

2.8.12 Where it is acceptable to erect an infill extension on a butterfly roof and where the parapets are an important visual element these should be retained. The new roof form should spring from behind the parapet at existing hopper-head level forming a continuous slope of up to a maximum of 70° (see Diagram 2.9). In this context, it is usually more appropriate to introduce conservation-style rooflights, which are flush with the roof slope, rather than dormers.

c Other roof additions

2.8.13 There are cases where a less traditional form of roof addition will be more appropriate, usually on contemporary buildings. Where the principle of an additional storey is acceptable there should be regard for the following general principles:

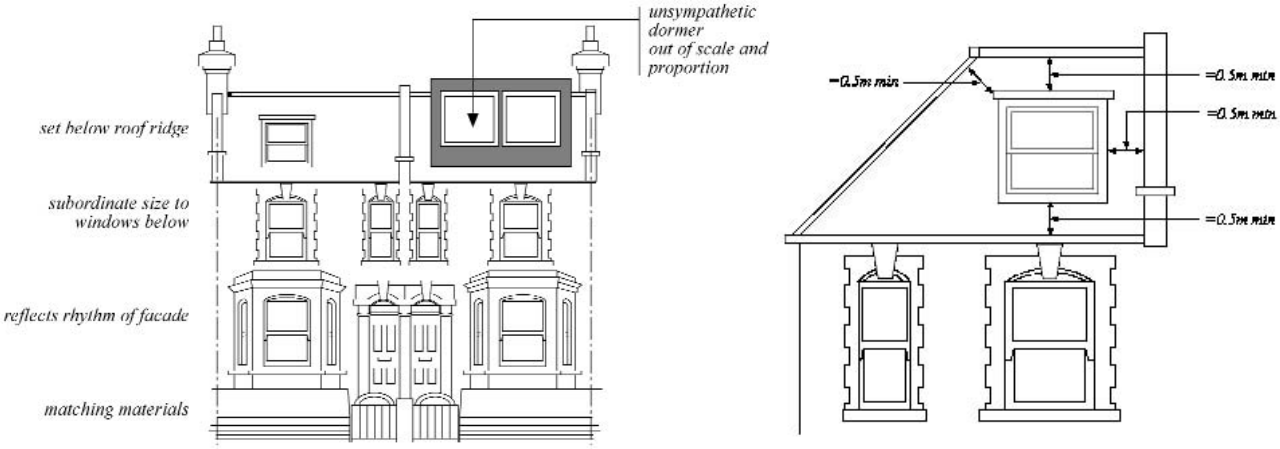


Diagram 2.10 Roof extensions and dormers

a the visual prominence, scale and bulk of the extension,

b use of quality and sophisticated materials and details,

c sympathetic vocabulary and relationship to the main building.

Roof dormers and rooflights

2.8.14 Alterations to front roof dormers should be sensitive interventions which seek to maintain the integrity of the existing roof form. Proposals which achieve this are generally not contentious in principle, providing that the following circumstances are met:

a The pitch of the existing roof is sufficient to allow adequate habitable space without the creation of disproportionately large dormers. Overlarge boxy dormers raise the ridge and alter the slope of the roof. Dormers should not be introduced to shallow-pitched roofs.

b Dormers should not be introduced where they cut through ridge or hip lines and should be sufficiently below the ridge in order to avoid projecting into the roofline when viewed from a distance. Usually a 500mm gap is required between the dormer and the ridge or hip to maintain this separation (see Diagram 2.10).

c Dormers should not be introduced where they interrupt an existing continuity of roofscape.

d In number, form, scale and pane size, the dormer window should relate to the façade below and the surface area of the roof, and should appear as separate small projections from the roof surface. They should generally be aligned with windows on the lower floors and be of a size clearly subordinate to the windows below with the overall width and height no greater than the windows below. In some very narrow frontage houses, a single dormer placed centrally may be preferable (see Diagram 2.10).

2.8.15 On rear elevations in Conservation Areas and those which are visible from the street or across open spaces or on listed buildings, similar care will need to be exercised with regard to the positioning, size, details and materials of dormer windows.

2.8.16 It is important to ensure the dormer cheeks are not too wide as this can give a heavy appearance. Deep fascias and eaves gutters should be avoided. Materials should complement the main building and the wider townscape. The use of traditional materials such as timber, lead and hanging tiles is always preferred.

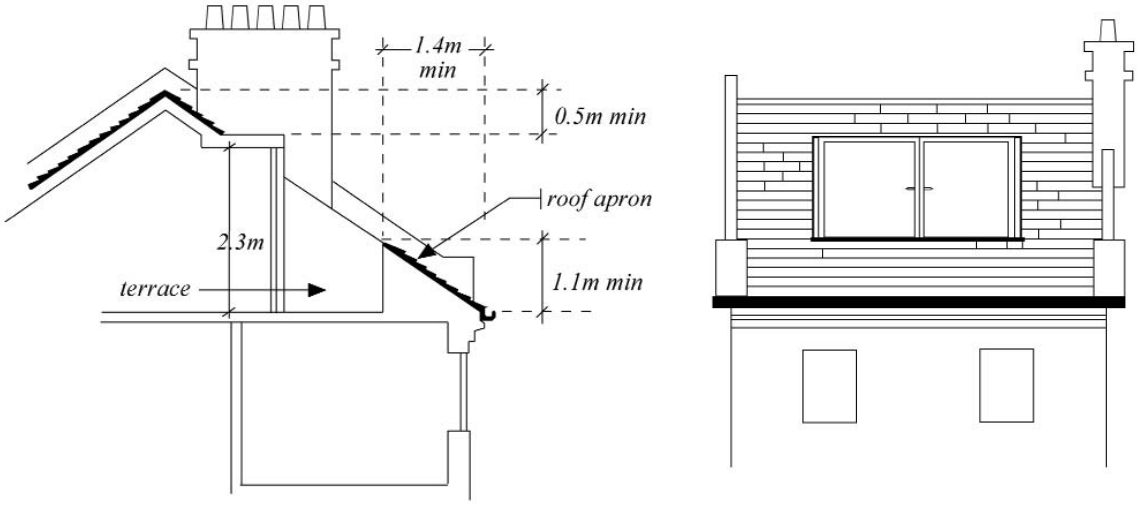


Diagram 2.11 Roof terrace

2.8.17 The presence of unsuitably designed new or altered dormers on neighbouring properties will not usually serve as a precedent for further development of the same kind.

2.8.18 Roof lights can have an adverse impact upon the character and appearance of buildings. This occurs because they are often raised off the roof slope rather than being flush with the roof profile or in relation to ridges and hips. When this is combined with their size and proportion, they can introduce a discordant element into a roof, or indeed a roofscape. Roof lights should be proportioned to be significantly subordinate both in size and number and should be fitted flush with the roof surface (known as conservation-style rooflights). Some properties, particularly listed buildings and those with prominent roof slopes, may be so sensitive to changes that even the installation of rooflights may not be acceptable.

Balconies and terraces

2.8.19 Where the principle of a balcony or terrace is acceptable, the following guidance will apply to proposals. The general advice here is supplemented by more specific area-based advice as set out in the Council's Conservation Area Statements (see Appendix 3).

a Roof level

2.8.20 If a terrace is provided at roof level it should be set back behind the slope of a pitched roof in accordance with Diagram 2.11, or behind a parapet on a flat roof. A terrace should normally comply with the following criteria:

a Detailed design to reduce the impact on the existing elevation

b The dimensions of the roof should be sufficent to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property.

c It will normally be acceptable only on the rear of properties. It is normally inappropriate to set back a mansard to provide a terrace.

d It should not result in the parapet height being altered, or, in the case of butterfly roofs, the infilling of the rear valley parapet by brickwork or railings.

e Any handrails required should be well set back behind the line of the roof slope, and be invisible from the ground.

f It should not result in overlooking of habitable rooms of adjacent properties.

2.8.21 When a terrace is provided within the slope of a pitch as in Diagram 2.11, a roof apron of tiles or slates should be kept unbroken above the eaves. The width of the terrace should be no wider than the dormer opening. A terrace may be acceptable behind an existing parapet. Where the height of the parapet is less than 1m, a railing will be required to fulfil Building Regulations.

b Rear extensions

2.8.22 Balconies and terraces can provide valuable amenity space for flats that would otherwise have little or no private exterior space. However they can also cause nuisance to neighbours. Potential problems include overlooking, loss of daylight, noise, light spillage and security. The existence of a flat-roofed extension does not necessarily mean that a balcony or terrace is appropriate.

2.8.23 Balconies/terraces should not be introduced where they:

a Result in an unreasonable amount of additional overlooking of habitable rooms of neighbouring properties.

b Result in an unreasonable loss of sunlight/daylight to habitable rooms of neighbouring properties.

c Have an adverse effect on the townscape or character of the building as a result of being visually intrusive or not of a satisfactory design.

2.8.24 Inappropriately designed terraces/balconies may also result in the problems outlined above. Balconies and terraces should form an integral element in the design of elevations. The key to whether a design is acceptable is the degree to which the balcony or terrace complements the elevation upon which it is to be located. Consideration should therefore be given to the following:

a Detailed design to reduce the impact on the existing elevation.

b Careful choice of materials and colour to match the existing elevation.

c The possible use of setbacks to minimise overlooking - a balcony need not necessarily cover the entire available roofspace.

d The possible use of screens or planting to prevent overlooking of habitable rooms or nearby gardens, without introducing inappropriate visual clutter or reducing daylight and sunlight or outlook.

e The need to avoid creating climbing opportunities for burglars.

2.9 Shopfronts



2.9.1 Relevant UDP policies for shopfronts are contained within EN17, EN28, and EN34.

2.9.2 This guidance relates to the general design of shopfronts and their framework and also includes functional additions such as security shutters, blinds, canopies, advertisements and illuminated signs.

Shopfront components

2.9.3 The Borough has a variety of shopfronts of different periods including Georgian, Victorian, Edwardian, Art Deco and more contemporary which make an important contribution to the character of retail areas. Despite this diversity there are some basic components of a shopfront and surrounding framework, which are universal to all types and can be adapted according to the style of the retail unit. These are referred to in Diagram 2.12. The shopfront framework provides the context within which the internal frontage elements are placed and links them to the buildings appearance as a whole.

2.9.4 Each component has a visual or practical function; the pilasters present vertical divisions between shopfronts, the fascia provides advertising space, the cornice above links the shopfront to the upper floors, and the stallriser provides a visual anchor at ground level. These elements form a frame visually supporting the building above and within which the shopfront glazing and door is inserted and can be replaced many times over. Diagram 2.13 shows how alterations to these components over time can disrupt the rhythm, proportion and visual coherence of an otherwise uniform terrace. The examples (B-E) for instance lack the solid framework that is needed to give a strong visual identity and interest, whereas shopfront A has the correct proportions within the retained framework.

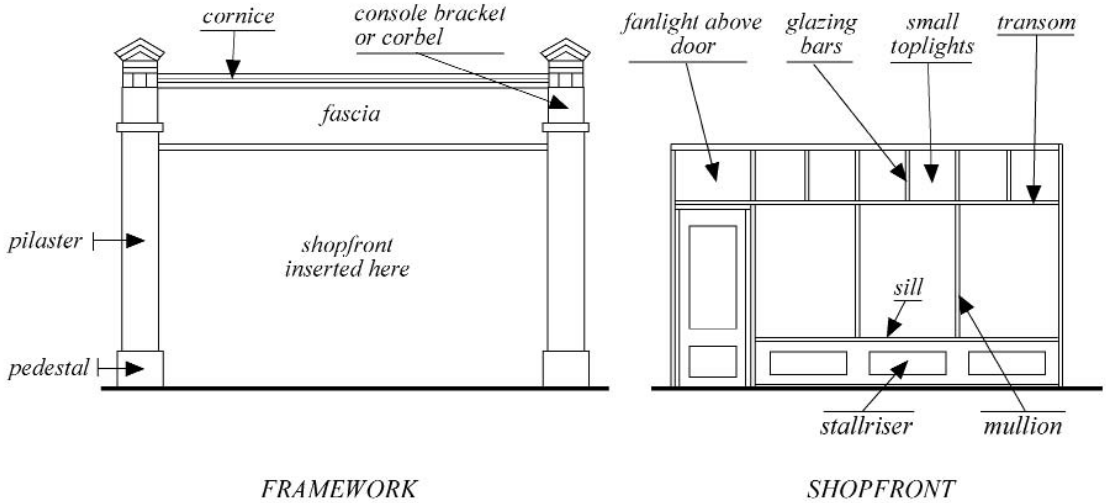


Diagram 2.12 **Shopfront Elements**

Alterations to shopfronts and frames

2.9.5 Alterations should be sympathetic in proportion, design and materials to both each other, adjoining shopfronts and the building itself. Particular care will be needed to ensure shopfront additions and alterations are sympathetic to listed buildings and those buildings in Conservation Areas. Listed building and advertisement consent will be required as well as planning permission in certain cases, including proposals for fascias, canopies, blinds and security measures.

2.9.6 New pilasters, fascias and cornices should be suitably sized to respect the upper floor proportions. Long shopfronts and fascias stretching across two or more shop unit bays and removal of intervening pilasters are not acceptable where this weakens the frame's function in visually supporting the upper floors and where it disrupts the character and rhythm of a shopping frontage created by the widths of individual shopfronts (see shopfront D in Diagram 2.13). New pilasters are preferably placed in line with solid wall not windows above to emphasise their function. See also UDP policy EN17. This is particularly important in the case of shopping frontages on sloping sites where existing stepped profiles of fascias and stallrisers should be preserved or reintroduced wherever possible. The cornice should be a solid projecting element acting as an upper dividing level and consoles provide the opportunity for applied decoration.



Diagram 2.13 Examples of shopfronts

A Correct proportions within intact framework, separate residential access retained, modest box sign.
B Stallriser too low,cornice and fanlight replaced by deep fascia, obtrusive shutter blind box.
C Fascia too high, canopy unnecessary, stallriser too high in inapproriate materials.
D Vertical divisions of pilasters and glazing bars removed, disruption of established vertical rhythm, projecting box sign too low.
E Framework removed, inappropriate design and materials, box sign too high, unnecessary sign on upper floors.

2.9.7 Enlarged fascias covering the upper top-light section down to door height are generally unacceptable as they upset the overall balance and proportions of the shopfront or parade (see Diagram 2.14A). Similarly, they should not project above first floor level obscuring upper floor windows. In section, large fascia boxes projecting beyond the frame and shopfront and obscuring features should be avoided. Any sub-fascias within the main fascia should be shallower and recessed (see Diagram 2.14B). Projecting advertisement box signs should be level with the main fascia, not below or at first floor level (see shopfronts A and E in Diagram 2.13 for instance). Lights for externally illuminated signs should be unobtrusively sized and sited. Further details on illumination are given in para 2.9.26.

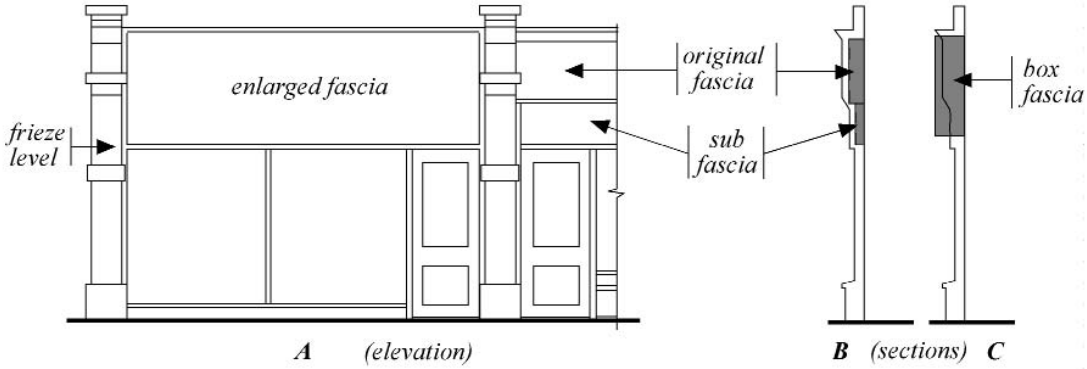


Diagram 2.14 Fascias

2.9.8 Stallrisers add visual stability to the shopfront base and provide protection from damage. They may be omitted or reinterpreted on modern buildings with well designed glass shopfronts. They should be at least 300mm high or to the top of the pilaster base or door panel and faced in appropriate materials for the context - tiling or brickwork facing is not generally traditional in Conservation Areas. Stallrisers should not provide ledges that can be sat upon and glazing should be brought to the front of a stall riser.

2.9.9 Separate side entrance doors to upper floors should be retained, particularly where providing access to residential units. Main shop entrance doors should be wide enough and level or ramped to street to allow access for people with disabilities and for those pushing prams and buggies (see section 3.1 on Access). Such access is also required by appropriate legislation and referred to in UDP policies RE3 and SH2.

2.9.10 Folding shopfronts are not generally acceptable because of the erosion of the shopfront appearance in their open position, creating a visual void and when closed their appearance as a row of doors rather than a conventional shopfront. The necessary juxtaposition of door styles is unacceptable because it reads as a heavier assembly than a shopfront mullion and reduces the area of glass.

2.9.11 More traditional materials such as timber, stone and render should be used in Conservation Areas and for listed buildings. However more contemporary materials such as colour-coated steel, aluminium and bronze instead of timber may be appropriate in some circumstances. Colour schemes for shopfronts and in particular the projecting framework should be carefully considered and not be too brash for Conservation Areas and listed buildings.

Historic shopfronts

2.9.12 Original shop frameworks which contribute to the townscape should be retained where existing or reinstated where lost, and restoration of missing features such as consoles encouraged. Even later replacements, although not contemporary with the building, may be considered worth retaining as a preference to modern replacement, such as a good Victorian shopfront on a Georgian building. Full restoration or reinstatement of original historic shopfronts and frames will be expected on listed buildings, or where they contribute to the character of the Conservation Area, or are identified as shopfronts of merit. UDP policies EN28 and EN34 are the relevant policies.

2.9.13 On traditional shopfronts, large glazed areas should be avoided and broken up by horizontal or vertical glazing bars. It may be appropriate to also have an upper level of top opening lights or decorative grilles where ventilation is important; louvres here would not be acceptable (see Diagram 2.15). Traditional mouldings of glazing bars, mullions and panelling on the doors and stallriser should be used to restore or retain the historic interest of the shopfront. Conversely, the frontage should be largely glazed to maintain a window display rather than creating a solid frontage (including obscured glass).

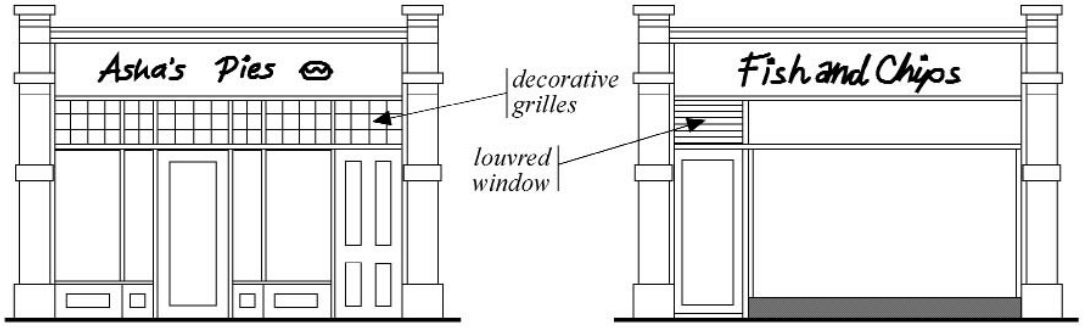


Diagram 2.15 ***Glazing***

Contemporary shopfronts

2.9.14 Where existing designs are to be replaced by modern alternatives, the principal requirements are that the design should respect the surrounding architecture. A traditional design may be appropriate in many circumstances but the choice of style is secondary to the quality of the design, materials and its relationship with the character of the townscape. Generally a contemporary shopfront is a more appropriate solution for a modern building. There are many examples throughout the Borough of high quality imaginative design which enhance and add visual interest to the streetscene. Where modern corporate frontages are proposed these may sometimes have to be amended in order to harmonise with the surrounding context particularly in Conservation Areas and for listed buildings.

Canopies and blinds

2.9.15 Canopies and blinds are covered by UDP policy EN29. The design of blinds is important to ensure that they do not dominate the shopfront or parade. Retractable awning blinds of the traditional canvas type are preferred, attached between the fascia and shopfront. Side panels hanging down from canopies can create hidden corners and add to fear of crime. The blind box should be integrated with the overall design and not damage the framework - preferably it should be flush with the fascia level.

2.9.16 Large fixed canopies such as plastic or fabric 'Dutch blinds' are now used as a means of increasing the shop's advertising space and its street prominence and should be avoided where possible. They should not obscure or damage the fascia and other important features of the shopfront and buildings; they should not have discordant and over-dominant shapes, but be appropriate in position, design and materials to the character and scale of both the shopfront, building and locality.

2.9.17 Such blinds, particularly those in shiny plastic, are generally unacceptable in Conservation Areas and particularly on listed buildings, due to their bulk and materials and the resulting visual clutter. Where canopies/blinds are mainly used for advertising, they are

treated as advertisements and therefore advertisement consent will be required rather than planning permission (see section 3.6 on Advertisements). The principle of having only one fascia level is encouraged so that fixed canopies should be used in place of an advertising fascia sign, not in addition to it.

2.9.18 All blinds should be set back and above the pavement to ensure public safety - see Diagram 2.16 for dimensions.

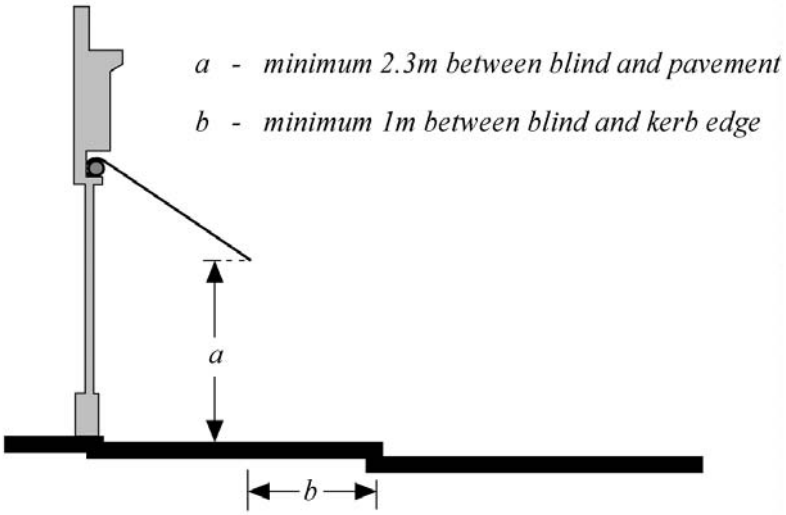


Diagram 2.16 Blinds and canopies

Signs

2.9.19 Signs are amongst the most prominent forms of advertising on buildings and, if unsympathetic with the design of buildings, can have a highly detrimental impact on the overall townscape. Shops and businesses however need to ensure that their name or trade is prominently displayed and thus a balance must be struck between the needs of the environment and those of the advertiser. EN29 and EN30 are the relevant UDP policies.

2.9.20 Many signs in this category can be displayed without express consent. For instance, a shopfront or business is allowed to have one fascia sign and one projecting box sign if non-illuminated or if only the letters are illuminated (except in Conservation Areas), and if displayed below first floor windowsill level. For more information see section 3.6 on Advertisements and its annexe.

2.9.21 Advertisement displays, including those on canopies/blinds, should be considered as an integral part of a shopfront or building, designed in from the outset with new structures, and their proportions, design and materials should be in harmony with the existing building, and with neighbouring ones.

2.9.22 Advertising should normally be located below first floor level, keeping a dividing line between the ground floor business and the premises above and maintaining design continuity with adjacent premises in a parade. Properties should only have one main fascia sign and one ancillary projecting or hanging sign, although 2 projecting signs may be appropriate in cases of large shopfronts stretching across 2 or more shop units. Too many advertisements on a property only contribute to visual clutter and congestion in a street and they can result in both obliterating each other and also detracting from the appearance of the street scene.

2.9.23 Projecting signs should normally be level with the fascia height rather than below or above it (see Diagram 2.17). Signs will be discouraged at upper floor levels. Original and interesting designs for projecting signs related to the image and function of the shop will be

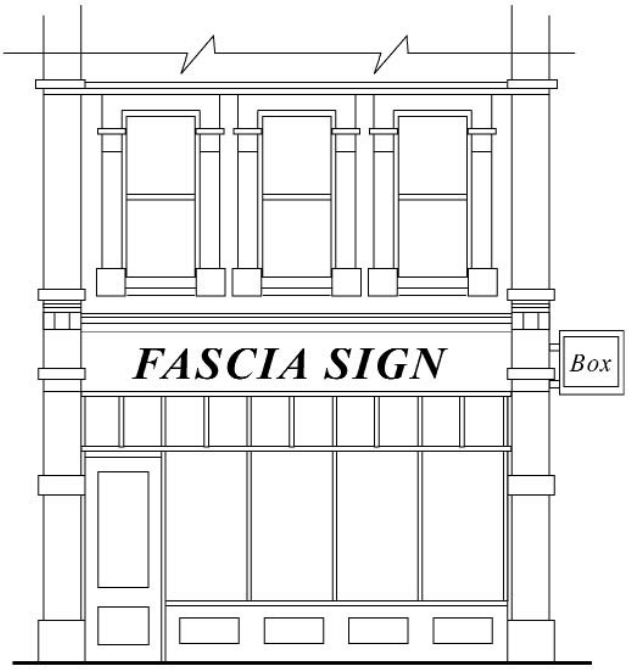


Diagram 2.17 Acceptable Shop Signs

encouraged where appropriate. Advertising for upper floor premises by lettering on windows or by suspended banners on large frontages would only be acceptable for a temporary period advertising a specific event.

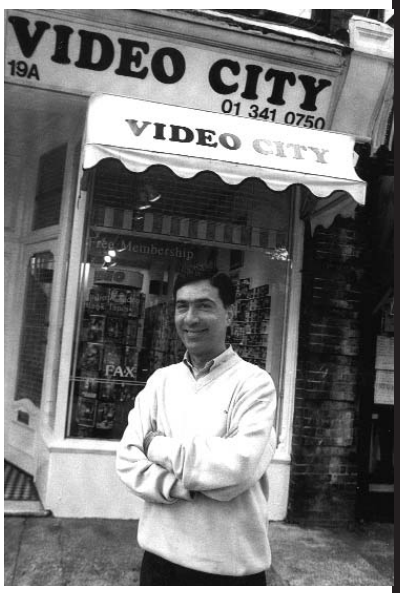
2.9.24 Main fascias should also be of a suitable size and proportion in relation to the building and should sit between cornice and shopfront itself and should not project above or below the frieze level obscuring upper floor or shop windows. Lettering on fascia signs should be proportionate to the scale of the shopfrontage. To aid identification, the fascia sign should include the street number of the premises. Both fascia and box signs should not obscure or damage existing architectural features of the building or shopfront, and surplus signs and brackets should be removed to maintain a tidy appearance.

2.9.25 In Conservation Areas and on listed buildings, only non-illuminated and externally illuminated signs will normally be acceptable unless illumination is confined to lettering alone eg: halo illumination. Spotlights and trough lights however should not be obtrusive and unsightly in themselves. Corporate designs involving internally illuminated signs may need to be modified where they are considered unsuitable in residential areas or Conservation Areas.

Illuminated signs

2.9.26 Internally illuminated signs will generally be discouraged in Conservation Areas and on or adjoining listed buildings. They will also be discouraged in residential areas. In these locations externally illuminated signs may be acceptable but, in all cases, the type and appearance of the sign will be determined by sympathetic reference to the design of

the building on which it is to be located.



2.9.27 Consideration should be given to the intensity of illumination, the surface area to be illuminated and the positioning and colours to be used so as to ensure that the advertisement does not become unduly dominant in the street scene, disturb adjoining residents at night, or cause safety hazards to drivers. Generally, the internal illumination of individual letters, rather than the whole fascia on a shopfront, will cause fewer problems. The method of illumination (internally, externally, lettering, neon, etc) should be determined by the design of the building. Illuminated signs should not be flashing or intermittent.

2.9.28 Illumination levels of advertisements should be restricted to those standards as set out by the Town and Country Planning (Control of Advertisement) Regulations 1992 (as amended).

Shopfront security

2.9.29 It is important to safeguard the appearance of buildings and the character of an area when introducing security measures. Solid roller shutters can create a fortress-like atmosphere and attract graffiti, giving an area a 'dead' appearance and are rarely acceptable in a public place. A hostile environment will deter the public, losing the benefit of passive surveillance and increasing the vulnerability to crime. Most break-ins occur at the rear of shops and solid roller shutters may actually increase the risk of theft by obstructing views through shop windows (see also section 3.2 on Community Safety).

2.9.30 EN29 is the relevant UDP policy. Conservation Area Statements provide additional guidance (see list in Appendix 3).These guidelines offer advice on the most appropriate means of providing security protection whilst causing minimal impact to the appearance of the shopfront and the street scene. Planning permission is required for alterations which materially affect the external appearance of a building. The installation of roller grilles or shutters to shopfronts normally needs planning permission, unless they are internal. Security glass will only require planning permission if it results in an alteration to the shopfront. In the case of listed buildings, the installation of any shopfront security measures, external or internal, would almost invariably need listed building consent.

2.9.31 The Council will prefer the use of security measures which do not require external shutters or grilles of any kind such as:

a the strengthening of shopfronts,

b the use of laminated glass,

c internal grilles or collapsible gates - these do not normally require planning permission unless they result in a material alteration to the external appearance of the shopfront (see Diagram 2.18),

d improved lighting.

Traditional shopfronts with stallrisers and glazing bars and smaller panes of glass can, when used in conjunction with laminated glass, provide sufficient protection for most shopfronts.

2.9.32 In the case of listed buildings or in more important locations within Conservation Areas there will be a presumption against the use of external security shutters, grilles or meshes on shopfronts. Only if applicants can demonstrate that the measures described

above are not feasible will the Council consider any external solutions.

2.9.33 In special circumstances, removable solid wooden shutters will be considered on traditional shopfronts, particularly if there is evidence that they had been fitted in the past.

2.9.34 Solid roller shutters, including the perforated versions which rely upon internal illumination for any transparent effect, will normally be unacceptable because they:

a are visually unattractive,

b obscure the shopfront and hide window displays,

c create hostile and unsafe streets/shopping centres,

d attract graffiti,

e reduce light spill.

Only in exceptional circumstances will solid roller shutters be considered.

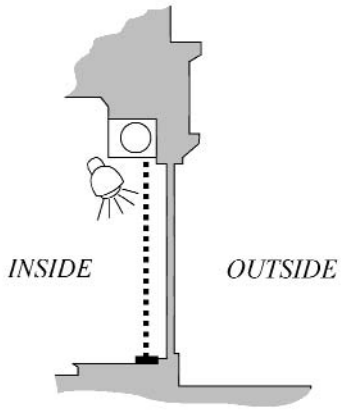


Diagram 2.18 Internal Shutter Boxes

2.9.35 Roller grilles, made of linked metal bars or from expanded metal, are preferable to solid shutters as they provide security without obscuring window displays and allow views of the shop interior. For additional security moulded panels of clear polycarbonate can be inserted within the openings. Where external solutions are proven to be necessary, roller grilles will be considered acceptable in most circumstances with the exception of listed buildings or sensitive locations within a Conservation Area. The box housing the retracted shutters should be concealed wherever possible, for example set behind or within the fascia panel.

2.9.36 Removable or collapsible grilles can be used internally or externally and in both cases allow a certain degree of visibility. Only if installed externally do they require planning permission unless the building is listed. Removable grilles are expected to remain in place only outside trading hours and should be stored inside at all other times. Any fixings should be discretely placed and must not harm architectural features or mouldings. Collapsible grilles should be housed in a recess and out of sight when drawn. As they occupy about 15% of the actual opening when folded, they are most suited for the protection of narrow spans, such as doorways, rather than across an entire shopfront. Removable or collapsible grilles are acceptable provided the council can be satisfied that no damage to the building fabric and its appearance results from the installation.

2.9.37 In the case of roller grilles or solid roller shutters (the latter only where permitted in exceptional circumstances), an acceptable finish is colour treatment (powder coating or

stove enamelling) to match other shopfront components, fascia and signs. In the case of solid shutters, original designs by artists will be encouraged provided they respect the location, particularly in Conservation Areas. Unacceptable finishes will be galvanised steel, a milled finish or anodised aluminium.



Cash dispensers

2.9.38 Cash dispensers should be treated wherever possible as an integral part of a building design rather than added later as an afterthought. Dispensers should not dominate a shop display frontage by reason of size or materials. In existing bank buildings of traditional design, they are most successfully inserted into existing stone recesses or beneath window bays. Surveillance is important and cash dispensers should be positioned on the busiest elevation of a building to reduce the risk of robbery. In some cases the use of pyramidical block paving on the footpath either side of the dispenser may be useful to prevent people from sitting nearly and begging. Cash dispensers should be fully accessible to people with disabilities in both their location and detailed arrangement. Illuminated advertising for them should be discreet and would be subject to advertisement consent. In some cases they may not be acceptable on listed buildings or where they would harm the appearance and character of a Conservation Area.

Further information

Documents

Town and Country Planning (Control of Advertisements) Regulations 1992, as amended.

The Archive section at Holborn Library, Theobalds Road, WC1 has old records and photographs of buildings in the Borough.

Useful leaflets from English Heritage include:

Theft of Architectural Features,

Shopfronts,

Mansard Roofs,

Dormer Windows,

Streets for All,

Ornamental Ironworks: Gates and Railings,

Georgian Joinery 1660-1840,

Leadwork,

Metal Windows,

Georgian Terrace House,

Pointing of Brickwork,

Framing Opinions Nos 1-7 (Draft Proofing and Secondary Glazing, Door and Window Furniture, Metal Windows, Timber Sash Windows, Window Comparisons, Energy Savings)