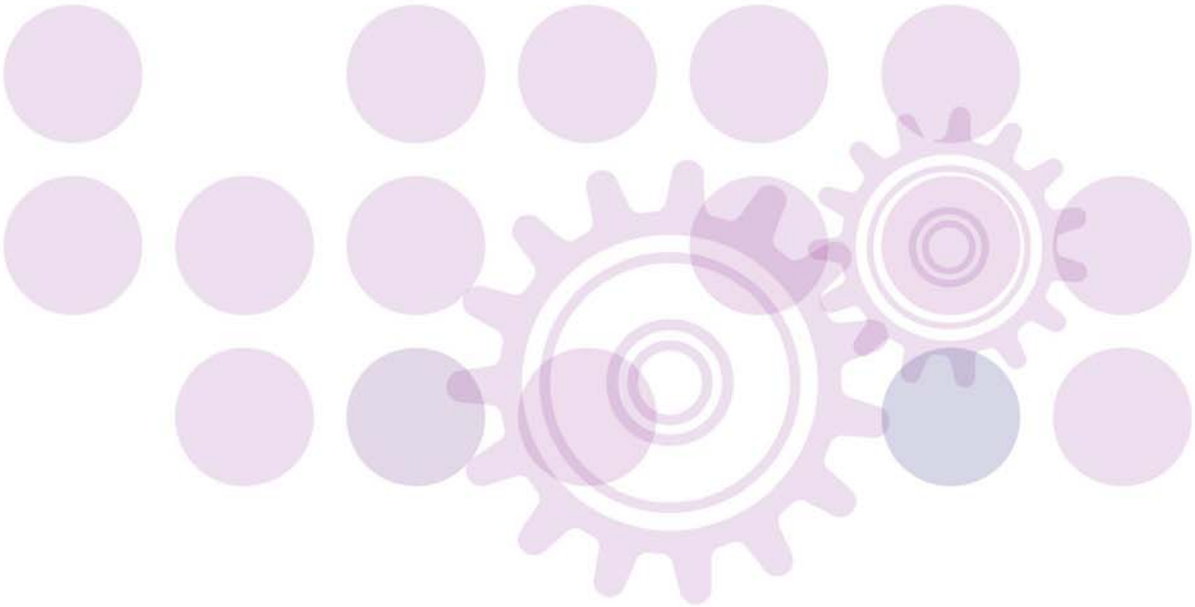
spd 02

supplementary planning document

Brighton & Hove City Council's Local Development Framework

adopted 8th september 2005

shop front design



Brighton & Hove

What is an SPD?

A Supplementary Planning Document (SPD) is one of the material considerations that can be taken into account when determining a planning application. It forms a part of the Local Development Framework (LDF) and is intended to elaborate upon policies in the Development Plan Documents (DPD). This SPD is one of a series produced by Brighton & Hove City Council and it is to be read in conjunction with the DPDs. Each SPD has been subject to a period of formal consultation and approval under the LDF. In preparing this SPD the council has had particular regard to Government policy as set out in Planning Policy Statement 1: Delivering Sustainable Development and Planning Policy Guidance Note 15: Planning and the Historic Environment.

This SPD was adopted by the council's Environment Committee on 8th September 2005. It supplements policies QD8, QD9, QD10, QD11, HE1, HE6 and HE10 of the Brighton & Hove Local Plan adopted on 21st July 2005.

Introduction

The city of Brighton & Hove has a wealth and variety of shops and shopping streets which make a significant contribution to the quality of life in the city and its attractiveness as a place to both live and visit. The design and appearance of shop fronts play an essential role in ensuring that these diverse shopping centres continue to thrive and prosper by improving perception of the public realm and in this way contribute significantly to the local economy.

The aim of this SPD is to give detailed policy guidance on the replacement of existing and the installation of new shop fronts throughout the city, in order to raise the standard of design quality and to enhance the attractiveness and local distinctiveness of the city's shopping centres. This in turn will contribute towards maintaining their long-term economic vitality. Particular attention will be given to ensuring that new shop fronts preserve and enhance the city's historic buildings and areas. This policy guidance will also address access and security issues as well as the installation of shop blinds. Proposals for shop fronts should utilise where appropriate energy efficiency measures and consider the benefits of natural light and ventilation and the sustainability of materials that are used. Planning applications which take proper account of this policy guidance are likely to be dealt with both positively and quickly.

For the purposes of this SPD, reference to a shop front includes all ground floor premises with a fascia sign and/or window display, including non-retail uses such as banks, building societies, estate agents, cafes, bars, restaurants, hot food takeaways and launderettes. Reference to a blind includes a canopy or awning.

The SPD is split into three parts. Part A deals with the design of shop fronts themselves; part B deals with shop security; and part C deals with shop blinds and canopies. Shop signage will be covered in a separate, wider SPD on advertisement signs.

The illustrations in this SPD are intended to help explain the points made in the text; they should not be used as examples to copy for the purposes of planning applications.

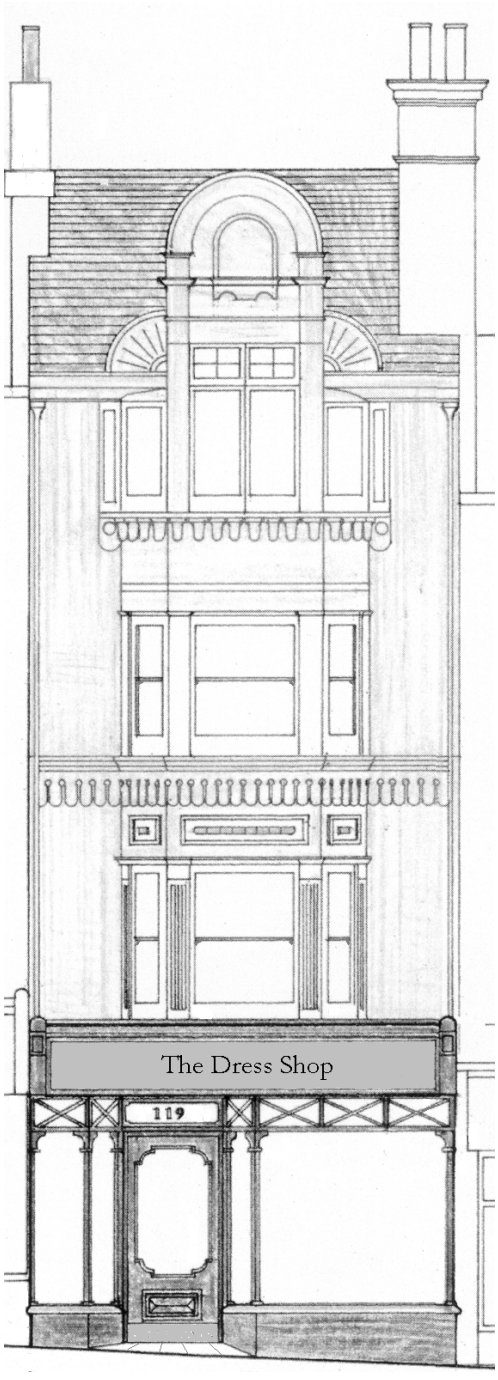
Part A: Shop Fronts

1. Replacement of Existing Shop Fronts

There are usually sound reasons why a shop front may be proposed for replacement. The existing shop front may clearly be in poor physical condition, visually unattractive, unsuitable for the proposed use or may suffer from poor accessibility. In such cases the principle of replacing the shop front will normally be accepted. However, where no such reasons are clearly evident the council will expect the applicant to demonstrate why replacement is proposed, in the interests of sustainability, and will expect such proposals to represent a clear improvement in design quality over the existing shop front.

2. What Makes a Good Shop Front – General Principles

A good shop front should respect but not copy the scale, proportion and architecture of the building above it, so that it forms an integral part of the building. Each frontage may therefore be separate with its own individual style, but respecting the form of the building above and frontages to each side. This gives the shopping street rhythm and harmony without monotony. In the case of uniform parades or distinct architectural groups, however, the council will seek to ensure that the shop fronts achieve a similar degree of uniformity in design and proportion.



The wider character of an area must be respected and care taken to ensure that standard designs are not imposed on areas, or even individual streets, with distinct architectural, historic or social character. The council will expect corporate images to be adapted and modified to suit each particular location and will refuse proposals which seek to impose a standard corporate solution and ignore distinctive local characteristics. Innovative, contemporary designs will be welcomed provided they have regard to their wider context and meet the other requirements of this SPD.

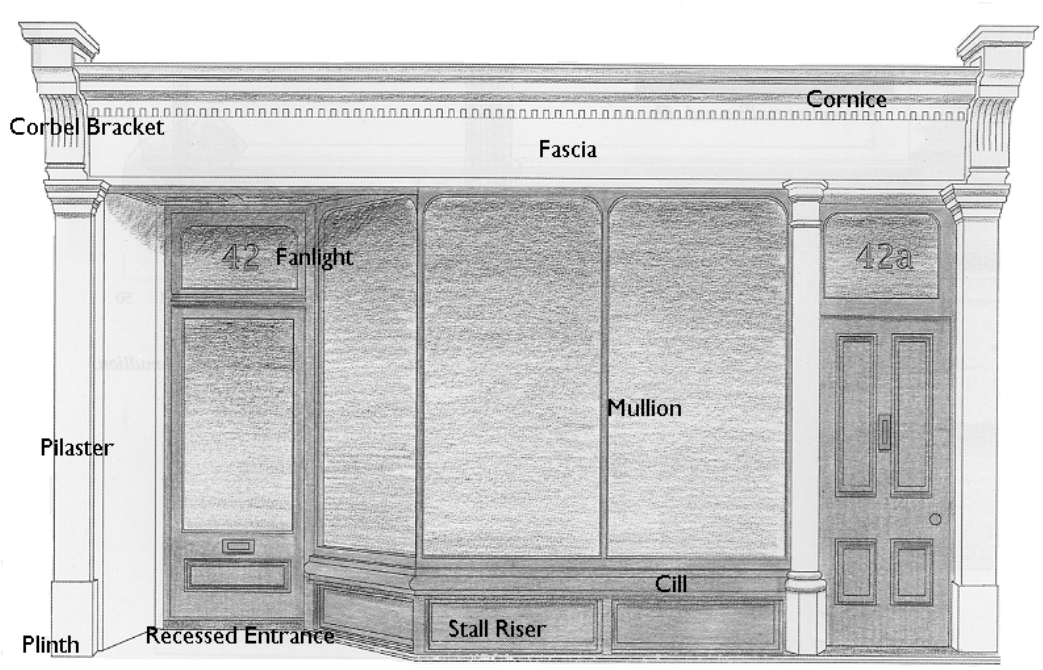
The design of a shop front should also take into account the proposed use of the internal floor space so that an active display is maintained to shop windows wherever possible. Excessive internal lighting can spoil the intended effect; it should be energy efficient and respect the wider character of the area.

3. The Main Elements of a Shop Front

The key to achieving a good shop front design is proportion. The shop front should make visibly clear that there are means of

support to the building above. It should make full use of the original ground floor height and have a vertical or horizontal emphasis consistent with the building as a whole. A vertical emphasis will normally be the appropriate approach where the parent building is Regency or Victorian in period. Good proportion will be achieved by careful consideration of the inter-relationship between the five principal elements of a shop front:

- ☑ The Pilasters
- ☑ The Fascia
- ☑ The Stall Riser
- ☑ The Shop Window
- ☑ The Entrance



A traditional local shop front showing the principal elements

☑ The Pilasters

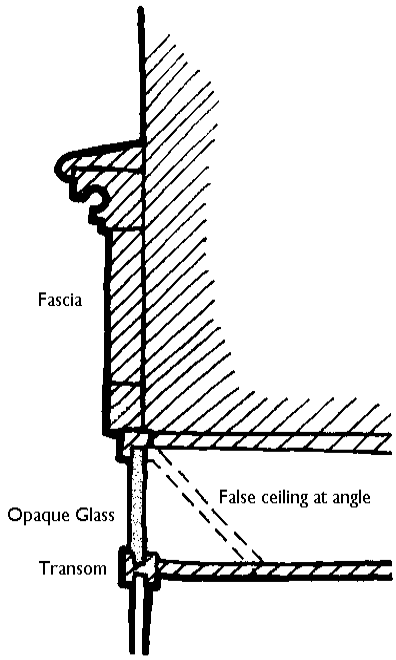
The pilasters at each end of the shop front should be clearly articulated and appear as solid supporting elements. In some cases a third pilaster may be used to frame a separate entrance to accommodation above the shop. On larger shop fronts there may be a pair of pilasters framing the shop entrance.

☑ The Fascia

The fascia is probably the most noticeable element of a shop front but is the element with the most potential for causing visual harm if over-dominant. For this reason special care should be taken over its treatment and it should be designed as an integral part of the shop front. Scale is most important and the depth of the fascia should be in proportion to the width of the pilasters. It should be contained within the width formed by the pilasters or corbel brackets and the depth formed by the cornice line above and the head of the window frame below. The fascia should never encroach upon the first floor window cills above nor

upon any of the shop window below. Where the replacement of an existing over-large fascia is proposed, the council will expect the replacement fascia to be reduced in scale to fit the above criteria. In some cases the original fascia may still remain below later over-boarding and in such cases opportunity should be taken to restore the original fascia.

The relationship between the fascia and the shop window below is also important. Deeply projecting fascias that form a substantial overhang will not be acceptable and the addition of bulky box signs onto existing fascias will not be permitted. The formation of a sub-fascia below the main fascia will also be considered inappropriate. If an internal false ceiling would appear below the window head it should either be angled upwards to meet the frame head or, alternatively, a transom rail should be inserted into the window with opaque glass to obscure the false ceiling. *(See illustration right).*



Where there is a single occupier of two or more adjacent shop units, the fascia should not span across the units. Each shop front should have a separate fascia, divided by corbel brackets or similar device. The identity of multiple units can be retained through a unified approach to colour and lettering etc. The fascia should normally be the main location for any shop front signage and this should include the street number.

☑ The Stall Riser

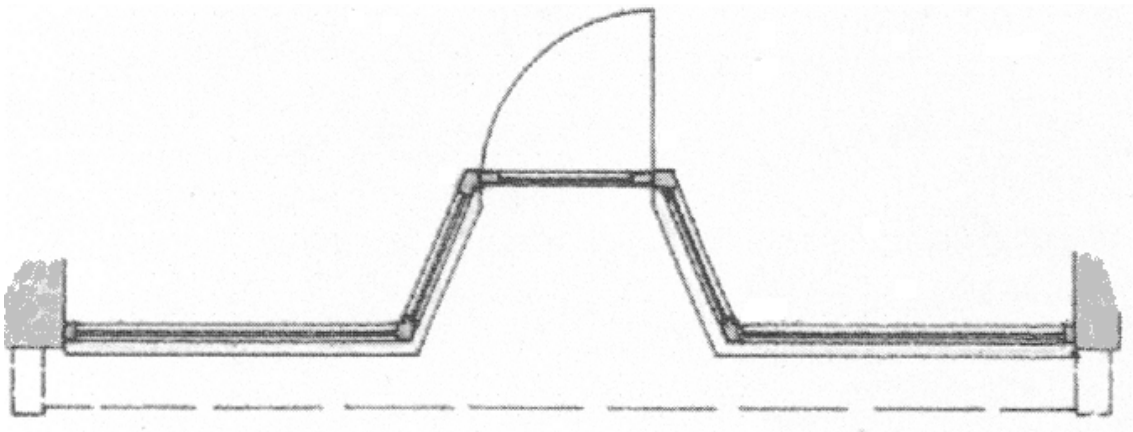
The stall riser should form a solid visual base to the shop front. This also serves a practical purpose by providing protection from kicks and knocks and providing a raised area for window display. Stall risers will vary in height depending upon the style and proportions of the building as a whole, the use of the shop itself and the prevailing stall riser height of neighbouring shop fronts. In the case of a uniform group of buildings the stall riser height will be expected to be consistent. Where a wide shop unit, or a series of adjoining units in the same use, is located on a slope the stall riser height should step up or down to coincide with vertical divisions such as pilasters. *(See illustration below).*

☑ The Shop Window

The shop window should extend full height up to the bottom edge or underside of the fascia. This gives better proportions and allows for greater natural light. The window itself may be divided vertically with mullions to achieve the necessary vertical emphasis, to give rhythm to the frontage and to reflect the proportions of the building above. A horizontal transom rail may also be appropriate, particularly on taller shop frontages. Thick, bulky mullions and transoms should be avoided except on some large scale frontages. They should instead be eye-catching features with careful attention paid to detail. The window should normally have a substantial cill overhanging the stall riser below to provide good weathering protection as well as visual interest. Mirrored or heavily tinted glass is normally inappropriate but the careful and limited use of etched glass can be successful where an element of screening is required.

☑ The Entrance

The entrance gives an important first impression of the shop and business. It should be located with regard to the design and proportions of the building above, the layout of the shop itself, the need for easy access and the design of adjoining shop units. In most cases the entrance should either be located centrally within the shop front or at one end. Where the shop front forms a pair with an adjoining one the entrance will be expected to match its neighbour. The entrance should ideally be recessed from the shop window; this not only gives visual relief to the frontage and breaks down its scale but extends the display space, allows easier access for all and gives protection from the weather. The entrance door(s) will often have a fanlight above and making the fanlight openable will assist in achieving natural ventilation to the shop.



A recessed central entrance

4. Materials

The choice of materials and finishes is a major factor in determining the long-term attractiveness of a shop front. The materials and finishes should be carefully chosen on the basis of their appropriateness to the character of the area; their visual sympathy with the building above; their long term durability; and their environmental sustainability. Applications which fail to demonstrate that they have met these criteria will be refused.

Sustainability of Materials

The Building Research Establishment's 'Green Guide to Specification' is a reputable source of information on the comparative sustainability of various construction materials. It provides summary ratings for different materials in each category, based upon a range of seventeen different sustainability criteria. The ratings are A, B or C where A is the most sustainable material overall and C the least. Whilst the Guide does not have a category specifically on 'Shop Fronts', it does have a category on 'Windows'. Under this category the typical materials likely to be used for shop fronts are rated as follows:

Hardwood	*A*
Softwood	*A*
Aluminium	*B*
Steel	*B*
UPVC	*C*

The ratings for hardwood and softwood are based upon the use of timber sourced only from sustainably managed forests.

5. Listed Buildings and Conservation Areas

In considering applications for listed buildings and properties in conservation areas, the council has extra duties to consider the impact of any alterations on the architectural or historic interest of the building and to preserve or enhance the appearance and character of the conservation area in question. Therefore, in such cases, the council will expect new or altered shop fronts to pay particular attention to the appearance and character of the area in which they are situated and to incorporate appropriate local detail.

Existing historic shop fronts

Where a building retains an original or historic shop front, consent will not be granted for its removal. Instead, the shop front should be sensitively restored. All original architectural features of the shop front should be retained and must not be concealed or obscured. Proposals to adapt historic shop fronts to allow for disabled access will, though, be considered sympathetically provided that they are sensitive to the historic character of the particular building and are carefully detailed.

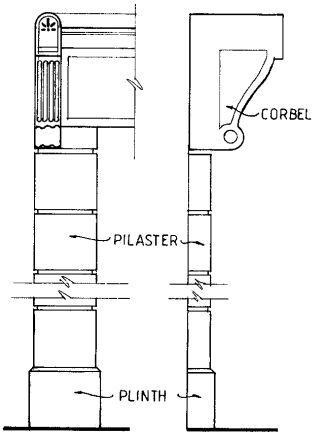
New shop fronts

In many cases the appropriate approach to a new shop front to a listed building or an historic building in a conservation area will be a traditional painted timber shop front, of a style that reflects the architecture of the building above and the particular character of that conservation area. However, poorly detailed 'pastiche' designs based upon, but not accurately re-creating, original designs will be rejected. Instead, joinery detailing should carefully match patterns and profiles traditional to that historic area.

Contemporary designs will be welcomed where the overall scale and proportions would be sympathetic to the building and area and it is demonstrated that the design, detailing and materials are of a high standard. Contemporary designs are most likely to be appropriate in larger scale buildings of more robust architectural style and in larger scale shopping streets; they will rarely be appropriate in small-scale historic buildings, particularly where they are listed. However, a contemporary shop window and door can often be successfully inserted into the original framework of fascia and pilasters. But the imposition of standard corporate designs and images will be strongly resisted.

Pilasters and Corbel Brackets

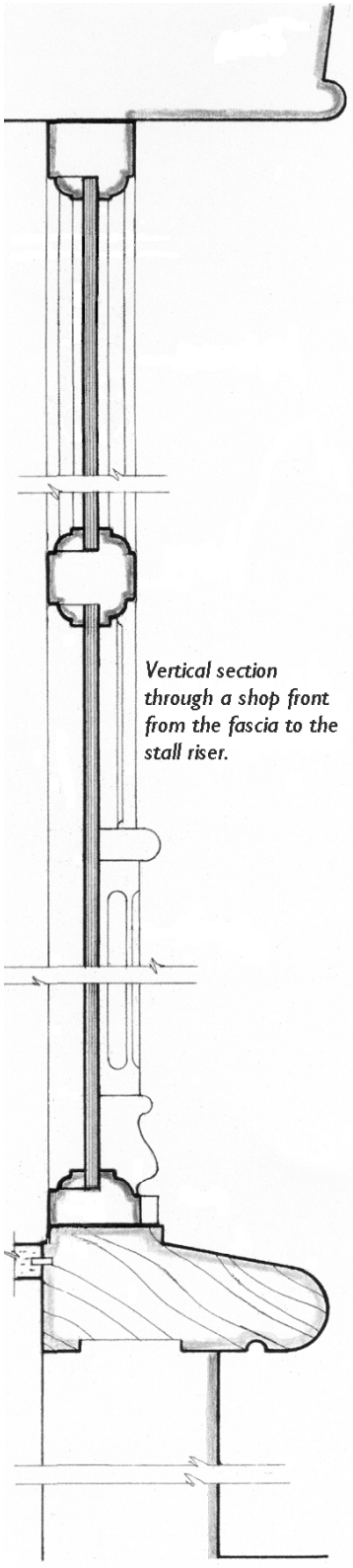
Original or traditional pilasters and corbels must not be altered or removed. Where they are missing or partially missing the council may require their reinstatement. New pilasters should have a plinth at the base and should be treated in the prevailing material of the building. In most cases this is likely to be painted stucco render, sometimes with fluted mouldings, but may be brick or painted timber. The corbel brackets should project well forward of the fascia. Original corbels are varied in design and it is important to match typical local types. These are generally in stucco or painted timber but occasionally in brick or terracotta.



The Fascia

Fascias may either be on the same plane as the building frontage or canted at an angle; where the original fascia is canted so should any replacement. New fascia boards should not project forward of the face of the original. A previous non-original fascia may instead have to be removed to accommodate the new one. The fascia should have a moulded cornice to cap it, in stucco or timber with a lead cover flashing. The fascia itself should have a painted finish and preferably be in timber. Marine quality plywood is an acceptable alternative to solid timber. Glossy or reflective acrylic or plastic fascias are unlikely to be acceptable. Beaded mouldings should not be applied to form a frame around the edge of the fascia.

Sign written lettering or individually applied letters (in timber or metal) will often be more appropriate than complete applied signboards, as they maintain the relationship between the fascia and the cornice and corbel brackets.



Vertical section through a shop front from the fascia to the stall riser.

The Stall Riser

A typical traditional stall riser will usually be between 450mm and 700mm high and will have a moulded projecting cill, though late-Victorian and Edwardian shop fronts sometimes have a shallower stall riser. They should be rendered, painted timber panelling or facing brick, depending on the materials used on the building itself and surrounding buildings. Some Victorian stall risers (and pilasters too) were faced in glazed, brick-shaped ceramic tiles usually in green but sometimes in brown or red. Reproductions of these tiles are commercially available. However, modern square ceramic or composite tiles or mosaics are not acceptable. Where a timber panelled stall riser is proposed this should have properly detailed panels; applied surface beading to create a panelled appearance will not be acceptable as it not only looks flimsy but also weathers poorly. Some historic stall risers include a cast iron balustrade allowing light through to the basement room. Such examples should always be retained and where this is a prevailing feature the council may require its reproduction in a new shop front. Contemporary shop fronts often work best with plain rendered stall risers.

The Shop Window

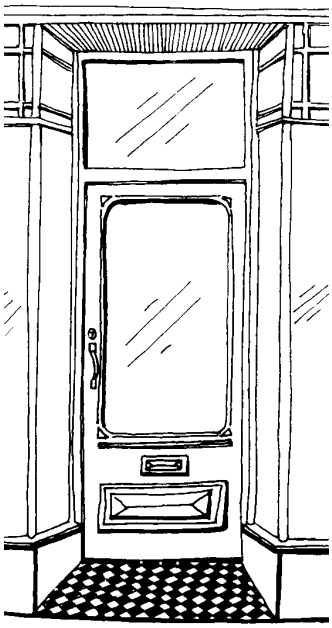
Shop windows should reflect the vertical emphasis of the building and mullions will help to break up large stretches of glass. Traditionally window frames, mullions, transoms and cills were of painted softwood and this will normally be the appropriate material and finish for new shop fronts of traditional design. Hardwood was occasionally used for high specification shop fronts and allowed delicate decorative joinery. Where a painted finish is proposed in hardwood it is important to ensure that it is a species which absorbs a painted finish well.

The council may insist upon circular section or other special joinery details where the shop is in a listed building or in a conservation area where a number of original shop fronts exist. The cill should be have traditional moulded profile that overhangs the stall riser. Glazing should be single-glazed only in clear glass. Natural ventilation should be considered and can be achieved via a narrow cast iron or bronze grille above a horizontal transom rail or by opening lights above transom level.

Bronze was also sometimes used for traditional shop window frames to good effect and examples still remain; they have a scarcity value and should be retained. New shop frames in bronze would generally be welcomed.

Modern framing materials such as extruded aluminium and UPVC, which are smooth, flat textured and plain in section, will rarely be considered acceptable on historic buildings and certainly not in an attempt to mimic a traditional design. Powder-coated cast aluminium, stainless steel and frameless glazing can all suit contemporary designs.

Shop fronts which comprise a series of folding doors, usually proposed for café and restaurant uses, and which enable the entire frontage to be open in fine weather, are problematic in historic buildings. When fully open they result in a ground floor void lacking any solid base to the building, whilst when closed the proportions of the folding doors result in too much vertical sub-division. The necessary heavy frames are also generally inappropriate in a historic context. They will be discouraged in listed buildings and historic buildings within conservation area except in some cases where the property is set back from the pavement with a substantial private forecourt. However, it may be acceptable instead to propose folding windows or horizontally sliding windows which sit upon a solid stall riser. This can achieve the same effect in fine weather whilst retaining a solid visual base to the shop front at all times.

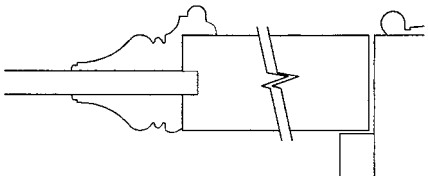


The Entrance and Door

A traditional recessed entrance door should normally be set back by at least 800mm from the building frontage. Where a recess is not practical or is not typical of the area, the entrance door should be set back between 50mm and 100mm from the shop window in order to provide some visual relief in oblique views and the opportunity for a level threshold. The entrance surface or ramp may be laid with stone or geometric tiles but care should be taken to ensure a slip-resistant finish. The council will also encourage the incorporation of one-off designs relating to the shop use into the entrance surfaces and good recent examples of this exist, using mosaics for example. This contributes towards the aim of local distinctiveness.

The design of the shop door itself should reflect the design of the shop front and windows, with a bottom panel or 'kick plate'. This will often be of a height to match the stall riser except in the case of very low or high stall risers. The door and window frames must be the same material and

finish. Painted softwood, two-thirds glazed doors are usually the most appropriate. Solid unglazed panelled doors are appropriate for separate access to upper floors. The most common local traditions are either 'raised and fielded' panels or recessed panels with 'bolection' mouldings and these should match the detailing of any panels to the stall riser.



Section through door with recessed panel & bolection moulding

Colour and Finishes

The choice of appropriate colour will depend upon the character of the particular area or street and the council will normally only seek to limit colour schemes where the shop front is an original example in a listed building. Traditionally, rendered areas such as stall risers and pilasters were painted in a contrasting colour to the joinery in smooth masonry paint. Neutral or pale shades such as white, off-white, cream and pale grey were typical. This approach will often still be the most appropriate one. Pilasters and corbel brackets should be a consistent colour; where they are shared by adjoining shops they should not be painted half one shop front colour and half the adjoining colour. Original facing brick and original bronze or hardwood frames should not be painted and textured coatings should never be used. Joinery is normally best painted in a gloss or semi-gloss finish; a stained finish is almost always inappropriate in historic areas. The key to a successful colour scheme is to avoid colours with a high intensity which would make them overtly dominant in the street scene. Traditional joinery colours are dark blue, dark green, red, brown, black and white and using a consistent colour is preferable for all joinery.

6. Empty Shops

It is recognised that there will be occasions, when properties are vacant, that shop fronts may need to be boarded up for security reasons. It is important that this is only done as a temporary measure whilst steps are taken to bring the shop back into to use. The boarding up of premises has significant impact on a building's appearance and on the surrounding area. Clusters of boarded-up premises can result in a rundown appearance which can harm the visual amenity and vitality of an area. Therefore conditions will be imposed on planning permissions for boarding-up shop fronts limiting the proposal to a specific period.

In addition, the council will require such boarding to be decorated in a way that helps to maintain the attractiveness and vitality of the area. In many cases this may simply mean that the boarding be painted in a colour to match the fascia and/or pilasters. However, in major shopping streets or in the case of large or multiple shop units, the council may require the use of professionally painted or screen printed designs on the boarding. This not only maintains the appearance of the area but also discourages graffiti and flyposting.

7. Access for All

Provision should be made for easy access to all shops for disabled people. This will also aid access for people with pushchairs and elderly people. The advice given in this section is a summary of the main considerations relating to shop fronts only. Any proposed alterations to an existing shop front should result from a full appraisal of accessibility options and, in the case of historic shop fronts, a flexible and pragmatic approach should be taken that secures reasonable adjustments whilst respecting the special interest of the shop fronts.

Level access through the door must be provided, with no threshold step, and the approach from the back edge of the pavement should also preferably be level but certainly at a maximum gradient of 1:12. Where unavoidable, threshold weather bars should have a maximum upstand of 15mm and be chamfered or rounded where over 5mm.

The entrance door should be visually distinct from the rest of the shop front and a recessed entrance achieves this. Where the entrance is not recessed the door should have some form of visual manifestation, such as etched glass banding, to distinguish it. The entrance door should have a minimum clear opening of 775mm, which will mean a single doorset of 1000mm width. Where doors have two leaves it will be necessary for a wheelchair user to obtain access without having to open both doors. Apart from being of adequate width, access doors should be easy to open by those with limited strength. Automatic sliding doors are welcome on large modern shop fronts and are preferable to automatic revolving or swinging doors.

Frameless glass doors can be dangerous as people with visual impairment and children may not see them, while wheelchairs may damage the glass. They must therefore be clearly marked and provided with kick plates. Visual warnings on glass doors should be marked at two levels; one set between 850mm – 1000mm and another 1400mm – 1600mm from the floor. These should take the form of bands at least 50mm high, or logos at least 150 mm high. Features such as bells and door handles should be set about 1000mm above the ground and, for ease of use, lever handles are preferred to knob handles. Self-closers, if fitted, should not be so strong that they hinder access by elderly or disabled people, or indeed people with small children or those carrying heavy loads.

8. Is Permission Required?

Planning Permission

A new or replacement shop front will always require Planning Permission. Alterations to an existing shop front that involve a material change in its appearance will also require Planning Permission. Typical examples are:

- The removal of a shop front in whole or in part;
- The replacement or alteration of architectural features such as window frames and doors, decorative cornices, corbel brackets or other mouldings;

- Altering the frontage line (i.e. installing or removing a bay window, closing or creating a recessed entrance);
- Enlarging or reducing the size of a shop window or changing its shape, form, proportions or materials;
- Removing or adding mullions, transoms or glazing bars;
- Moving the position of the entrance;
- Replacing the shop door(s) with one of a different design or in different materials;
- Enlarging or reducing the size, depth or bulk of the fascia;
- Installing reflective or obscure glass;
- Applying stone, artificial stone, timber, plastic or tile cladding to pilasters, stall risers etc;
- Removing or installing steps or a ramp.
- Boarding up a shop front.

Works of repair or minor 'like for like' replacement do not require Planning Permission. Redecoration does not require planning permission unless the property is covered by an Article 4 Direction.

Listed Building Consent

A new or replacement shop front within or attached to a listed building and any alterations which affect its special architectural or historic interest will always require Listed Building Consent. For example, in addition to the items requiring Planning Permission mentioned above, the following works will require Listed Building Consent:

- The removal, addition or alteration of entrance floor tiles;
- The removal of an original blind and/or blind box;
- The installation of an extractor fan outlet;
- Painting any previously unpainted areas of the shop front;
- Repainting in a markedly different colour;
- Painting with a textured paint;
- Alterations to the interior.

Enforcement

Where shop fronts that fail to comply with the advice in this SPD are installed without the necessary permission, the council will consider taking enforcement action to secure their removal.

Other Legislation

Building Regulations approval will most likely be required for new or replacement shop fronts and some alterations to existing shop fronts. Check with a Building Control Officer before proceeding.

Full account should be taken of the Disability Discrimination Act (1995) with regard to access to the premises.

There may also be requirements for ventilation of the premises and this should be checked with an Environmental Health Officer.

9. Drawing Requirements for Planning Applications

An application for a new or replacement shop front, or significant alterations to an existing shop front, should be accompanied by 1:20 scale plans, elevations and sections of both the existing and proposed shop fronts and 1:50 or 1:100 scale elevations showing the shop front in context with the building above and those either side. In addition, photographs of the existing shop front in context will be helpful.

Where the proposal is for a listed building or a historic building within a conservation area, there will be further requirements of 1:1 scale joinery details of elements such as cornice, corbel brackets, cill, mullions, transoms, stall riser panels and door panel.

Part B: Shop Security

1. General Principles

Shop security measures may be needed to address break-ins, vandalism, exclusion of rough sleepers from recessed entrances and insurance requirements. Such measures should always be carefully considered at the design stage of a new shop front. Where an existing shop front requires additional security this should be limited to the minimum measures necessary; should as far as possible be integral to the shop front; and should be chosen on the basis of aesthetics, the need to retain a visible display, long-term durability and ease of maintenance.

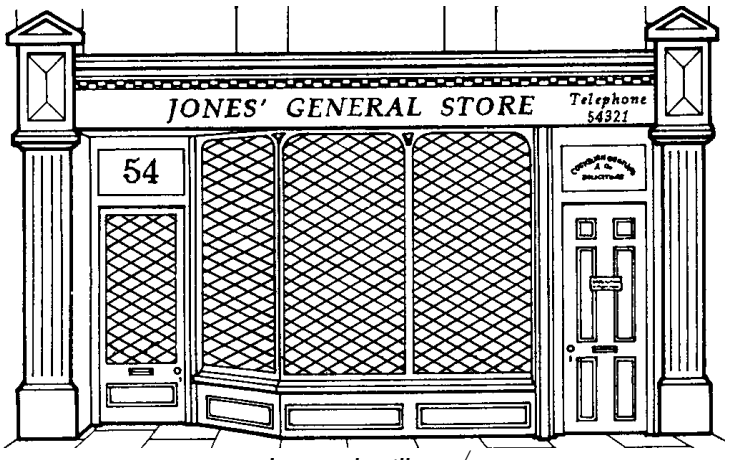
Where speculative retail units are provided as part of a new development scheme, the council will expect them to incorporate the necessary space for roller grille housings and guidance channels within the fascia area and pilasters, so that future occupiers have this option easily available.

2. Glazing

Laminated glass provides security without generally affecting the appearance of the property and is the first solution that should be considered. Whilst it is heavier than ordinary glass, it can still be used where quite delicate joinery detail is required. Unlike other security measures no additional installations or fixings are required and no consents are needed to install laminated safety glass. Small paned windows are less of a temptation to wilful damage than large sheets of plate glass, and cheaper to replace. Consideration should be given to this at the design stage.

3. Internal Grilles or Shutters

The use of internal grilles does not require planning permission, and is generally the next most favourable solution. However where the shop is part of a listed building, Listed Building Consent may be required and solid internal shutters may in some cases be considered inappropriate in a listed building.



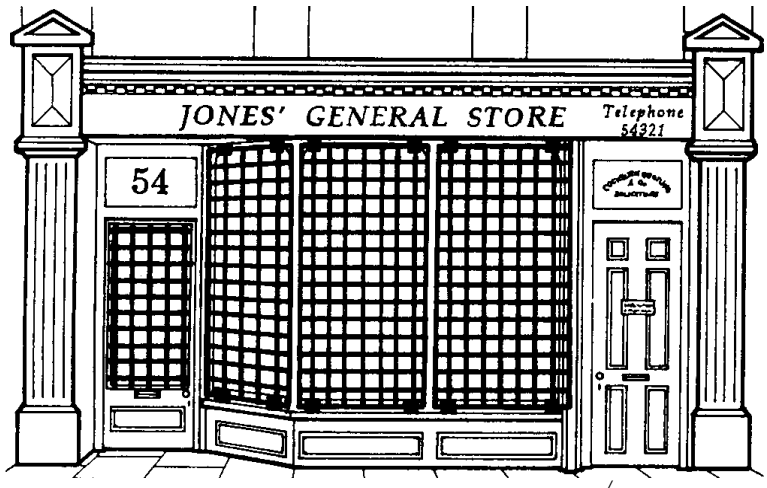
Internal grilles √

4. Removable or Demountable Grilles

All external grilles require planning permission. Removable or demountable grilles generally consist of steel mesh construction in a square grid or lattice pattern, set in a steel frame, which allow the shop front and display to remain visible when in place. However, as no bulky box housings are required, removable grilles are generally an acceptable alternative to internal ones provided that:

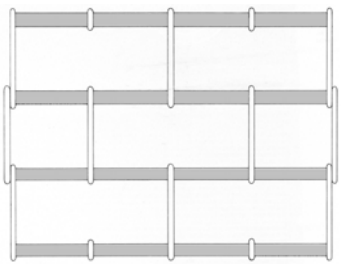
- Fixings are concealed or painted to match the shop frame;
- Fixings do not damage architectural features or mouldings;
- When in place the grilles do not cover pilasters.

Grilles should be colour finished to match the shop front or bronze anodised, and must always be stored inside the shop or otherwise out of sight when not in use. Bespoke or artist designed grilles are a welcome alternative to standard products.



Removable or demountable grilles √

5. External Roller Grilles



External roller grilles require planning permission. Manufactured in steel and aluminium, they consist of a series of interlocking rods which roll up into a coil protected by a box. When down they form a brick-bond shaped pattern allowing the shop front and display to remain visible. They may be acceptable if the following points are taken into account in an application:

- As the box housings for roller grilles are bulky and unattractive when exposed, they must be concealed behind the fascia or set back beneath it and painted to match it.
- The guidance channels should be concealed, colour finished to match the shop front or be removable during the day.

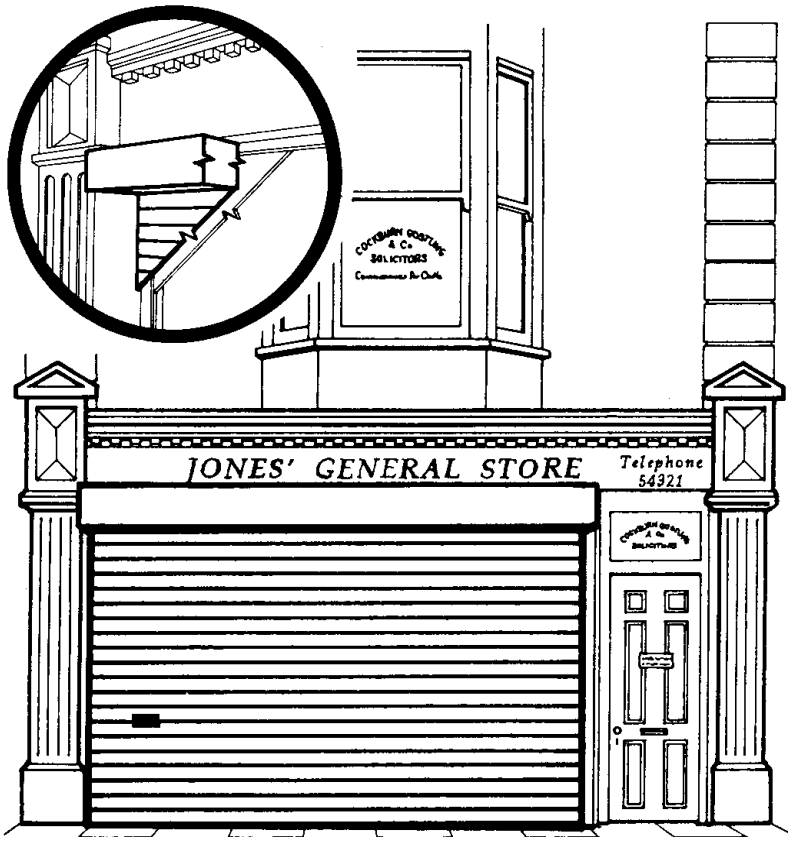
- In conservation areas and on listed buildings the box housings must be concealed behind the fascia.
- The grilles and all associated components should be colour finished to match the colour and materials of the shop front or bronze anodised.
- Existing architectural features of the shop front should not be obscured or interrupted by the box housing or guide channels.
- When down, grilles must not cover pilasters.

6. External Roller Shutters

Roller shutters require planning permission. Manufactured in steel or aluminium, they consist of narrow solid horizontal laths which roll up into a coil protected by a box. In some cases the laths may be perforated with pin holes, punched with slots or punched and glazed. Roller shutters obscure the shop front and window display when down, creating an unattractive, dead appearance to the frontage which harms the vitality of shopping streets. They also attract graffiti and the box housings often protrude in front of the shop front. Roller shutters of any type or design will therefore not be acceptable except:

- In isolated locations or in special cirumstances where evidence, supported by the Police, has shown that security poses a special problem and all other appropriate security measures as advised by the Police have already been taken;
- Where the shopfront is of an open type with no window, such as traditional fishmongers, butchers and greengrocers, and where no alternative solution would be possible; or
- Where there is no acknowledged need to retain a visible display outside opening hours, such as with Kings Road Arches on Brighton seafront.

In all cases the box housing must be concealed behind the fascia or set back beneath it and the shutter and all associated components must be painted or colour finished to match the shop front or bronze anodised.



An example of an unacceptable roller shutter ✗

7. Alarm Boxes

The positioning of an alarm box should be considered during the design of a new shop front. It should be carefully sited and must not obscure or damage any architectural details. It should be fixed out of reach on an inaccessible part of the building (e.g. first floor) unless a foam resistant box is fitted. The most appropriate location is likely to be immediately above the fascia at one end. If the box is placed on the shop front itself, aesthetically the best position is usually at one corner of the fascia, and on listed buildings it must be painted to match the background colour. The police strongly advise that all alarm sounders cut out automatically after 20 minutes and that boxes are fitted with a strobe light. A single alarm box of standard size will not require planning permission provided that it is sited to minimise its visual impact, but all alarm boxes on listed buildings will require Listed Building Consent.

8. Listed Buildings

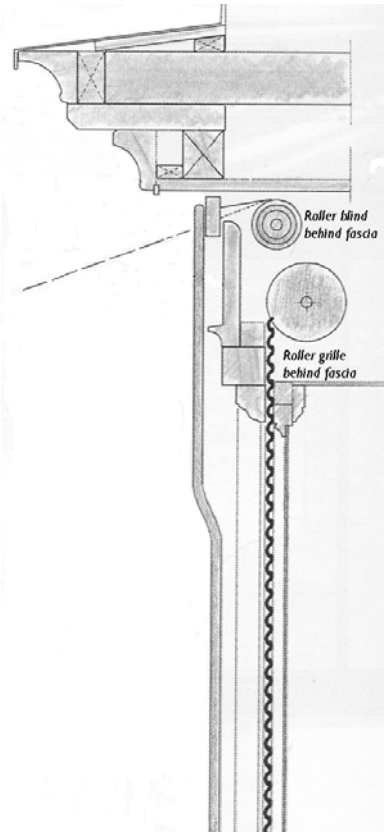
If the shop concerned is part of a listed building, Listed Building Consent will always be required for the installation of security measures. The council will seek to apply rigorous standards when considering applications for security grilles on shop fronts in listed buildings, and will refuse consent where the design and pattern of the grille is considered to be unsympathetic to the building. Solid shutters and visible box housings will not be acceptable.

9. Existing Shutters

Where original or traditional wooden shutters survive they should be retained, properly maintained and painted. Where inappropriate modern shutters are installed without permission the council will consider enforcement action to secure their removal.

Part C: Shop Blinds

1. General Principles

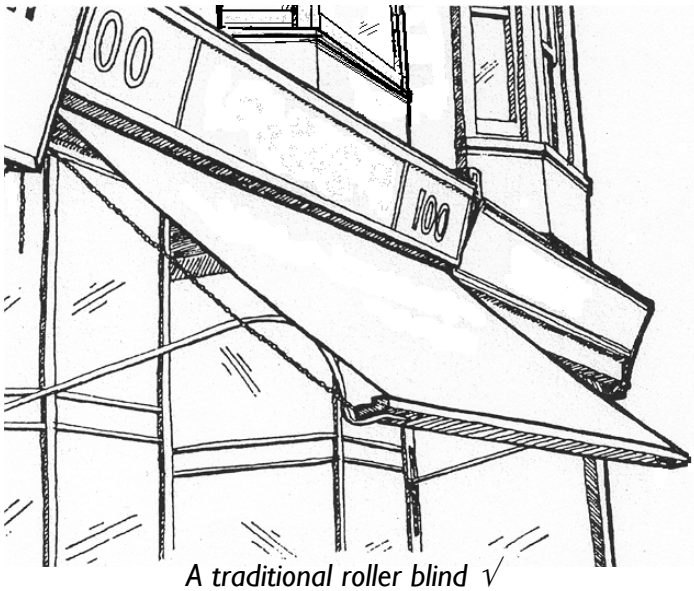


If erected with care and consideration, blinds and canopies can add interest and vitality to a shopping street and provide protection from sunlight. However, their scale, design, material and/or fixings can be inappropriate to the building or area in some cases. They should therefore be carefully considered as an integral element of a shop front design. Where there is no obvious practical need for a blind, for example on north facing shop fronts, the applicant must demonstrate that a blind would be a positive element in the street scene.

Blinds should normally cover the full width of the shop front but not encroach upon the pilasters. They should normally be the same width as the fascia. Blinds covering part of a shop front will only be acceptable on larger shops or where the design of the shop front enables a blind to be fixed satisfactorily within a window reveal. Multiple blinds on larger shops are unlikely to be acceptable. Permission will not be granted for blinds above fascia level.

In all cases blinds should be at least 2.4m above the footway level at their lowest point and should not be erected in such a way that would cause obstruction, annoyance or danger to passers-by. They should not include side panels.

2. Retractable Blinds



A traditional roller blind √

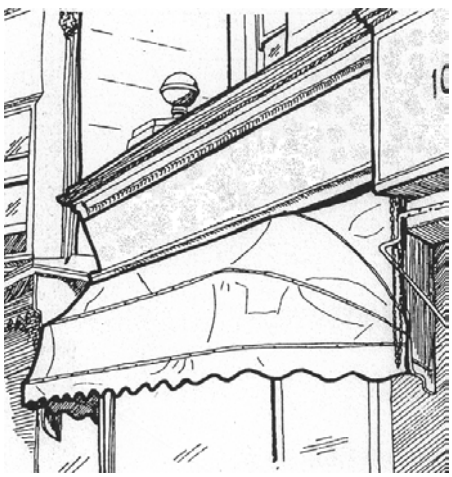
Retractable blinds are ones that are capable of being retracted easily on a daily basis, either manually or electrically, into a recessed area at the head or the base of the fascia. Retractable blinds will normally be acceptable. Roller blinds (also known as 'apron' blinds) are flat awnings that retract into a timber 'blind box' which sits flush with the fascia and were traditionally widely used. This will normally be the most appropriate solution for listed buildings and historic buildings within conservation areas, particularly on period shop fronts.

Modern variations have an aluminium top board or hood which sits just below the fascia. These are acceptable provided that the hood does not project too far forward of the fascia or the shop front, or obscure pilasters or other architectural features. These hoods are difficult to recess in an acceptable manner but it may be possible to contain them within a window reveal in some cases. They may not be appropriate in listed buildings and on traditional or period shop fronts in conservation areas. Folding 'fan' canopies also retract into a hood and the same restrictions will apply to these.

A retracted fan canopy √

3. Fixed Blinds

Fixed blinds are those where the material covers a metal or timber frame, and although they appear retractable, are not designed to be retracted and cannot be retracted conveniently on a daily basis. Fixed blinds are generally acceptable outside conservation areas provided that they are fixed immediately below, and do not obscure, the fascia. Fixed 'fan' blinds may be acceptable where the height and depth does not exceed approximately 610mm. 'Dutch' blinds with rounded edges are not a traditional feature of the city's shopping streets and are difficult to incorporate into a well-designed shop front. Fixed blinds will rarely be appropriate on listed buildings or traditional shop fronts in conservation areas and 'Dutch' blinds will not be acceptable on listed buildings or within conservation areas at all.



An unacceptable fixed Dutch blind ✗

4. Materials and Colour

Canvas or woven acrylic fibre with a matt finish will normally be the only acceptable materials for blinds on listed buildings and within conservation areas; plastic, 'wet-look' or glossy blinds will be refused permission. Outside conservation areas, reinforced PVC may be used. The colour of the blind should normally match the fascia and shop front colour or be natural canvas colour. All visible components of the blind mechanism should also be coloured to match the shop front. Gaudy or fluorescent colours will not be acceptable for blinds on listed buildings or within conservation areas.

5. The Need for Permission

All types of shop blind mentioned above, retractable and fixed, will require Planning Permission. If the shop is part of a listed building then Listed Building Consent will also be required. Blinds with lettering on them may require Advertisement Consent in some cases. In conservation areas and on listed buildings, the council will serve enforcement notices or discontinuance notices on inappropriate blinds, particularly fixed blinds and/or plastic blinds.

Further Information

1. Traditional Shop Front Design

A 'Shop Front Pattern Book' illustrating some examples of traditional shop front designs and details in Brighton & Hove is available from the city council's Design & Conservation team, by telephoning 01273 292271 or by e-mailing conservation@brighton-hove.gov.uk

An Information Sheet on local contractors who have experience of constructing traditional shop front designs is also available from the Design and Conservation Team.

2. Shop Signage

A separate SPD will be produced on the topic of Advertisement Control generally and this will include a section on shop signage.

3. Sustainable Materials and Energy Efficiency

Information Sheets on Sustainable Timber Sources and Recycled Building Materials are available from the Design & Conservation team. (See contact details above). The following web sites provide useful guidance on sustainable building design, energy efficiency and re-using waste materials:

The Carbon Trust	www.carbontrust.co.uk
The Building Research Establishment	www.bre.co.uk
National Green Specification	www.greenspec.co.uk
Lets Recycle	www.letsrecycle.com

need a translation?

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Në qoftë se dëshironi që ky informacion të përkthehet nëgjuhën shqipe ju lutem shënoni '✓' në kuadratin përkatës dhe dorëzojeni këtë në cilëndo zyrë të Këshillit të Rrethit.

Albanian ☐

"إذا كنت ترغب في الحصول على هذه المعلومات مترجمة للغة العربية, يرجى وضع علامة في الخانة المبينة و إعادة هذا إلى أي مكتب من مكاتب مجلس البلدية".

Arabic ☐

'আপনি যদি এই তথ্যঠির অনুবাদ [বাংলা ভাষায়] পেতে চান তাহলে অনুগ্রহ করে পার্শ্বের বক্সে ঠিক দিয়ে যে কোন কাউন্সিল অফিসে পাঠিয়ে দিন'

Bengali ☐

如果你想這些資料翻譯成廣東話，請在方格內加剔，並把這表格送回任何市議會的辦事處。

Cantonese ☐

"اگر مایلید این اطلاعات به زبان(فارسی) ترجمه شود، خواهشمندیم شکل مربع را علامت زده و فرم را به هر آدرس شهرداری که در اختیار دارید پس بفرستید."

Farsi ☐

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French ☐

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Mandarin ☐

No caso de querer obter a tradução desta informação em português, assinale por favor o quadrado correspondente, e envie este impresso para qualquer um dos 'council office' (escritórios da Câmara Municipal).

Portuguese ☐

Eğer bu bilgilerin Türkçe tercümesini isterseniz, lütfen kutuyu işaretleyip herhangi bir Belediye bürosuna götürünüz.

Turkish ☐

Other (please state)

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This can also be made available in large print, in Braille or on audio tape

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