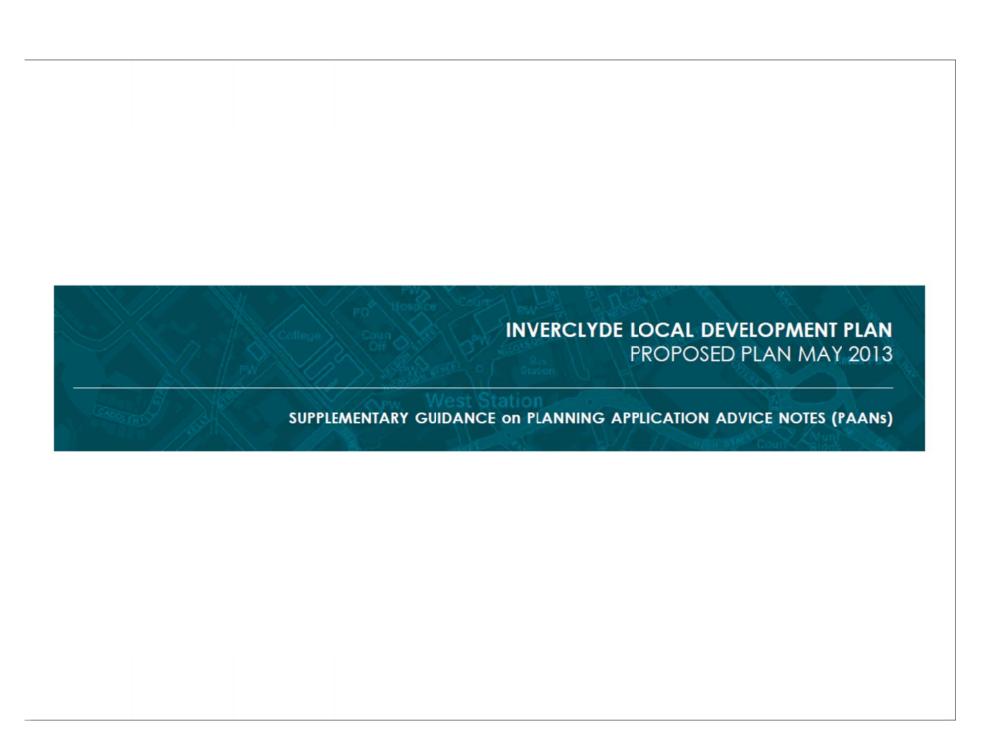
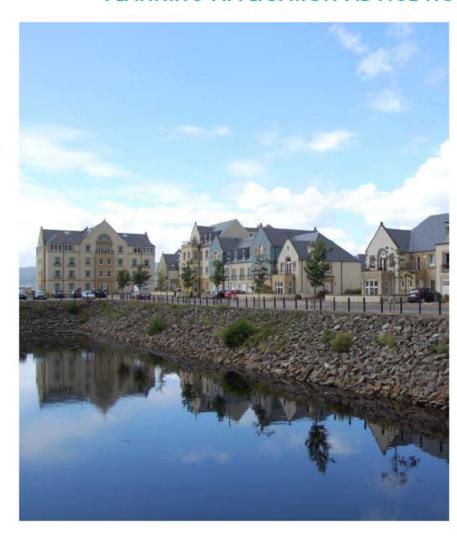
# **APPENDIX 2**

**PLANNING APPLICATION ADVICE NOTES** 



#### CONTENTS

- 1.0 Purpose and Background
- 2.0 Relationship to LDP: Proposed Plan
- 3.0 The PAANs
  - 1 Backland and Tandem Residential Development
  - 2 Single Plot Residential Development
  - 3 Private and Public Open Space Provision in New Residential Development
  - 4 House Extensions
  - 5 Balconies and Garden Decking
  - 6 Dormer Windows
  - 7 Window Replacement in Conservation Areas and in Listed Buildings
  - 8 Siting and Design of New Houses in the Countryside
  - 9 Siting and Design of New Farm Buildings
  - 10 Signage and Advertisements
  - 11 Shopfront Design



#### 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 will become operative from the time of adoption of the Inverclyde Local Development Plan (LDP), following expected approval by the Council in the summer of 2014. 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. There is a statutory obligation to determine applications within two months, with the Scottish Government setting targets of 90% for householder, 85% for minor business and industry and overall, 80% for all applications being determined within the statutory period.
- 1.4 The Council has published a Charter and has a Service Plan setting out its obligations with respect to these matters.
- 1.5 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.

- 1.6 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.
- 1.7 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.
- 1.8 The PAANs should not only assist applicants receive planning permission, but also within a reasonable timeframe. They should also help the Council to determine planning applications within the statutory time period and thereby assist the Council in achieving Scottish Government targets.
- 1.9 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 Relationship to LDP: Proposed Plan

2.1 The PAAN Nos. 1-11 are designed to supplement the policy content of the LDP. The PAANs are referenced in the LDP under a number of policies, in particular in Chapter 6 and to a lesser extent, chapters 7 and 9.

2.2 The relevant policies are:

Chapter 6: Policy RES1 – PAAN Nos. 1; 2 & 3

Chapter 6: Policy RES5 - PAAN Nos. 4; 5; 6 & 7

Chapter 6: Policy RES7 - PAAN Nos. 8 & 9

Chapter 7: Policy TCR7 – PAAN Nos. 10 & 11

Chapter 9: Policies HER1 and HER4 - PAAN No. 7

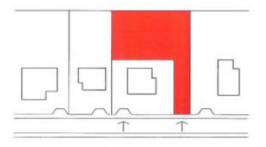
Planning Application Advice Note No. 1

# 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.

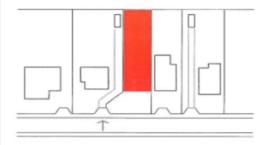
This Advice Note provides a guide to the issues that are considered in determining planning applications for these types of development.



**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 safety without danger to others. In this respect appropriate visibility sightlines must be provided at the entrance to the site and 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 & Backland 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 intervisibilty guidance), the impact of 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.
- Compatibility with established development. 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 intervisibilty guidance), the impact of 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.
- 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 Scotland's Scotlish Historic Environment Policy explains the Government's position. The Scotlish Gov-ernment 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 build-ings 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 principal viewpoints. New building should not breach any close formal rela-tionship 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 sites require tree felling to enable de-velopment. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional cir-cumstances, 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 TPO's 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 intervisibilty:

not

other house

window of

Angle at

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

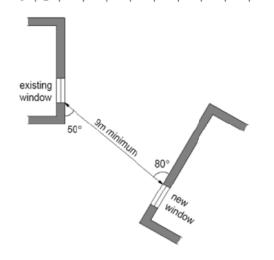
#### Minimum Window to Window Distances (metres)

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

30° 20°

10°

		erected not more than.									
		90°	80°	70°	60°	50°					
	90°	18	18	18	18	13					
more than:	80°	18	18	18	13	9					
	70°	18	18	13	9	6					
	60°	18	13	9	6	4					
	50°	13	9	6	4	3					
	40°	9	6	4	3	2					
	30°	6	4	3	2	-					
	20°	4	3	2	-	-					
	10°	3	2			-					
	O°	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 immediate locality.
- The proportion of the built ground to garden ground should reflect that in the immediate locality.
- The distance of the building to garden boundaries should reflect that in the immediate 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 immediate locality.

- Ground level window positions should comply with the window intervisibilty 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.
   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 intervisibilty guidance. Windows on side elevations will only be permitted if the distance to the nearest boundary exceeds 9.0 metres, 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 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 Scotland's Scotlish Historic Environment Policy explains the Government's position. The Scotlish Gov-ernment 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 build-ings 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 principal viewpoints. New building should not breach any close formal rela-tionship 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 de-velopment. The Town and Country Planning (Tree Preservation Orders and Trees in Conservation Areas) (Scotland) Regulations 2010 deem that in all but exceptional cir-cumstances, 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 TPO's 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.

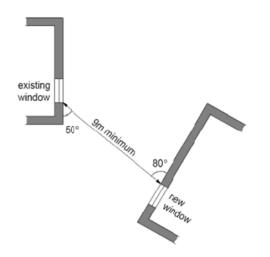
#### Window intervisibilty:

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 house/extension etc. to be erected not more than:

-											
io i		90°	80°	70°	60°	50°	40°	30°	20°	10°	0°
Angle at window of any other house more than:	90°	18	18	18	18	13	9	6	4	3	2
	80°	18	18	18	13	9	6	4	3	2	-
	70°	18	18	13	9	6	4	3	2	-	-
	60°	18	13	9	6	4	3	2	-	-	-
	50°	13	9	6	4	3	2	-		-	-
	40°	9	6	4	3	2					-
jud	30°	6	4	3	2	-	-	-	-	-	-
at wi than:	20°	4	3	2	-	-	-	-	-	-	-
Angle more	10°	3	2	-	-	-	-	-	-	-	-
ΑĚ	0°	2	-	-	-	-	-	-	-	-	-



Planning Application Advice Note No. 7

# WINDOW REPLACEMENT in CONSERVATION AREAS and in 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. Where windows are replaced in a piecemeal manner, resulting in a variety of different materials, profiles, colours and methods of opening, the 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. 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 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.

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

Proposals which accord with the following principle 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.

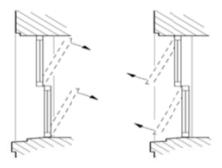
- Windows should be painted to accord with the original colour.
- Where appropriate, glazing bars should match the original in position and size.
- If sash and case windows are required, the bottom sash should be capable of opening inwards.

#### Listed Buildings (Category C):

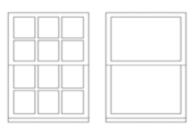
 Replacement windows should match the design of the original windows, although variations to the method of opening will be considered. For example, if the building was originally fitted with sash and case windows,



Sliding sash & casement window



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



Glazing bars: Important to match original

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.

- Windows should be painted to accord with the original colour.
- Where appropriate, glazing bars should match the original in position and size.

#### Conservation Areas:

The following replacement windows are acceptable:

- 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 (painted in the original colour).
- uPVC sliding sash and case (finished in the original colour).
- Aluminium with a plasticated wood grain effect finish sash and case (finished in the original colour).
- Tilting sash windows in timber, uPVC or aluminium with a plasticated wood grain finish (finished in the original colour).

- Stepped windows with a combination of sliding, tilting or side opening in timber, uPVC or aluminium with a plasticated woodgrain finish (finished in the original colour).
- In all cases glazing bars should match the original in position and size. Bars inserted into double glazed window units are inappropriate.

#### 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 ref-erence 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 where the size and siting of a hoarding is considered not to be in keeping with the scale and character of the area.

#### Advance Directional Signs:

Advance directional signs for commercial properties will not generally be supported other than in the exceptional circumstances of signage being neces-sary in the interests of road safety. Where appropriate, advance signage should be incorporated within the network of na-tional road signage. Advance directional signage solely for the purpose of advertisement will not generally be permitted and in such circumstances proprietors should consider other means (e.g. the use of newspaper and radio advertisement) as a method of attracting business.

#### 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 en-trances may be acceptable provided they do not lead to clutter. Totem signs are only acceptable as an alternative to signage on the building and/or where the building and its function is not clearly evident.

#### Petrol Filling Stations:

It is recognised that petrol brands and prices are important considerations to many motorists. Signage, however, shall generally be limited to positions on the canopy and the kiosk fascia and to a single pole sign. Inciden-tal signage on pumps and around valeting facilities will be ac-ceptable provided they do not lead to clutter. Illumination of signage, where considered to adversely affect nearby residen-tial property or road safety, will not be permissable.

#### 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. Signage will be permissable on the same level as petrol filling stations (canopy signage, building fascia signage and a single totem sign). In addition, incidental advertisement on sale vehicles will also be acceptable. Illumination of signage, where considered to ad-versely 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.

#### Temporary Event Signs / Flyposting:

These will be opposed. Where such signage relates to events within the Council property, due 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.
- In listed buildings and in conservation areas, fascia advertising shall generally be limited to the name of the busi-ness 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 de-signed 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 street-scape. 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, but they should vary in depth generally between 400 - 500mm. The finish of the stallriser should reflect the overall design on the build-ing 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 egashell colour.

#### Canopies and Awnings:

The re-introduction of traditional awnings, recessed at the base of the fascia, will be supported. Awnings should be matt fin-ished 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 dis-plays 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.

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 subfascia.
- In isolated shop units and in exceptional circumstances, where evidence recognises a high level of vandalism and burglary, solid external security shutters may be per-mitted.
- 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 per-mitted 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.