



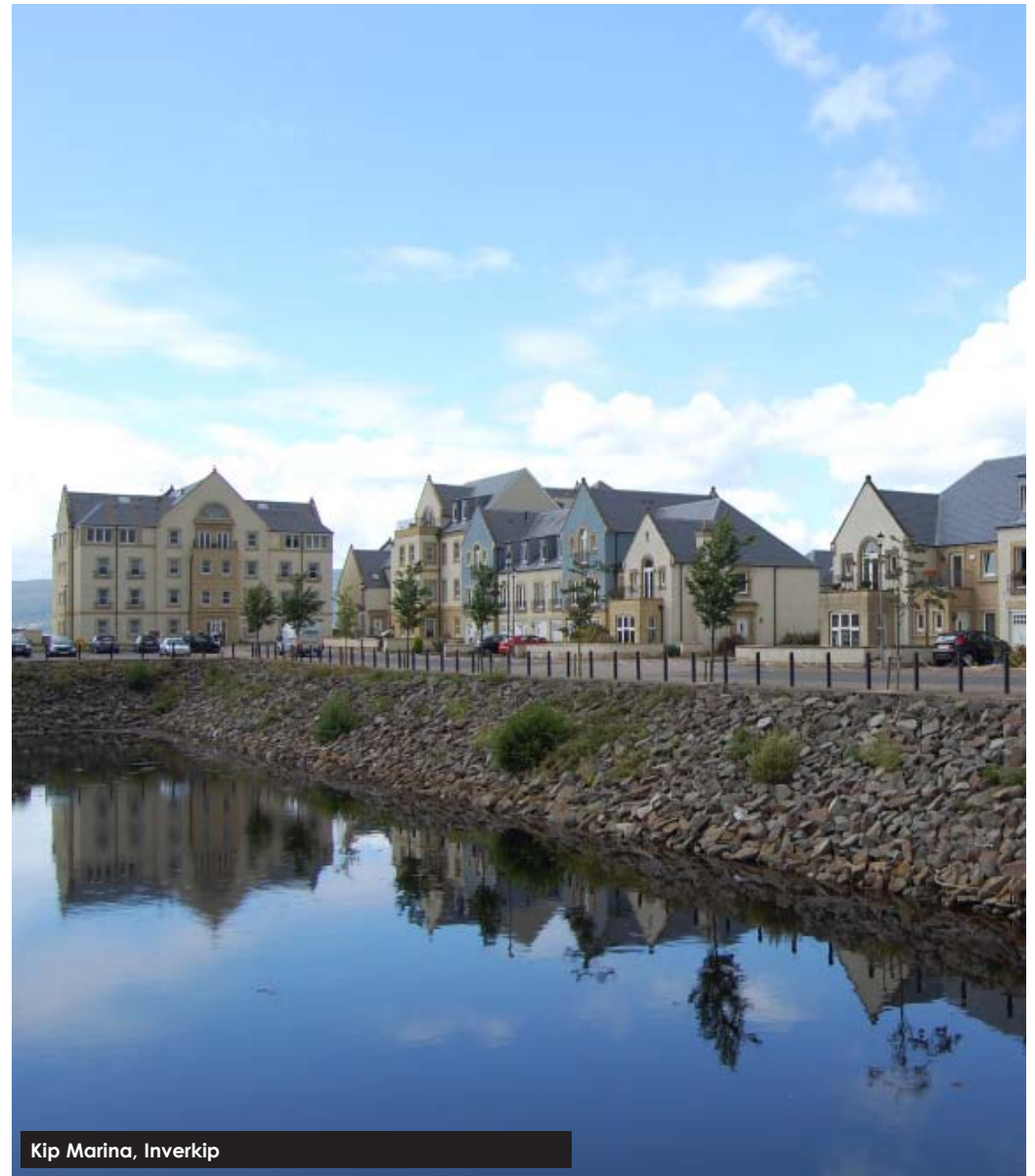
Inverclyde  
council  
**LOCAL  
DEVELOPMENT  
PLAN**

**ADOPTED PLAN  
2019**

**DRAFT SUPPLEMENTARY GUIDANCE ON  
PLANNING APPLICATION ADVICE  
NOTES (PAANs)  
FEBRUARY 2020**

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# PLANNING APPLICATION ADVICE NOTES

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## 1.0 Purpose and Background

**1.1** The purpose of this Supplementary Guidance (SG) is to supplement certain policies and proposals in the LDP. The policies that are most affected and require this additional advice are outlined in Section 2.0 and relate mainly to residential development proposals.

**1.2** The SG is a material consideration for the Council in the assessment of all relevant planning applications under the policies listed in Section 2.0. It should be read in conjunction with other relevant policies of the adopted LDP.

**1.3** The Council receives between 450 and 500 planning applications each year, including those for listed building and advertisement consent.

**1.4** Considerable delays can result when applicants present their development proposals without having consulted the Planning Service first. Pre-application discussions are strongly encouraged in order to make applicants aware of the advice that is available to them, which should help to speed up the planning process.

**1.5** Eleven PAANs have been prepared for this purpose, providing detailed advice on the most common planning applications, which if followed should assist applicants wishing to undertake development and works of this kind and submit proposals that are more likely to be acceptable and approved.

**1.6** The PAANs are designed to assist applicants to submit their proposals without having to amend them later on in the assessment process. Without

having first discussed the advice available with officers, proposals are likely to require amendment leading to applicants facing additional expense preparing revised plans and re-notifying neighbours.

**1.7** The PAANs should not only assist applicants receive planning permission, but also within a reasonable timeframe.

**1.8** It is acknowledged that there may be additional requirements or new issues that may arise requiring review and amendments to the existing PAANs or the preparation of new ones. If considered necessary, this will be done and any changes or new PAANs would have the same status as those currently approved PAANs within this adopted SG.

## 2.0 The PAANs

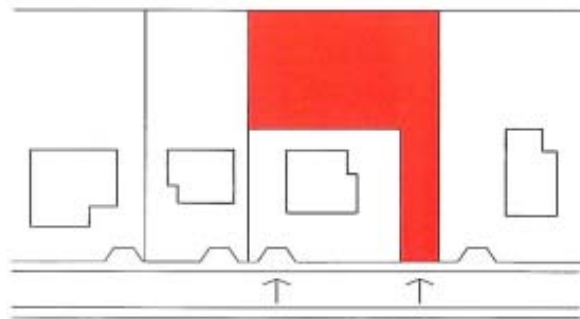
## Planning Application Advice Note No. 1

### BACKLAND and TANDEM RESIDENTIAL DEVELOPMENT

**Backland** sites are areas of ground which do not have a direct street frontage. They are linked to the road via an access between buildings which themselves have direct road frontages. Pressure for backland development comes in many forms; a new house within the rear garden of an existing house and the development of hidden sites accessed via a narrow lane between buildings are typical examples.

**Tandem** development is where a house is sited beside an existing house and it shares a common drive.

This Advice Note provides a guide to the issues that are considered in determining planning applications for these types of development.



Backland Development

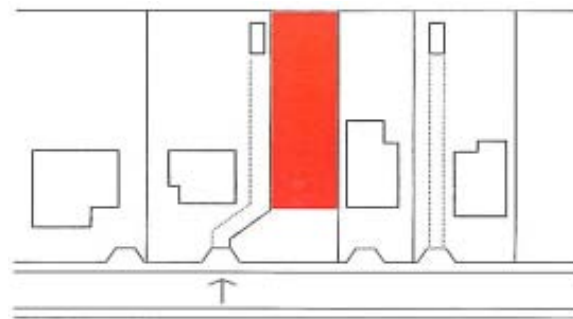
**Applications for backland residential development will be considered with reference to the following:**

- The impact of traffic generation and movement on the amenity of adjacent houses or flats.

The position of the site access and the location of any parking areas with particular reference to the proximity of existing residential buildings, the position of habitable rooms and windows within adjacent buildings, and the impact on areas of existing private garden ground will be assessed. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- The impact on traffic safety.

Vehicles and pedestrians must be able to enter and leave the site safely without danger to others. In this respect appropriate visibility sightlines must be provided at the entrance to the site. The access link may require to provide for vehicles passing dependent upon the length of the access and the number of houses being developed.



Tandem Development

- The shape of the site and its ability to be developed without unacceptable impact on adjacent houses or flats.

Considerations will include an assessment of the proximity between existing and proposed residential buildings, the relationship between windows within adjacent buildings (see window intervisibility guidance), the impact on daylight in adjacent houses or flats and the impact of shadow and disturbance on areas of existing private garden ground. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- Compatibility with established development.

The proposed development must be able to provide buildings and gardens comparable with and complementary to those in the immediate locality.

**Applications for tandem residential development will be considered with reference to the following:**

- The impact of traffic generation and movement on the amenity of adjacent houses or flats.

The position of the common drive and the location of any parking areas with particular reference to the proximity of existing residential buildings, the position of habitable rooms and windows within adjacent buildings, and the impact on areas of existing private garden ground will be assessed. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- The impact on traffic safety.

Vehicles and pedestrians must be able to use the common drive safely. In this respect the common drive may require to provide for vehicles passing dependent upon the length of the access.

- The shape of the site and its ability to be developed without unacceptable impact on adjacent houses or plots.

The proposed development must be able to be developed without unacceptable impact on adjacent houses or flats. Considerations will include an assessment of the proximity between existing and proposed residential buildings, the relationship between windows within adjacent buildings (see window intervisibility guidance), the impact on daylight in adjacent houses or flats and the impact of shadow and disturbance on areas of existing private garden ground. Proposals will only be supported where the resultant impact is considered to be comparable to or better than established levels of amenity evident in the immediate locality.

- Compatibility with established development.

The proposed development must be able to provide buildings and gardens comparable with and complementary to those in the immediate locality.

## Applications in conservation areas

The Greenock West End and Kilmacolm Conservation Areas are characterised by substantial villas set in large gardens. Understandably, there has been pressure for backland residential development in these areas. Historic Environment Scotland's Policy for Scotland explains the Government's position. The Scottish Government require the historic environment to be cared for, protected and enhanced. Development which does not respect the scale, design and detailing of existing buildings

will not generally be supported.

## Applications in the grounds of listed buildings

New development within the grounds of listed buildings must have regard to the following:

- The listed building should be maintained as the visually prominent building.
- The principal elevations of the listed building should remain visible from all key viewpoints. New building should not breach any close formal relationship between the listed building and traditional outbuildings.
- Formal gardens should not be affected.
- Developments in front gardens which damage buildings to street relationships will not be supported.
- If a listed building is proposed to be upgraded as part of any development, work requires to be implemented to the listed building as the first stage or as part of an agreed phasing scheme.

## Trees

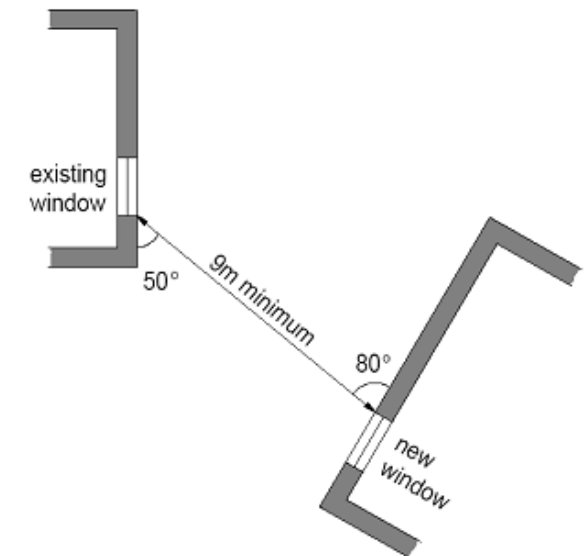
Some backland and tandem sites require tree felling to enable development. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional circumstances, the consent of the Council is required to fell or lop any tree covered by a TPO (Tree Preservation Order) or within a Conservation Area. The promotion of TPOs is an ongoing process and, in assessing applications for development, the Council has a duty to consider the visual impact which would result if tree felling is required.

## Window intervisibility

The table below details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

**Minimum Window to Window Distances (metres)**

Angle at window of any other house not more than:	Angle at window of house/extension etc. to be erected not more than:									
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40°	9	6	4	3	2	-	-	-	-	-
30°	6	4	3	2	-	-	-	-	-	-
20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-



## Planning Application Advice Note No. 2

### SINGLE PLOT RESIDENTIAL DEVELOPMENT

There is a constant demand to erect single houses, often within the grounds of large private gardens and occasionally on small derelict or undeveloped areas of ground. These developments are often beneficial, providing additional housing in sustainable locations and removing derelict and untidy sites from the streetscene.

This Advice Note provides guidance on the issues that are considered in determining planning applications for this type of development.

#### **Infill plots will be considered with reference to the following:**

- The plot size should reflect those in the locality.
- The proportion of the built ground to garden ground should reflect that in the locality.
- The distance of the building to garden boundaries should reflect that in the locality.
- The established street front building line should be followed.
- The proposed building height, roof design, use of materials and colours should reflect those in the locality.

- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable.

- Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.

- The level of on site car parking should accord with the National Roads Development Guide, should be comparable with the established pattern in the street and be capable of being implemented without detriment to road safety.

#### **Applications in Conservation Areas**

The Greenock West End and Kilmacolm Conservation Areas are characterised by substantial villas set in large gardens. Understandably, there has been pressure for infill residential development in these areas. Historic Environment Scotland's Policy for Scotland explains the Government's position. The Scottish Government requires the historic environment to be cared for, protected and enhanced. Development which does not respect the scale, design and detailing of existing buildings will not generally be supported.

#### **Applications in the grounds of listed buildings**

New development within the grounds of listed buildings must have regard to the following:

- The listed building should be maintained as the visually prominent building.
- The principal elevations of the listed building should remain visible from all key viewpoints. New building should not breach any close formal relationship between the listed building and traditional outbuildings.
- Formal gardens should not be affected.
- Developments in front gardens which damage buildings to street relationships will not be supported.
- If a listed building is proposed to be upgraded as part of any development, work requires to be implemented to the listed building as the first stage or as part of an agreed phasing scheme.

#### **Trees**

Some infill sites require tree felling to enable development. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional circumstances, the consent of the Council is required to fell or lop any tree covered by a TPO (Tree Preservation Order) or within a Conservation Area. The promotion of TPOs is an ongoing process and, in assessing applications for development, the

Council has a duty to consider the visual impact which would result if tree felling is required.

## Window intervisibility

The table to the right details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

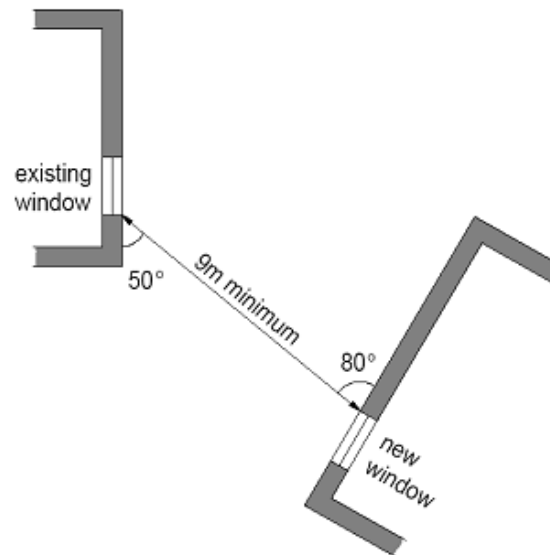


Brisbane Street, Greenock

### Minimum Window to Window Distances (metres)

Angle at window of house/extension etc. to be erected not more than:

Angle at window of any other house not more than:	Angle at window of house/extension etc. to be erected not more than:									
	90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
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50°	13	9	6	4	3	2	-	-	-	-
40°	9	6	4	3	2	-	-	-	-	-
30°	6	4	3	2	-	-	-	-	-	-
20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-





## Planning Application Advice Note No. 3

### PRIVATE and PUBLIC OPEN SPACE PROVISION in NEW RESIDENTIAL DEVELOPMENT

Open space provides two important functions; it contributes to “Placemaking”, providing space around and setting for buildings helping to establish the impression of an area, and it can be used to provide areas for outdoor leisure.

This Advice Note provides guidance on the required levels of public open space and private garden ground that should be included in new residential developments.

#### Types of development

No two sites are the same and residential development can range from the single house to sites in excess of 100 units. The standards required vary depending upon the scale of the development. The following definitions apply:

#### SMALL SCALE INFILL, INCLUDING SINGLE PLOTS

- 10 houses or fewer in a vacant / redevelopment site within a built up area.

#### LARGE SCALE INFILL

- more than 10 houses in a vacant / redevelopment site within a built up area.

#### GREENFIELD / EDGE OF TOWN

- the development of a site on the edge of or outside a town or village.

#### FLATTED INFILL

- the development of flats, irrespective of number of units, on a vacant / redevelopment site within a built up area.

#### FLATTED DEVELOPMENT WITHIN A LARGE SCALE INFILL OR GREENFIELD / EDGE OF TOWN SITE

- the development of flats, irrespective of number of units, as part of a larger infill development within a town or village, or on a greenfield / edge of town or village site.

#### Private Garden Ground

#### SMALL SCALE INFILL DEVELOPMENTS, INCLUDING SINGLE PLOTS

- new development should accord with the established density and pattern of development in the immediate vicinity with reference to front and rear garden sizes and distances to plot boundaries. In all instances the minimum window to window distances below should be achieved.

#### FLATTED INFILL DEVELOPMENTS

- flats should reflect the existing scale of buildings and townscape in the immediate environs. Open space need only be provided where surplus land is available following the provision of any off-street parking required.

#### LARGE SCALE (INFILL) OR GREENFIELD / EDGE OF SETTLEMENT SITE

- the following minimum sizes shall apply:
  - Rear / private garden depth - 9 metres, although where the rear garden does not back onto residential property or where dwellings in

neighbouring properties are significantly distant, this may be reduced if an area of screened side garden of size equivalent to a rear garden with a 9 metre depth can be provided.

- Front / public garden depth - 6 metres to the main wall.
- Distance from house to side boundary - 2 metres.
- Distance from house to side boundary when the house has an attached garage - 3 metres.

#### FLATTED WITHIN A LARGE SCALE INFILL OR GREENFIELD / EDGE OF SETTLEMENT SITE

- 10 square metres per bedspace based upon an occupancy rate of two persons per double bedroom and one person per single bedroom.

#### Public Open Space

In developments other than small scale infill and flatted infill sites, public open space is required to be provided to achieve both an appropriate landscape setting for the development and play space.

In such circumstances the following criteria will apply:

- Public open space should be provided at the indicative ratio of 1.64 ha per 1000 population. Population estimates are based upon occupancy rates of two persons per double bedroom and one person per single bedroom.
- It will be the responsibility of the developer to equip the play areas. Children's play areas and kickabout areas should comprise 0.32 ha per 1000 population.

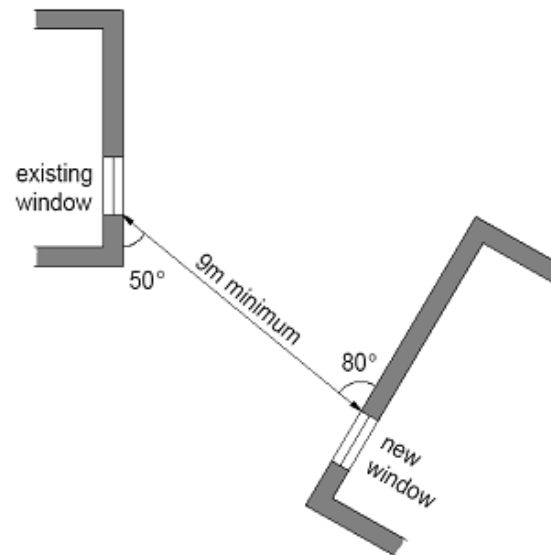
## Location of Play Areas

- Play areas should be located to ensure that they are overlooked, but at the same time must be positioned at least 10 metres distant from the boundary of the nearest residence.
- Where developments are located in close proximity to established parks or play areas, the Council may, in appropriate cases, consider as an alternative to on-site provision of play equipment the supplementing, at the expense of the developer, of existing play equipment in the nearby park or play area. This, however, will not absolve the developer of the requirement to provide amenity landscaped areas to enhance the setting of the development. Toddler play provision may not be required when the developer provides flat rear/private garden depths in excess of 9 metres.



Minimum Window to Window Distances (metres)

		Angle at window of house/extension etc. to be erected not more than:									
		90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
Angle at window of any other house not more than:	90°	18	18	18	18	13	9	6	4	3	2
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	60°	18	13	9	6	4	3	2	-	-	-
	50°	13	9	6	4	3	2	-	-	-	-
	40°	9	6	4	3	2	-	-	-	-	-
	30°	6	4	3	2	-	-	-	-	-	-
	20°	4	3	2	-	-	-	-	-	-	-
	10°	3	2	-	-	-	-	-	-	-	-
	0°	2	-	-	-	-	-	-	-	-	-



## Planning Application Advice Note No. 4

### HOUSE EXTENSIONS

Not all house extensions require planning permission. For works that do require planning permission, this advice note offers guidance on how a house can be extended by achieving a reasonable balance between the interests of those wishing to extend and the interests of their neighbours.

#### Rear extensions

- Single storey extensions should be designed so as not to cross a 45 degree line from the mid point of the nearest ground floor window of the adjoining house, or extend to a maximum of 4.5 metres from the rear wall of the original house.
- Two storey extensions will be considered on individual merit. They should not extend beyond 3.5 metres from the rear wall of the original house or result in unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.
- Where the other half of a semi-detached house has already been extended and that extension exceeds 3.5 metres (two storeys) or 4.5 metres (single storey) from the rear wall of the original house, then the house may be similarly extended to equal size.
- An extension should not result in more than 50% of the rear garden area being developed. In all cases an extension should not encroach within 5.5 metres of the rear garden boundary.

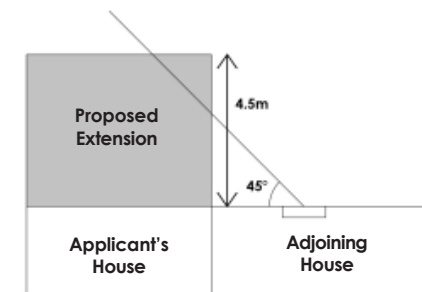
- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must either not exceed 2.5 metres above ground level or itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.

- The extension should be finished in materials to compliment those of the existing house.

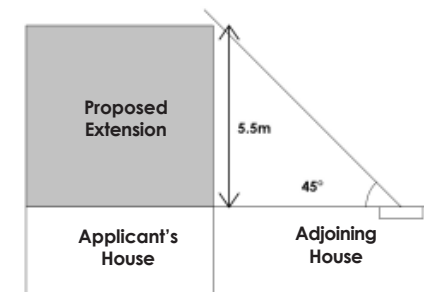
- The off street parking requirements of the Council's Roads Development Guide shall be met.

**ACCEPTABLE**



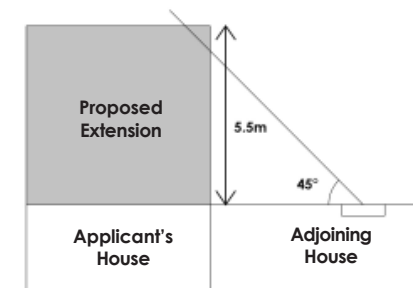
Extension encroaching 45 degree line

**ACCEPTABLE**



Extension more than 4.5 metres but not

**NOT ACCEPTABLE**



Extension encroaching 45 degree line

## Side extensions

- Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens, but bathroom windows fitted with obscure glazing will be acceptable. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must either not exceed 2.5 metres or itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.
- Ground level window positions should comply with the window intervisibility guidance. Windows of habitable rooms above ground level should comply with the window intervisibility guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, or if there is no direct view of neighbouring rear/private gardens or if it is a bathroom window fitted with obscure glazing.
- Windows which are visible from public areas shall match the scale, proportions and materials of those on the existing house.
- The roof over extensions should match the existing house roof. Extensions should be set back at least 1.0 metre from the site boundary.
- The off street parking requirements of the Council's Roads Development Guide shall be met.

## Conservatories and sun rooms

- Conservatories and sun rooms should be designed so as not to cross a 45 degree line from the mid point of the nearest ground floor window of the adjoining house, or extend to a maximum of 4.5 metres from the rear wall of the existing house, whichever is the greater.
- Where the other half of a semi-detached house has already been extended and that extension exceeds 3.5 metres (two storeys) or 4.5 metres (single storey) from the rear wall of the original house then the conservatory or sun room may extend to equal size.
- A conservatory or sun room should not result in more than 50% of the rear garden area being developed. In all cases a conservatory or sun room should not encroach within 5.5 metres of the rear garden boundary.
- Ground level window positions should comply with the window intervisibility guidance. Windows on side elevations should be avoided where they offer a direct view of neighbouring rear/private gardens. As an alternative, boundary screening of appropriate height may be considered where the design and impact on neighbouring residential amenity is deemed acceptable. Where screening is required, it must not exceed 2.5 metres above ground level or it may itself result in an unacceptable loss of light to a room in a neighbouring house. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

## Front porches

- Where applicable, porches should be pitch roofed to match the existing roof.

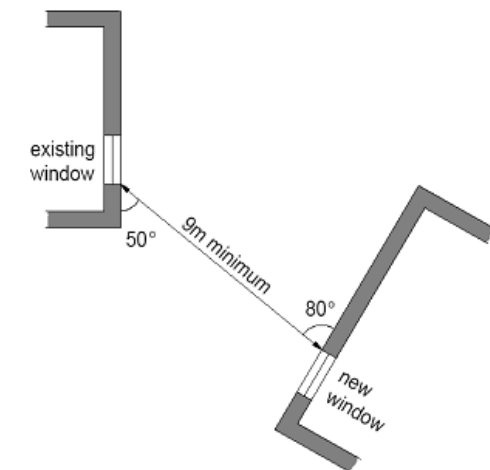
- Base courses should be finished in materials to match the existing house.

## Window intervisibility

The table below details acceptable levels of window to window intervisibility. The distances are taken from the shortest point between the windows.

Minimum Window to Window Distances (metres)

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40°	9	6	4	3	2	-	-	-	-	-
30°	6	4	3	2	-	-	-	-	-	-
20°	4	3	2	-	-	-	-	-	-	-
10°	3	2	-	-	-	-	-	-	-	-
0°	2	-	-	-	-	-	-	-	-	-



## Planning Application Advice Note No. 5

### OUTDOOR SEATING AREAS

The topography of Inverclyde provides many houses with spectacular views over the Firth of Clyde. Inland there are often opportunities to view open countryside. There is no objection in principle to balconies or decking being erected or extended, but they must take account of privacy and the impact it may have on neighbours' enjoyment of their gardens.

Outdoor seating areas are becoming increasingly popular, but must take account of privacy and the impact these may have on neighbours enjoyment of their gardens.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission.

#### Balconies & Roof Terraces

- These should be restricted in size to allow for limited seating and the enjoyment of wider views. Unless obscured from view from neighbouring housing. These should not be of a size that will afford residents the opportunity of undertaking a wide range of activities over extensive periods of day and evening to the extent that regular and/or continuous activity may impinge upon the enjoyment of neighbouring gardens.

- Where positioned within 9 metres of the garden boundary and where there is a view of the neighbouring private/rear garden area, the erection of screening shall generally be required. Screening may not be required in cases where

there is no increase in the intervisibility between and the overlooking of neighbours. Where screening is required and it is in excess of 2.5 metres high within 2 metres of a boundary or will itself result in an unacceptable loss of light to a room in a neighbouring house, then the proposed balcony or roof terrace will not be supported. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- The design and position shall be appropriate to the architectural design of the house.



#### Garden Decking & Raised Platforms

- The position should respect the rights of neighbours to enjoy their gardens without being the subject of intrusive overlooking. If raised more than 0.5 metres above the original ground levels, it should not be of a size that will afford residents the opportunity of undertaking a wide range of activities over extensive periods of day and evening to the extent that regular and/or continuous activity may impinge upon the enjoyment of neighbouring gardens.

- Where positioned within 9 metres of the garden boundary and where it will result in an increased view of the neighbouring private/rear

garden area, the erection of screening, either at the decking/platform edge or the garden boundary shall generally be required. Where screening is required and it is in excess of 2.5 metres high above ground level within 2 metres of a boundary or will itself result in an unacceptable loss of light to a room in a neighbouring house, then the proposed decking/platform will not be supported. The Council will use the Building Research Establishment publication "Site Layout Planning for daylight and sunlight: A guide to good practice" in making this assessment.

- The design and position of the decking/platform shall be appropriate to the architectural design of the house.



## Planning Application Advice Note No. 6

### DORMER WINDOWS

It is appreciated that many households require additional accommodation and that, in many cases, the most cost effective way is to use attic space. Dormer windows can help to maximise the floorspace.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission.



Nelson Street / Inverkip Street, Greenock

#### Design Principles

- Dormers should, preferably, be located at the rear of the house where they will be less conspicuous.

- A dormer should be subordinate to the existing roof in terms of its shape and size and should be set back from the wall head, be below the ridge line of the roof and be set back from the gable ends.
- Exposed fascia boarding on dormers should be used sparingly and should be painted to match the colour of the dormer faces rather than the window frames.
- Where practical the external cladding of the dormer should be similar to that of the original roof.
- Dormers on the hipped gable of a roof should be avoided.
- The window openings of the dormer should, where practical, follow the style, proportion and alignment of door and window openings in the existing house.
- On a building of traditional design, a pitched or sloping roof over each dormer should reflect the architectural style of the building.

## Planning Application Advice Note No. 7

### WINDOWS and ROOFLIGHTS in CONSERVATION AREAS and LISTED BUILDINGS

The appearance of a building and the impressions of a street and area can be impacted greatly by detailed features such as windows and rooflights. Where windows and rooflights are replaced in a piecemeal manner, resulting in a variety of different materials, profiles, colours and methods of opening, the visual quality of the building can be significantly reduced.

The Council seeks to ensure that the general quality of Inverclyde's built environment is improved to the benefit of all and is required to introduce policies and practice aimed at improving and enhancing the quality of

Conservation Areas and Listed Buildings.

This Advice Note provides a guide to the issues that are considered in determining applications for planning permission and listed building consent.

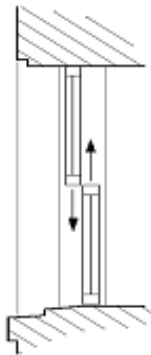
#### WINDOWS

Planning Permission is required for replacement windows in a Conservation Area unless the replacement is an exact replica with reference to materials, proportion, method of glazing (to change from single to double glazing is permitted) and method of opening. Listed Building Consent is required if it is proposed to replace windows in a building listed as being of Historical or Architectural Interest.

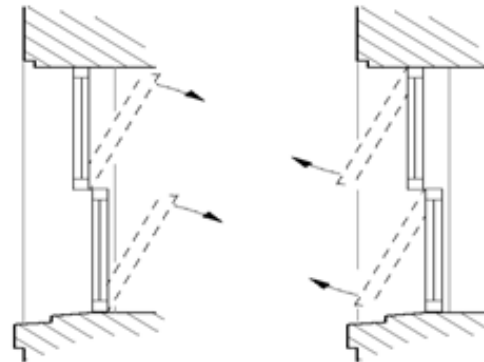
Proposals which accord with the following principles will be recommended for approval.

#### Listed Buildings (Category A and B)

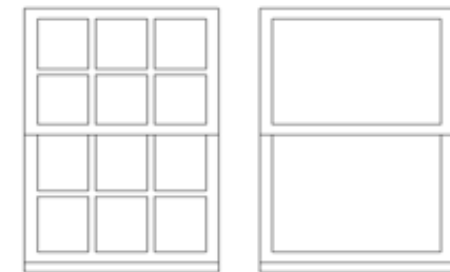
- Replacement windows should match the design of the original windows. For example, if the building was originally fitted with sash and case windows, traditional timber sash and case windows (top and bottom sashes should slide vertically to open) should be used in all elevations.
- Windows should be painted to accord with the original colour.
- Where appropriate, glazing bars should match the original in position and size.
- If sash and case windows are required, the bottom sash should be capable of opening inwards.



Sliding sash & casement window



Tilting sash & casement:  
Acceptable for Category 'C' Listed Buildings  
and in Conservation Areas



Glazing bars:  
Important to match original

## Listed Buildings (Category C)

- Replacement windows should match the design of the original windows, although variations to the method of opening will be considered. For example, if the building was originally fitted with sash and case windows, traditional timber sash and case windows (top and bottom sashes should slide vertically to open) or tilting sash windows manufactured in either timber, uPVC or aluminium with a plasticated wood grain effect finish are acceptable options.
- Window frame colour should match the original.
- Where appropriate, glazing bars should match the original in position and size.



Barrhill Road, Gourock

## Conservation Areas

For unlisted buildings in Conservation Areas:

- Windows should match the design of the original windows, although variations to the method of opening will be considered.
- Traditional timber sliding sash and case window frames (painted in the original colour).
- uPVC sliding sash and case (window frame colour should match the original).
- Aluminium with a plasticated wood grain effect finish sash and case (window frame colour should match the original).
- Tilting sash windows in timber, uPVC or aluminium with a plasticated wood grain finish (window frame colour should match the original).
- Stepped windows with a combination of sliding, tilting or side opening in timber, uPVC or aluminium with a plasticated woodgrain finish (window frame colour should match the original).
- In all cases glazing bars should match the original in position and size. Bars inserted into double glazed window units are inappropriate.

## ROOFLIGHTS

Traditionally, rooflights were used to light areas such as attics. Modern rooflights have now become a popular and effective way of providing daylight where roofspaces are utilised for

additional accommodation. Modern rooflights can, however, be intrusive, especially if they are oversized, sit considerably above the roof plane, are of square or horizontal proportions or result in a proliferation.

Proposals for new or replacement rooflight windows in Listed Buildings and Conservation Areas will be supported subject to the following criteria:

- In Category A and B listed buildings, original rooflights should only be replaced where absolutely necessary and where the design and proportions of the new rooflight follows that of the original installation. Additional rooflights should be restricted to secondary or less prominent roof slopes.
- Where new or replacement rooflights are proposed, conservation type rooflights should be installed. This is of particular importance on public elevations.
- Rooflights should have low profile framing, be designed with glazing bars where appropriate, be coloured to blend in with roof finish and be flush fitted.
- The position of the rooflights should ensure a balanced and symmetrical appearance to a building.
- Rooflights should be designed with a vertical format and should not be oversized. Several smaller rooflights is preferable to one large rooflight.



## Planning Application Advice Note No. 8

### SITING and DESIGN of HOUSES in the GREEN BELT and the COUNTRYSIDE

Inverclyde's countryside is a valuable resource. Much of it is within the Clyde Muirshiel Regional Park and, in general, development is sparse. It is important that the character of the countryside is retained and that where development occurs it merges into the landscape. Where policies permit the development of new houses, the following design principles apply.

#### Siting of New Housing

- Prominent positions on skylines, ridgelines and hill tops and, where in silhouette the buildings will break the landform, are inappropriate.
- Buildings should be set into the landform with excavation or infill minimised.
- Sites adjacent to or within groups of other buildings will be favoured.
- Tree belts and wooded areas can be used as a backdrop to a house to minimise the visual impact.

#### Design of Housing

##### EXTERNAL WALL FINISH

- Natural stone or wet dash render are traditional to the Inverclyde countryside and should be used.

##### BASECOURSES

- Where a traditional wet dash finish is used, it is expected that this will be applied down to ground level.
- Where a basecourse is used, this should be minimal and finished in a smooth cement render.

##### UNDERBUILDING

- Excessive underbuilding should be avoided.

##### WINDOWS AND DOORS

- All windows should have a vertical emphasis and be surrounded by a smooth cement margin.
- Doors should similarly be surrounded by a cement margin.

##### ROOF

- A minimum pitch of 35 degrees should be achieved.
- The roof should be finished in natural slate or a synthetic slate look-a-like tile which reflects the size, colour and edge detail of a natural slate.

##### EAVES / SKEWS

- Boxed eaves, with large fascia boards and barge boards should be avoided.

##### ROOFLIGHTS

- When required, they should be located at the rear roof plane, have a vertical emphasis and be flush fitted with secret guttering.

##### DORMERS

- The design of dormer windows should accord with the design guidance contained in **Planning Application Advice Note No. 6** on dormer windows. They should be positioned on the roof to vertically line with windows and / or doors on the facade below and be symmetrical.

##### PORCHES

- If required, these should be designed as an integral part of the building.
- Wall finishes, windows, roofs and eaves / skews should reflect the remainder of the building.



## Converting Buildings to Residential Use

The conversion or re-use of existing buildings in the countryside for residential use will be acceptable subject to the following :

- The building should be structurally sound, must be originally constructed of brick or stone with a slate roof or similar and be largely intact and capable of conversion without substantial demolition and rebuild.
- A structural survey of the property has to be submitted to accompany any planning application.
- The original scale, character, proportion and architectural integrity of the building shall remain intact and any extension shall require, at all times, to be subsidiary to the original building.



- Where a traditional building, the detail of design shall follow the criteria specified previously under the heading "Design of Housing".

## Extending Existing Residential Buildings

Residential buildings are of a variety of shapes and sizes and it is important that alterations to such buildings ensure that their original character is maintained. In this respect, any extension to an existing residential building shall require the following:

- To be subsidiary in scale and position to the original dwellinghouse
- To follow the design details specified in the "Design of Housing" in the case of traditional buildings.

## Planning Application Advice Note No. 9

### SITING and DESIGN of NEW FARM and FORESTRY BUILDINGS

Inverclyde's countryside is a valuable resource. Much of it is within the Clyde Muirshiel Regional Park and, in general, development is sparse. It is important that the character of the countryside is retained and that where development occurs it merges into the landscape.

#### Siting of New Buildings

- Prominent positions on skylines, ridgelines and hill tops and, where in silhouette the buildings will break the landform, are inappropriate.
- Buildings should be set into the landform with excavation or infill minimised.
- Sites adjacent to or within groups of other buildings will be favoured.
- Tree belts and wooded areas can be used as a backdrop to a house to minimise the visual impact.

#### Design of New Buildings

##### ROOFS

- Where traditional roofing material is proposed a minimum 35 degree pitch should be achieved using a natural slate or a synthetic slate look-a-like tile which reflects the size, colour and edge detail of a natural slate. On large buildings requiring wide roof spans, high pitch roofs would

have a significant impact. Also many buildings, for economic reasons, will propose the use of modern materials. Under such circumstances roofs should seek to blend in with the landscape or be finished in a colour to match the farm buildings in the immediate vicinity. Where large buildings use modern materials a low pitch roof should be used. Flat roofs are not appropriate.



Lukeston Farm, Bridge of Weir

##### WALLS

- Natural stone or wet dash render are traditional to the Inverclyde countryside and are acceptable. Where steel framed buildings are proposed, they should seek to blend in with the landscape or be finished in a colour to match other farm buildings in the immediate vicinity.

## Planning Application Advice Note No. 10

### SIGNAGE & ADVERTISEMENTS

Signs and advertisements are an integral feature in towns and make an important contribution to the visual appearance of an area. This Advice Note offers guidance on acceptable levels of signage aimed at achieving the balance between traffic safety, visual amenity and the requirement to advertise the presence of a business.

#### Hoardings

As part of an overall display including, where appropriate, fencing, landscape displays and seating, hoardings can make a positive contribution where used to screen visually prominent industrial and commercial sites, construction sites and vacant / derelict land. Except where applications will lead to a proliferation of hoardings along a street or within an area, proposals which bring about environmental improvement by screening commercial sites and vacant / derelict land will be supported.

Application for hoardings can only be considered with reference to amenity and public safety. As such, applications for hoardings will not generally be supported in the following circumstances:

- rural locations.
- predominantly residential areas.
- on the gables and walls of roadside buildings.



East Hamilton Street, Greenock

#### Advance Directional Signs

Advance directional signs for commercial properties will not generally be supported other than in the exceptional circumstance of being necessary in the interests of road safety. Where appropriate, advance signage should be incorporated within the network of national road signage. Advance directional signage solely for the purpose of advertisement will not generally be permitted.

#### Forecourt Signage

Forecourt signage can lead to unnecessary visual clutter and should be kept to the minimum necessary to inform customers or clients.

#### Totem Signs

Totem signs can have a significant impact on amenity. Where possible, signage should be added to an existing nearby totem sign. A new totem sign will generally only be considered where it is located within the development site boundary.

#### Hotels, Bed & Breakfast, Restaurants and Public Houses

The level of signage permitted will have regard to the location and nature of the premises. In predominantly residential areas signs should be restricted to a single non-illuminated sign. In commercial areas signage will generally be limited to one sign per gable per establishment. Incidental menu boards and directional signs (e.g. Lounge Bar / Restaurant etc.) at appropriate entrances may be acceptable provided they do not lead to clutter. Totem signs are generally only acceptable as an alternative to signage on the building and/or where the building and its function is not clearly evident.

#### Car Sales

Due to the size of car sales premises sites can, on occasion, be the subject of excessive signage which can present an image of clutter. Building fascia signage and a single totem sign will be permissible. In addition, incidental advertisement on sale vehicles will also be acceptable. Illumination of signage, where considered to adversely affect nearby residential property or road safety, will not be permitted. The use of flags, flywheels and balloons will not generally be supported.

#### Free-standing Display Signs / Bus Shelter Signage

Support will generally be given to bus shelter signage when there are no road safety issues. Similarly free-standing display signs, when incorporated in the public facilities (e.g. public toilet / payphones) will generally be supported. All such proposals which fail to preserve or enhance the character or appearance of Conservation Areas, or which adversely affect the setting of a Listed Building will be opposed.

# PLANNING APPLICATION ADVICE NOTES

## Temporary Event Signs / Flyposting

These will be opposed. Where such signage relates to events within Council property consideration will be given to cancelling lets. In all other cases the Council will give due consideration to seeking prosecution.



## Shop Signage

Signage should be limited to one fascia sign and one projecting sign per shop frontage subject to the following criteria :

- Signage should in all cases be limited to the upper fascia. Lettering and advertising shall not generally be permitted on any lower fascia or on pilasters.
- In listed buildings and in conservation areas, fascia advertising shall generally be limited to the name of the business with no extraneous logos permitted. Any non-timber fascia panels should

have a matt non-reflective finish. Illumination will generally only be permitted by way of individual internally illuminated letters or by appropriately designed downlighters.

- Projecting signs should be positioned at upper fascia level.
- In listed buildings and in conservation areas projecting signs should be top hung from a traditional wrought iron bracket. They should have a maximum dimension of 600mm. Internal illumination is not generally permitted. External illumination may be by trough light.

## Planning Application Advice Note No. 11

### SHOPFRONT DESIGN

Shopfronts are an important element in the streetscape. Their design can have a significant impact on the appearance of buildings and streets and on the image of a shopping area.

This Advice Note provides a guide to good design features that can enhance the image of the retailer.

#### Design and Proportion

The design and proportion of the shopfront is based on the framing of the window and door around the fascia board, stallrisers and pilasters. It is inappropriate to consider the shopfront in isolation, as it should reflect the other shopfronts both within the building (if in a tenement or parade of shops) and the street. Replacement shopfronts should comply with following design criteria:

- New shopfronts should either retain or reintroduce traditional high level windowheads and shallow fascias.

- Where alterations have resulted in lowered internal ceilings behind lowered secondary fascias, the high level fascias should be re-introduced with the lower level fascia replaced by mirrored glass.
- Stallriser heights may vary in depth, but are generally between 400 - 500mm. The finish of the stallriser should reflect the overall design on the building and shopfront.
- Pilasters act to delineate each shop and should run the full height of the shopfront through the stallriser, window height and fascia.
- The door and window positions and design should reflect the original design of the shopfront and building and the vertical emphasis.
- There are a variety of different materials available including stone, timber, aluminium, granite, marble and uPVC. Where a shopfront is in a listed building or a conservation area, the material should reflect the status of the building and utilise traditional materials.
- Shopfronts should be finished in any B Range matt or eggshell colour.

#### Canopies and Awnings

The re-introduction of traditional awnings, recessed at the base of the fascia, will be supported. Awnings should be matt finished canvas or cloth in a colour to reflect the shopfront. Gloss, plastic, or static canopies will not generally be supported.

#### Security

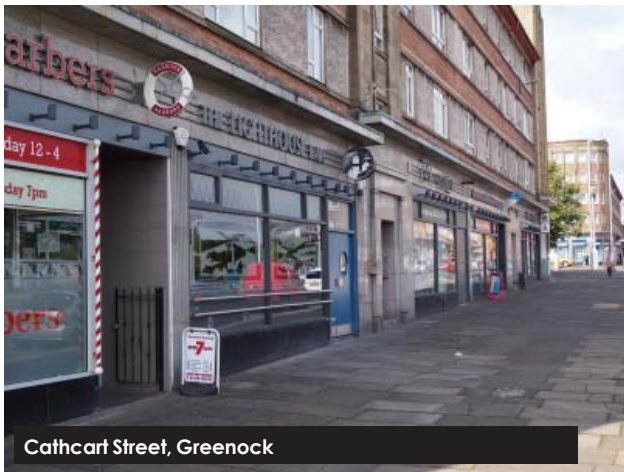
Shop window displays make an important contribution to the vibrancy and interest of shopping areas. This contribution is significant during the evenings when shop front displays are illuminated. This guide is aimed at ensuring that window displays continue to make a contribution while at the same time recognising the need for security.

In listed buildings and in conservation areas roller shutter blinds should comply with the following criteria:

- The shutter should be lattice grilled.
- The shutter should be positioned behind the shop window and / or door.
- The shutter box should be recessed behind the fascia.
- Where external security grilles are required, side hung grille panels, which may be removed daily at the commencement of trade, may be acceptable. Recessed doors may be protected by an appropriately designed security gate.



# PLANNING APPLICATION ADVICE NOTES



In all other cases, roller shutters which protect the glazing will be permitted providing:

- The shutter should be latticed grilled.
- The shutter box should be recessed behind the fascia or, subject to appropriate design, a sub-fascia.
- In isolated shop units and in exceptional circumstances where evidence recognises a high level of vandalism and burglary, solid external security shutters may be permitted.
- Shutters and grilles should be painted to match shopfront.

Alarm boxes are acceptable in all cases subject to appropriate consideration of their design, size, colour and position.

## Signage

Signage should be limited to one fascia sign and one projecting sign per shopfront, subject to the following criteria:

- Signage should in all cases be limited to the upper fascia. Lettering and advertising shall not generally be permitted on any lower fascia or on pilasters.
- In listed buildings and in conservation areas, fascia advertising shall generally be limited to the name of the business with no extraneous logos permitted. Any non-timber fascia panels should have a matt non-reflective finish. Illumination will generally only be permitted by way of individual internally illuminated letters or by appropriately designed downlighters.
- Projecting signs should be positioned at upper fascia level.
- In listed buildings and in conservation areas projecting signs should be top hung from a traditional wrought iron bracket. They should have a maximum dimension of 600mm. Internal illumination is not generally permitted. External illumination may be by trough light.