

# Design Guidance: The Conversion of Traditional Farm and Other Buildings

## **Purpose of this Guide:**

This guide is to aid developers, builders, agents and other parties interested in converting a traditional building within South Somerset to formulate a successful scheme. It is an updated edition of the guidance adopted in 1991.

Planning Permission, and in some cases Listed Building consent, is usually required to convert traditional farm and other buildings to another use. The design and detailing of the proposal is essential to gaining the necessary permission to be able to carry out the work.

It is to be read in conjunction with the English Heritage guidance – The Conversion of Traditional Farm Buildings, A Guide to Good Practice. This is available to download from

<http://www.helm.org.uk/upload/pdf/Traditional-Farm1.pdf>

<http://www.helm.org.uk/upload/pdf/Traditional-Farm2.pdf>

and can also be requested as a hard copy from <http://www.helm.org.uk>.

## **Planning policy:**

This guidance is intended only to look at design issues, and will not discuss planning policy regarding the principle of the change of use and criteria that apply to conversion of existing buildings.

Planning Policy is continuing to evolve with changes in Government guidance and the production of the Local Development Framework, which is to supersede the Local Plan. Therefore, before engaging in the design process, you are advised to contact the Duty Planner either by phone or in writing to establish whether an application will be acceptable in principle.

## **Key ingredients for a successful scheme:**

Traditional agricultural and industrial buildings are a significant part of our heritage and one of the objectives for allowing conversions is to enable these buildings to be retained for future generations. It is therefore essential that the characteristics of the buildings survive to be identifiable in the future.

Reuse of a building contributes toward a more sustainable form of development in that it seeks to reuse a building, and therefore reinvests the energy in the building. In energy terms it is better to reuse a building, than demolish it and rebuild it.

The design of a conversion must commence with the existing buildings and not with a preconceived notion regarding the size or type of accommodation required, or the most profitable scheme. Applicants may have to accept that the building imposes constraints that will require compromise to retain its character. The opportunities and limitations presented by the buildings will determine the form of accommodation possible and an approach exploiting these features will be the only way to reach an

acceptable design solution that conforms to the planning policy. In essence the finished building and its surroundings should complement its original use.

It is important to ensure that the design proposed for planning permission and listed building consent conforms also to the Building Regulations and can be built as submitted. Remember that only what is on the submitted drawings and in any accompanying specification that is approved for planning permission and/or listed building consent. Ensuring compliance with the Building Regulations at the outset will save time later. Failure to do so may result in you having to reapply for planning permission and/or listed building consent. In the worst case, you may not be able to carry out the development at all.

**Main issues:**

1. The building must be structurally sound and capable of conversion without demolition and rebuilding
2. The scheme must maintain the character of the building, including the retention of external and internal features.
3. It must conserve the character of the setting of the buildings
4. It must respect protected wildlife species and their habitats.

## **Issue 1 - The building must be structurally sound and capable of conversion without demolition.**

### **The Building:**

The remains of a building consisting of one or two standing walls is not a building as the Planning legislation would understand it, and there is little prospect of permission being granted

Is the building structurally sound? If there is any doubt, a structural engineer should assess the building for structural competence, establish that any proposed conversion can be achieved without substantial rebuilding, and what works, if any are required. Their report should be part of any planning application, and the drawings clearly marked with the areas of work. If more of the building than agreed is demolished as part of the building works, then as this would not be in accordance with the permission and the whole scheme may be put at risk. It is therefore very important to ensure that any application is clear with regard to the extent and practicality of the works proposed.

### ***Guideline 1***

***The building must be capable of conversion without substantial rebuilding. Do you have a structural survey to support this? Does the submission show and specify any works proposed? If not your application may be returned as invalid.***

## **Issue 2 - a) the scheme must maintain the character of the building, including the retention of external features.**

### **External Character:**

Any converted building must retain its character after conversion otherwise the primary aim of preserving and finding a reuse of a traditional building will be lost.

### **Roofs**

The roof of a building is perhaps is one of its most important features. Prominent, large single buildings or their roof forms dominate significant groups of buildings in the open countryside and the characteristics of large unbroken roof slopes should be respected and retained.

When roof finishes need to be relayed the original material should be re-used. Sometimes it will be necessary to reinstate a traditional roof finish in place of a more recent alteration. This should be done in material appropriate to the locality or adjacent buildings. Use natural materials to repair the existing structure and avoid total reconstruction that irons out all irregularities. Much of the character of an old roof lies in its slight unevenness where it has settled between the trusses. Many structures like this are perfectly sound and will only need local repairs.

Care must be taken over roofing details. The treatment of eaves and verges must follow local vernacular tradition, and slate hooks should not be used. Generally, deep barge and fascia boards are not appropriate. For preference, such construction details should be submitted and approved as part of the scheme design.

Glass tiles were traditionally used to light roof spaces and if these can be saved or obtained from elsewhere they are a subtle means of introducing light that does not disrupt the form of the roof, although these are best used in outbuildings as they are difficult to seal.

At abutments it was often the tradition to use mortar fillets and not the extensive stepped lead flashings of modern practice. The traditional practice should be followed with, where appropriate, lead soakers below. Bedding half tiles or slates into the surface can protect the mortar fillet.

### **Adding new elements to the roof**

One of the most sensitive issues with conversion of buildings is the insertion of roof lights. Farm buildings rarely had any form of glazing at roof level, except for the odd glass tile, whereas some industrial buildings had north lights for example. Roof lights can have an intrusive impact on the character of the roof of both farm and industrial buildings. A roof with a number of roof lights punctuating its length can undermine the simplicity of form that is fundamental to the design of these buildings. The need for a large number of roof lights suggests the over intensification of the accommodation proposed.

Design the interior to avoid the need for dormer windows and roof lights. Dormer windows are not normally found in traditional agricultural buildings and even small roof lights can be prominent when the glass catches the light and will disrupt the simple lines of a traditional roof. Both these features have a radical effect upon appearance advertising the fact that it has been subject to a conversion.

Some larger industrial buildings may be able to accommodate roof lights, but these need to be carefully positioned and designed in to be sensitive to the character of the building.

In special circumstances roof glazing (panels of patent glazing), or ridge lights may be acceptable if designed in a careful and controlled manner located in roof valleys or on well-screened or insignificant roof slopes (Roof lights should be top hung flush fitted low profile units).

Avoid vent pipes that protrude through the roof, conspicuous ventilator tiles and the like. The aim must consistently be to retain a roof uninterrupted by added elements. A ridge tile positioned raised up on the tile either side is a traditional means of ventilation and can be adapted for other purposes.

### **Chimneys**

On many agricultural buildings, especially barns, chimneys are an alien feature. The addition of a masonry chimneystack not only may interrupt the roof form but also creates a domestic image that is not desirable. Metal flue pipes may be used if really necessary and sited inconspicuously. Black vitreous enamel is preferable to stainless steel in as short a length as possible to comply with Building Regulations. The flashings should be discreetly designed.

### **Rainwater Goods**

Metal guttering and rainwater pipes should always be stipulated, never plastic. Many farm buildings had no provision for collecting rainwater so down pipes may need to be sited discreetly. Gutters mounted on rafter brackets or spiked to walls are preferable to the use of fascia-mounted types.

### **Walls and Openings in Walls**

The historic pattern of windows is a direct product of the function of the building over time. Consequently farm buildings are characterised by few external openings, whereas, depending on function, industrial buildings may have many. Existing openings are a fundamental element of the buildings character and allow the original form and function to be understood. In a conversion maximum, use should be made of existing openings without changing their size, while limiting the formation of new openings. Where new openings are added, or doors altered to windows, great care needs to be given to their placing and design

Full use should be made of large openings such as cart doors to light interior spaces but the means of glazing these must be carefully controlled. The design of new screens should have a simple framed emphasis and be recessed as far as possible to allow a deep shadow, and minimises reflections to reduce its visual prominence. This technique can also help to maximise light penetration into the interior.

Existing barn doors, shutters, pitching doors etc should be retained and can be re-hung to open outwards as necessary or even if fixed open to retain the character of the building. Such doors screen their openings and consequently the glazing from an oblique viewpoint and are themselves strong character architectural elements that draw the attention of the viewer away from other alterations.

If and only if an acceptable design solution is largely possible without extra windows and doors should the conversion scheme be considered. Some buildings will not be appropriate for some new uses because of their limited openings.

Repointing stonewalls incorrectly can be as damaging as unsympathetic alterations. Do not repoint unless necessary. If needed repointing must be carried out in a cement free lime-based mortar, matching a mix that may still be found on the building. Pointing should be full to the face of the stone, not raked back Brickwork is best flush pointed. The use of cement should be avoided not only for aesthetic reasons, but also to avoid damp problems that may well arise from its use (see separate Booklet: Lime, A Guide the use of Lime in Historic Buildings) and the SPAB technical leaflet 'How to Deal with Damp'.

### **New Openings**

Any new openings should be positioned carefully to deliberately maintain the character of the building. Often the objective will be to retain large areas of uninterrupted wall. Follow existing patterns for lintels or arched heads.

Service and circulation areas of the building may not need natural light and it may be necessary in order to achieve a satisfactory exterior to rely upon artificial lighting and ventilation to these areas. It is however; best to design the interior to make best use of the openings and natural light.

With Barns, some interior spaces that require minimal light may be lit by very narrow slit windows or squints that can maintain the appropriate character externally and not disrupt extensive wall surfaces significantly.

When new openings are appropriate it is sometimes more in character with the building to introduce a single large opening similar to a cart entrance than several smaller ones which would immediately stand out as an alteration.

### **Windows and Doors**

Where there are existing windows, they should be repaired rather than renewed. The greatest care must be taken over the design of new windows and doors.

Windows and doorframes should be carefully positioned in their openings. Often it will be desirable to set these deeply within their reveals in order to emphasise the shadow within the opening and reduce the prominence of the glazing.

New windows in existing openings where there is no existing window should be designed to complement the building. Domestic style windows can have a very adverse impact on the character of the building. Standard off-the-shelf patterns are very seldom suitable.

Selection of the right materials and finishes for joinery is crucial to the final appearance. Seek to avoid a domestic look and minimise the visual appearance of the alterations. Remember even the very "cleanness" of a converted building can represent erosion of its former agricultural character and converted buildings will often be maintained more consistently than farm buildings and so retain a sanitised appearance.

Appearance from a distance is often significant and the colour and tone of the relative finishes should if possible harmonise. With barns, unless there is an 'estate

colour', new joinery should be subdued and recessive in colour and tone. Avoid bright paint colours or satins. Black or dark brown are preferable colours. Often an untreated native hardwood such as oak can produce just the right qualities of subdued colour and tone and a robust weathered appearance.

Standard plastic trickle vents are not appropriate.

### **Extensions**

If a building is suitable in principle for conversion it presupposes that it will not need to be extended to function in its new use. Extensions therefore will rarely be approved for this reason and the fact that any form of extension is likely to be detrimental to the appearance of a traditional building. The addition of porches, lean-to's or other extensions should be avoided. If the floor area of the original structure is small, the proposed accommodation and the design must be modified to suit the building.

#### **Guideline 3**

*For all new windows and doors, position windows carefully in the openings reflecting either other traditional windows in the building, or set back within the opening. They should be designed to reflect the character of the building, and be of appropriate materials and colour finish.*

*Create a domestic arrangement or upset the existing pattern of openings will be resisted*

#### **Guideline 4**

*Applications to extend a building proposed for conversion are likely to be resisted. Design to the constraints of the building, not an ambition for a certain amount of accommodation. Work with the character of the building.*

## **Issue 2 - b) the scheme must maintain the character of the building, including the retention of internal features.**

### **Interiors and the Internal Space**

Many industrial and agricultural buildings whose interiors are characterised by large open volumes unhindered by dividing walls or floors and open to the roof structure. This sense of space needs to survive any conversion intact for a large part of the interior. End uses should be planned to suit the form and special potential of the building

The conversion of larger volume buildings such as barns and mills to residential uses will require unconventionally large spaces and full height volumes to be retained inside in order to preserve the character of the building. This must be accepted from the start. Interior finishes and fitting must be designed to suit the character of the building. Simple and robust details are best with timber frames and roof structures left exposed.

Where the building is listed, the issue of character and internal alterations are heightened, and you are advised to discuss your proposals with the conservation team at an early stage.

In all cases the solution must be to introduce light into the interior and retain an open character to the roof. Evaluation of the building may show historic sub-divisions, now lost, which could be reinstated. Any subdivision should be based on the structural bays within the building and existing internal walls and partitions. No part of the main structural fabric should be removed to accommodate new floors. Insertion of a gallery floor allows for this feeling of space to be maintained whilst allowing a degree of first floor accommodation.

Avoid the temptation to squeeze in too many rooms or separate units into the structure. This will compromise internal spaces and introduce the need for more windows, rooflights and doors, compromising the character of the building.

Internal fittings where they are historic, should be regarded as a design opportunity and designed into the conversion, in order to respect and interpret the history of the building. In mills etc, the machinery and equipment will be important in conservation terms and must be left in situ.

### **Roofs**

The roof structure is one of the most significant features of a traditional building and it is essential to preserve it both from a historical point of view as well as a visual one. The structure will provide a great deal of information about the date of construction and since it is often exposed to the interior it is a particularly important part of the character of the building. Any structural repairs should be carried out retaining as much of the original work as possible and any new elements should be of a similar material and dimension to those they replace. Replacement of trusses and purlins with modern versions will not be acceptable. They should also not be cut through to allow upper floor access. Roof trusses and other internal woodwork should be cleaned gently by hand, not sand blasted, and not stained or sealed. If the building is listed specific consent will be required to dismantle or alter the roof structure.



## **Floors**

Historic floor finishes such as cobbles, brick floors or stone flags should be retained where possible. It may be appropriate to take up and relay the material over an insulated subfloor.

New or existing concrete floors can contribute to damp in a building by simply diverting moisture sideways into the walls, and result in dampness in the walls of a building that previously suffered from no perceptible damp problem either in its walls or floors. In many cases an alternative to installing conventional damp-proof membranes may be to construct an insulated, breathing lime floor as an effective barrier against rising damp.

## **Walls**

The interiors of most working buildings are very plain, often rough and unplastered. Stables and granaries were often plastered and this may still exist along with lining out in vertical beaded boarding. These finishes contribute much to the character and adaptation should retain these finishes where possible.

## **Building regulations, Incorporating Services and Insulation**

For most uses, thermal upgrading of the building will be required. This requires careful planning to ensure the work is effective and beneficial whilst not compromising the buildings character and equilibrium. Such interventions can give rise to problems that did not previously exist. To this end these works need to be shown on the drawings or included in a written specification at the planning stage.

Services including disposal of foul water, oil/gas storage, ventilation to bathrooms/kitchen, boiler flues, vent pipes, position of meter boxes, pipe runs should all be show on the submitted drawings.

Typical high temperature central heating may cause drying out and subsequent movement of timber. Under floor low temperature piped systems can prove friendlier and less obtrusive.

Thermal insulation should be shown and fully specified. Consideration should be given to the need to allow the building to continue to breath, and not simply tanking walls to prevent water penetration which may then have knock on effects in the buildings structure and performance, or dry-lining which has a negative impact on the character.

Compliance with Building Regulations can have a significant affect upon character if not carefully considered. Early discussion with both the Building Control Officer and Planning Officer seek ways forward and seek solutions to any issues. None external walls, for instance, often do not need to be insulated and can be left bare pointed stone.

## **New fittings**

New fittings, joinery, doors, staircases etc should be deliberately designed to be robust and appropriate to the character of the original building.

#### **Guideline 5**

*Existing internal spaces and finishes should be respected. The full height of the building should be expressed in part; internal partitions and fitting should be retained where historically important to the buildings function original function, and any new partitions working with the bays in the building. Are the new fittings, such as doors and staircase in character? Do not fit a modern house into the open volume of a building. It should be clear from the inside that it is a conversion.*

#### **Guideline 6**

*Services for the building need to be considered. All plumbing should remain internal, and the boiler flue carefully sited. How will the building be heated? Where will the oil or gas tank be sited? Where will the foul water go? Generally each unit should have it's own provision if not on mains drainage.*

#### **Guideline 7**

*Does the proposal comply with building regulations? Thermal insulation may be necessary, but not to all walls. Do any of the works compromise the buildings performance? Concrete floors on a DPM are likely to cause damp in the walls and should be avoided. Start a conversation with building control and the planning officer to ensure that both parties are content with the proposals*

### **Issue 3 - the scheme must maintain the character of the building, including the retention of external features.**

The setting of traditional farm, industrial and commercial buildings is as important to their appearance as the details of their design. For example, many farm barns are associated either with stockyards, open field situations or part of a complex of buildings. In conversion it is essential to retain a simple, utilitarian setting. All suburban or overtly domestic features must be avoided. Paved patios, dwarf walls, planting beds, small lawns, pergolas, conservatories, swimming pools etc, have no place in these schemes.

The key objective will be to ensure that the surroundings are designed to be in character with the original purpose of the building. The design should seek to conceal commercial or domestic trappings away from general view

A full detailed landscape scheme will be required as part of the initial planning application. The landscaping will not be left to be covered by a condition of the planning permission; it is too important and integral a part of the whole concept.

#### **Landscape treatment**

Native species of trees and shrubs will be preferred for planting and hedging, where defining containment and enclosure. In this district many farms had orchards, and where deemed typical of local character, the replanting of orchards around groups of re-used farm buildings can help to retain their traditional appearance and indeed mask some of the evidence of alteration. The traditional orchard can function perfectly well as part of a domestic garden. Consider the whole proposal, landscape and building design, planting and boundary treatment, as an element in its wider context, taking reference from characteristic patterns and features in the locality, to ensure that it will fit in satisfactorily and will perpetuate its traditional appearance.

#### **Courtyard Areas**

Courtyards need to be surfaced in a material that corresponds to the setting, but is not so formal as to detract from the building's character. Bonded aggregate dressed surfaces may be appropriate, as may brushed concrete. Parking provision should be unobtrusive, with no formal marking out. Existing cobbled surfaces must be retained.

#### **Boundaries**

Boundary treatment must be considered carefully, and generally should follow the historic pattern of enclosure, and not be imposed on the landscape. Avoid fencing of all types as much as possible and use walls and natural hedging. Some enclosed area of yard or garden should be considered at the outset in residential schemes to provide for the barbecue and the washing line.

#### **External Features**

Surviving external features such as drinking troughs, pigeon lofts, ponds, old orchards etc are all part of the character of the setting of these buildings and should be retained wherever possible. Treat these as assets and opportunities to inform the design of the landscape surround.

## **Curtilage or Garden areas**

Where a number of separate units may be proposed within a single group of buildings defined and contained curtilages may be detrimental to the setting of the buildings. Numbers of small gardens or yards separated by fencing or walls will be as damaging to the character of the original buildings as extensions and porches so the design arrangement and potential uses of separate curtilages must be very carefully considered.

## **External Storage**

Most new uses will have storage requirements and it is essential to provide for these within the initial design. Former agricultural cart sheds, dairy or stable buildings are often available attached to groups for conversion and these may be set aside for such storage. Failure to address this factor can result in the appearance of simplicity and utility being destroyed by, for instance, domestic paraphernalia.

## **Surface Materials**

Modern ground surface materials tarmac, concrete blocks and slabs are out of keeping with the character of traditional farm buildings. Wherever the opportunity exists retain stone paving, clay stable pavers and supplement where necessary. For larger yard bound gravel or carefully laid out concrete brushed to expose the aggregate is suitable.

## **Access and Parking**

The design should seek to avoid vehicles being obtrusive. Parking areas should be contained in walled enclosures or screened by buildings and garaging contained within the existing buildings as far as possible. Open cart sheds are better suited to this use than being enclosed for other accommodation. Where additional garaging is necessary the design should fit with the existing building forms and seem a natural part of the layout. Again the cart shed is a good model. Up and over doors should be avoided and hinged timber doors used if required. Access from the highway will often be perfectly adequate without alteration. Avoid elaborate ground treatment or ornate entrances. Extensive tarmac splays and concrete kerbs will often be detrimental to the setting of the buildings and to a village street.

## **Permitted Development Rights**

In the case of residential conversion schemes the permitted development rights will normally be withdrawn as a condition of the planning permission in order that all future alterations may be controlled.

### ***Guideline 8***

***Design the area around the building to the same standard as the changes to the building itself. Consider the existing character, the defining features of the local landscape, and distant views into the site. Do not use fencing or overtly domestic features such as dwarf walls or large patio areas. Actively use planting to complement the scheme. Provide storage areas for bicycles, mowers, rubbish and recycling as part of the scheme, not left to be provided later in a domestic shed that is unlikely to gain consent.***

## **Issue 4 – It must respect protected wildlife species and their habitats.**

Many buildings are important habitats for legally protected wildlife such as bats, barn owls or swallows. In addition to the potential direct impacts of converting buildings already occupied by such species, the widespread conversion of simple agricultural and industrial buildings is resulting in fewer potential roosting and nesting sites thereby limiting opportunities for these beneficial species to re-colonise and increase their populations in areas of suitable countryside.

Conversions should therefore aim to accommodate any existing wildlife, and should also aim to provide opportunities for future accommodation by wildlife. Sharing a residence with bats or owls for example will benefit human occupants by limiting numbers of pests or 'nuisance' species (e.g. flies or mice). With appropriate design, there are rarely any conflicts with the human occupants.

### **Relevant policy and legislation**

Planning Policy Statement 9 (Biodiversity and Geological Conservation) relevant to barn conversion sets out the following key principles:

- Planning decisions should be based upon up-to-date biodiversity information.
- Planning decisions should aim to maintain, and enhance, restore or add to biodiversity interests.
- The incorporation of beneficial biodiversity features within the design of development should be promoted.
- Planning decisions should aim to prevent harm to biodiversity interests.
- Adequate mitigation measures should be put in place before planning permission is granted.
- Appropriate compensation measures should be sought where significant harm can't be avoided or adequately mitigated against.

In addition, many species receive statutory protection under a range of legislative provisions, some of which have to be considered during the planning process..

### **Requirements for planning applications**

A bat and bird survey report is often a pre-validation requirement for any conversion application. This should be undertaken by a suitably qualified person (usually a licensed bat consultant). The survey will include an internal and external visual inspection of the property and may also require an emergence survey at dusk using specialist ultrasonic bat detection equipment (this can only be done from April to September).

Where the survey identifies a significant impact on wildlife, then a 'mitigation plan' that details proposed measures for the avoidance of harm, mitigation and compensation will also need to be submitted prior to validating an application.

It is recommended that a survey is undertaken prior to drawing up of detailed plans so that the retention of important roosting or nesting sites or features can be retained within the design, or suitable alternatives designed into the proposal. Some species have quite specific requirements for their roosts that cannot be satisfied simply by the erection of an off-the-shelf bat box.

Where surveys do not identify any significant wildlife impacts, then proposals for the incorporation of features (e.g. nest boxes or a dedicated roosting cavity) to benefit wildlife should be included within the proposed design (detailed on the plans and/or Design and Access Statement). The wildlife surveyor should be able to provide advice that is relevant to the particular building and proposed development.

**Guideline 9**

***Bats, barn owls, wild birds and their nesting sites are statutorily protected and their injury or disturbance to the animal or its nest/roost is an offence and subject to a substantial fine. Do you have a bat and bird survey to accompany your application? Does it propose mitigation that you have taken account of? If not your application may be returned as invalid. .***

**Guideline 10**

***The reducing number of traditional buildings is thought to have an adverse effect on the bird and bat population. Have you incorporated within your design nesting/roosting opportunities for bats and owls?***

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**Characteristics of Good Conversions**

<b>Characteristics of Poor Conversion.</b>	<b>Characteristics of Good Conversion</b>
<ul style="list-style-type: none"> <li>• Unsympathetic extension</li> <li>• Design is a modern house fitted into an old building</li> <li>• Metal up and over garage doors</li> <li>• Loss of original details</li> <li>• Domestic clutter on elevations</li> <li>• Over ornate lighting</li> <li>• Standard windows (inc. applied lead)</li> <li>• Domestic Chimneys</li> <li>• Use of larch lap fencing</li> <li>• Subdivision of the farm yard</li> <li>• Ornamental planting of setting</li> <li>• Porches and standard 'house' doors</li> <li>• Dormers</li> <li>• Domestic window arrangement</li> <li>• Sheds, conservatories, bins, services boxes etc</li> </ul>	<ul style="list-style-type: none"> <li>• Good use of outbuilding for garaging</li> <li>• Internally, maintains characteristics of converted building</li> <li>• Sturdy ledged and braced doors</li> <li>• Retention of ventilation details</li> <li>• Use of existing wall for containment</li> <li>• Respect original haphazard pattern of openings</li> <li>• Minimum use of rooflights (recessed)</li> <li>• Simple metal flue</li> <li>• Original doors and windows retained</li> <li>• Appropriate hard surfacing</li> <li>• Gate into site retained</li> <li>• Informal parking</li> </ul>

## Summary of Guidelines

### **Guideline 1**

*The building must be capable of conversion without substantial rebuilding. Do you have a structural survey to support this? Does the submission show and specify any works proposed? If not your application may be returned as invalid.*

### **Guideline 2**

*Existing roof form, door and window openings, and the doors and windows are important to the character of the building. Maximise the use of existing openings, and retain and refurbish the windows and doors as existing. Use traditional building materials and techniques. Any alterations should be in character with the building. Proposals to seek to introduce excessive or poorly positioned new openings which create a domestic arrangement or upset the existing pattern of openings will be resisted*

### **Guideline 3**

*For all new windows and doors, position windows carefully in the openings reflecting either other traditional windows in the building, or set back within the opening. They should be designed to reflect the character of the building, and be of appropriate materials and colour finish.*

### **Guideline 4**

*Applications to extend a building proposed for conversion are likely to be resisted. Design to the constraints of the building, not an ambition for a certain amount of accommodation. Work with the character of the building.*

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*be heated? Where will the oil or gas tank be sited? Where will the foul water go? Generally each unit should have it's own provision if not on mains drainage.*

#### **Guideline 7**

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