



# **COLCHESTER BOROUGH COUNCIL**

## **SUPPLEMENTARY PLANNING DOCUMENT**

### **SHOPFRONT DESIGN GUIDE**



Adopted 13<sup>th</sup> June 2011

# Colchester Borough Council

## Shopfront Design Guide

### 1. INTRODUCTION

#### The purpose and status of the guidance

This document has been prepared by Colchester Borough Council in association with the Colchester and North East Essex Building Preservation Trust. Its purpose is provide design guidance on the alteration or installation of shopfronts and shop signs in order to maintain or raise the design quality of these features of the townscape.

The guidance will be used by Colchester Borough Council in assessing planning applications for shopfronts and shop signs and the council and the trust will promote its use as a guide for shop owners, designers and planning agents.

#### Planning policy context

This guidance will be adopted as a Supplementary Planning Document (SPD) within the Council's adopted Local Development Framework. SPD's provide detail on the interpretation and delivery of national and local planning policies. At the national level, this includes the principles of sustainable development contained in PPS1 (Delivering Sustainable Development) and enhancing the historic environment contained in PPS5 (Planning for the Historic Environment) At the local level, this includes policies in the Council's adopted Local Development Framework to secure high quality design and enhance Colchester's unique historic character. (See Appendix I for the text of Core Strategy Policy UR2 Built Design and Character and Development Policy DP1 Design and Amenity.)

#### Scope of this guidance

The shopfront design guide will apply to the design and assessment by Colchester Borough Council of alterations to shopfronts and signs in regard to all buildings in Use Classes A1 (shops), A2 (financial and professional services), A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food take-aways).

The guidance will apply across the Borough.

#### The importance of shopfronts

Colchester's shopfronts provide visual interest and activity to the town's varied commercial areas, in particular its historic Town Centre. They play a key role in establishing scale and a sense of place. Their quality is a barometer for the relative economic health of an area, and attractive shopfronts are often a consequence of a vibrant, sustainable community. Design guidance and the vigilant application of it can help re-enforce this. Equally however, a preponderance of ill-advised design decisions can have a cumulative, harmful effect on the overall character of a street.

A well designed shopfront will enhance the quality of the street whilst a poor shopfront has the opposite effect and if a street contains more poor examples than good ones the impact can be pernicious. Thus, shopfronts tend to display a 'collective character' that has a compelling effect upon the perception of a town.

Finally, the design and illumination of shopfronts can either help secure or undermine the safety of streets at night. Well lit and attractive window displays encourage people to 'window shop' after hours, perhaps on the way to a local restaurant. This maintains a level of night-time pedestrian footfall within town centres in particular that helps to discourage unsociable behaviour and theft.

## 2. BUILDINGS AND RETAIL USES

### Architectural styles

The majority of town, neighbourhood and village centres are an agglomeration of buildings from different, historic and architectural periods. It is the juxtaposition of these and the architectural styles they project that often produces an aesthetic richness that is unique to the East Anglia region. Consequently, many streets contain buildings that are listed as being of Special Architectural or Historic Interest and the 'group value' of buildings within a street is often specifically noted. In addition, the borough contains 22 Conservation Areas – the largest of which is Colchester town centre – where special planning controls exist to preserve and enhance the special character of these places.

This guidance promotes good design which is a combination of large scale and small scale solutions that properly takes account of the often, subtle differences between buildings and streets. Therefore, the starting point for design is to appreciate the morphology of building styles with particular regard to their incorporation of shopfronts.

#### - **pre-18<sup>th</sup> Century**

*Towns were built on trade and for centuries, market stalls were the principal places where goods were bought and sold. In Roman Colchester, it is likely that the main streets were cluttered with trading activities of every sort. It was then not until medieval times that shops began to re-appear and initially they were little more than shuttered openings in the homes of traders. It was common for these traders to occupy premises close to each other and these were the first 'shopping streets' that would be recognisable to us today.*

#### - **Georgian**

Glazed shop windows gradually took over from open ones during the 18th century *often in the form of square bays or bow windows*. Small panes of glass were set in a grid of glazing bars and detailing invariably followed a Classical style, as was the fashion at the time. *The Classical 'entablature' was particularly well suited to shop fronts, as it provided an ideal place to write a sign - later evolving into the 'fascia'.*

#### - **Victorian and Edwardian**

*The 19<sup>th</sup> century saw the rapid expansion of town and neighbourhood centre retailing and heralded in the Department Store. Improved roads and public transport fuelled the popularity of shopping and the Victorians introduced the archetypal shopfront with loosely classical pilasters and console brackets that framed a display window.*

*Plate glass gradually superseded small panes, particularly after window tax was abolished in 1861.*

*Throughout the Victorian period more prominence was given to the name of the shop by emphasising the fascia and using the building as a background on which to either attach or paint signs. Blinds were common, and the fascia was tilted forward to accommodate the blind box at the top and give further prominence to the name.*

*The more exclusive shops often projected their superiority by the use of more elaborate materials such as terracotta, stone, brass, bronze and cast iron on their facades and signs became an art form in their own right. The emphasis was upon decorative exuberance.*

- **early 20<sup>th</sup> Century**

*Except for some notable modernist exceptions in the 1920s and 1930s, the established elements of shop front design remained. Detailing was generally simpler than the flashiness of Victorian taste but there were a variety of styles, each of which was considered appropriate for particular type of shop. For example glazed tiling was often used for butchers shops as it portrayed an image of good hygiene. Burtons tailors is one example of a large retailer that promoted a particular 'house style' to both their buildings and their shopfronts.*

- **post 1940 buildings**

*Change was slow during the austerity of the 1950's but the economic and social confidence of the 1960's brought with it a new brashness to our shopping streets. For many, the heritage of the past was irrelevant and shop fronts became a free-for-all in a more relaxed, commercial context. This invariably led to crude design, over-dominant fascias and internally illuminated box signs. The emphasis was upon trading and competition with neighbouring shops at the expense of retaining good design from the past. Thankfully, the conservation movement within the UK gained support from 1970 onwards and this has led to a more considered approach to shopfront design which includes the desirability to retain historic features and respect the surrounding context.*

*Redevelopment within Colchester town centre during the 1970's and 1980's has left a legacy of numerous, neo-classical buildings. In these and other cases it is important to be guided by the style of the architecture rather than the age of the building alone when making design decisions on replacement shopfronts and signs.*

### **3. DESIGN PRINCIPLES**

#### **Shop fronts - *the primary design rules***

##### ***repair or replace?***

It is not always desirable to replace an existing shopfront, particularly if it is part of an historic building or is well designed. The Council can advise if this is the case as part of a preliminary enquiry. If the shopfront is of historic significance you will be asked to retain and perhaps restore it to its' original form. Any disfiguring later additions should be removed and repairs undertaken with materials which are the same as, or match, the original.

Conversely, owners will be encouraged to replace ugly signs and shopfronts and should use this guidance for the design of any replacement.

**Design note 1:**

*Shopfronts of historic interest should be retained*

**the host building**

A shopfront should be considered as a part of the building. Like other alterations or extensions, the starting point in design is an assessment of the existing character and features of the building in order to appreciate the opportunities and constraints for design. The important considerations are:

- the architectural style of the building
- the arrangement of the fenestration and decorative features
- the intuitive 'structural elements' of the elevation

The shopfront should form an integral part of the elevation rather than an isolated element on the ground floor and needs to exhibit a perception of structural support to the building above (see Design note 8). This more comprehensive, design approach that takes account of the character and architecture of the host building is not difficult to resolve but it does require care and proper analysis.

Thereby, the design of a shopfront in a street with a mixture of buildings styles will be unique. **It follows that corporately styled shopfronts applied to a building without regard to such an assessment will be resisted by the council.**

**Design note 2:**

*In most cases, each shopfront should look unique – purpose designed for each building.*

**rhythm within the street**

Consideration of the character of the area is no less important. It is insufficient to look at the host building in isolation as this is just one component of the street scene. The scale and rhythm of the street is dictated by the sum of the individual parts, accepting that there will always be exceptions (buildings that are either wildly over or under-scaled) in an otherwise, balanced and consistent townscape.

In the majority of cases, rhythm will be established by the 'party walls' of the buildings. Widths will vary but unless there has been major redevelopment where several buildings have been agglomerated into one new plot, the rhythm within the street will be fairly obvious. It is this rhythm that needs to be complemented in any shopfront proposal.

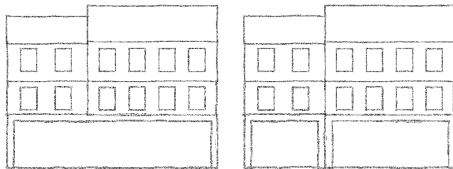
**Design note 3:**

*Establish the architectural rhythm of the street and describe and illustrate this within your Design and Access Statement.*

The width of a shopfront or sign should not extend beyond the width of the building as indicated by the position of the 'party walls' in the elevation. Sometimes, internal alterations merge one retail unit into another and these must be ignored for the purposes of this guidance. The primary consideration is the original form of the host building.



If a shop occupies adjacent buildings of different origin, respect to the rhythm of the street will require that each building has its' own shopfront. Signs should also not carry across adjacent premises but should be broken at the original, party wall.



#### **Design note 4:**

*Shopfronts and signs should not extend across the fronts of different, adjacent buildings.*

#### **scale**

Scale is the relationship of parts with particular reference to the human proportion. Many streets contain buildings of different scales and design solutions should always be in scale with the host building. For example, the scale of the entrance to Barclays Bank in the High Street is entirely appropriate in relation to the scale of the building façade. But the same doorway put into a smaller scaled building would look incongruous and out of balance.

Therefore, the scale of each shopfront and the scale of the signs need to be carefully considered. Do not imitate those nearby – they may be wrong! Design skill is needed to get this right but when scale is correctly interpreted and followed the end result will look harmonious and comfortable.



#### **Design note 5:**

*Shopfronts and signs should be in scale with the host building – neither over nor under-scaled.*

#### **symmetry**

Whilst some buildings are entirely symmetrical and have great presence as a consequence to this the majority of buildings in a typical street are asymmetrical. Occasionally, the architecture of the building will suggest where the ground level entrance needs to be for it to complement the façade above but in many instances,

achieving symmetry is less important than achieving appropriate scale, rhythm and the other Primary Design Rules.



*symmetrical shopfronts can be produced from different elements of the building structure.*

**Design note 6:**

*The symmetry of a strong building ought to be repeated in the design of its shopfront but otherwise, care and confidence is needed in bringing a façade down to ground level.*

Where an entrance door exists to the upper floors within the facade it should always be retained and amalgamated into the ground level and shop front design. The style of the building will largely dictate how these additional entrances need to be treated but they must never be ignored and should always appear an integral part of the ground floor elevation.

**Design note 7:**

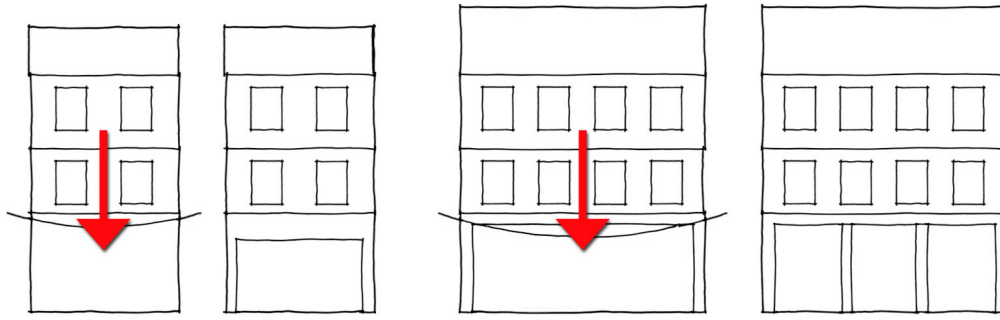
*Entrances to the upper floors of buildings within a façade should always be retained.*



**visual support**



All buildings need to have a proper, 'visual base' to connect them to the ground. Shopfronts that contain too great an expanse of glass without an obvious means of support for the upper storey can look unbalanced with the upper façade 'floating' above the window. Pilasters, areas of walling or other structural supports that seemingly carry the 'weight' of the building above can eliminate this effect. This support is best arranged abutting the adjoining buildings and on a long frontage, with intermediate supports between.



*the structural elements of a shop front must visually support the building*

**Design note 8:**

*Ensure the base of the building is visually connected to the upper floors.*



*Some buildings express the weight bearing elements in the architectural design and do not require a traditional shopfront.*

**modelling**

This is a term used to describe the degree of depth within an elevation of a building. Just as Georgian shopfronts tended to be well modelled with projecting bow windows and upper floor bays shop fronts from the 1960's tend to be very flat and uninteresting. Modelling produces visual interest for the shop and the street. It helps if shopfronts are thought as three-dimensional. This seems obvious but too many planners and designers fail to see beyond the flat illustration on a plan. When looking at individual components of a shopfront, always think about their relative depth and cross section and their relationship with each other.



**Design note 9:** *Think in 3 dimensions!*

## Shop fronts - *supplementary considerations*

### **materials**

Preference should be given to materials that have an affinity with the host building and with the local area. Traditional materials of good quality, such as close-grained timber, stone, brick, coloured glass and metalwork can offer a wide variety of profiles, textures and finishes, which maintain their appearance better than many man-made materials.

### **doorways, thresholds and private forecourts**

Not every shop abuts a public, maintainable highway. Even in town centres, small strips of private land can separate the shop from the footway and it is important for these to be considered along with entrance thresholds when proposing a new shopfront. Every scheme submitted for planning permission will need to show:

- entrance threshold levels in relation to the public footway and the shop floor level (please refer to the Building Control office for further advice).
- the material and design to be used on any forecourt land, no matter how narrow this is.

*Private forecourts rarely look appropriate if treated in an individual style. Using the same materials as the public realm generally makes for a more harmonious streetscape.*

Recessing the entrance doorway back from the shopfront has several advantages:

- it allows a change of level to be more easily accommodated
- it introduces additional 'modelling' of the elevation that can help to maintain or reinforce the architectural rhythm of the street and,
- it provides an opportunity to introduce a detailed mosaic or other decorative floor feature that adds further 'visual richness' to the street experience.



### **security**

The security of shops can be achieved in a variety of ways, in addition to intruder alarms and adequate locks. Planning permission will be required when a new security measure materially affects the external appearance of the shop. Removable grilles that are taken away during business hours do not require planning permission. In most cases, shops will be located in streets where a reasonable degree of surveillance could be expected outside of trading hours from adjacent housing and business premises that stay open late. Some shops may be at a higher risk of

vandalism or burglary and in these situations a greater degree of physical security may be required. Solutions for achieving adequate security are:

#### *glass*

For all shops, additional security should be achieved by the use of toughened or laminated glass. This will be the 'default requirement' for all shops and restaurants in main streets and within Colchester town centre.

#### ***Design note 10:***

*The use of toughened or laminated glass is the preferred, supplemental method of securing shop premises.*

#### *security screens*

Mesh or other opaque screens that are located behind the shop window are acceptable where a case can be made for additional security that cannot be achieved by toughened or laminated glass. These screens are best located behind the shop window display, rather than hard up against the back of the window.

#### *lighting*

A good level of illumination within the shop and outside in the street is an effective deterrent when supported by communal CCTV. Of course, the need to save energy must be balanced against this but each shop occupier will be able to determine their own, specific requirements.

#### *Permanent external security shutters*

These types of shutters are unacceptable as they have a detrimental effect upon the appearance of the area and unnecessarily aggravate a perception of danger within the public realm.

#### ***Design note 11:***

*Permanent, external metal shutters will no longer be permitted.*

#### ***awnings and canopies***

Fabric awnings offer shoppers shelter from inclement weather and protect display goods from deterioration from sunlight. Our increasingly milder and wetter climate with more sunshine now justifies a return to these features of the High Street. Traditionally, these awnings often had the name of the shop printed on them to compensate for the awning hiding the fascia sign when it was open. Very few of these early-type awnings now remain but the use of their modern equivalents is encouraged.



The outer edge of the awning must be set back at least 1 metre from the upstand edge of the roadside kerb and no overhanging part of the awning should be less than 2.1 metres high. Fixed canopies and 'Dutch blinds' will rarely be approved and never in materials that are shiny and jarring to the eye. Inevitably, these canopies quickly deteriorate in sunlight and will soon look shabby.

*NB. The Highway Authority will require a licence to be obtained for any sign or structure that overhangs the public highway*

#### **Design note 12:**

*Fixed canopies will be discouraged within the Borough.*

#### **access**

Shops must be accessible for all customers, including people with disabilities, parents with children in prams and buggies and for elderly, less agile people. The following features should therefore be considered:-

- Entrances must comply with Part M of the Building Regulations which sets out statutory access requirements unless there are particular circumstances why this is not possible or desirable.
- Stepped thresholds should be avoided. External ramps will rarely be possible within main streets but internal ramps and recessed doorways should be considered.
- Entrance doors should have a minimum clear opening of at least 800mm. Handles should be no higher than waist height and a glazed panel should be provided to aid visibility.

#### **Conversion of shops to other uses**

The loss of retail premises is restricted by policies DP6 and DP7. Planning permission is required to convert a shop to another use and whilst each case is taken on its own, specific merits and as a general principle, shopfronts should be retained where:

- there is a reasonable possibility of a shop use being viable in the future or,

- the shopfront makes a positive contribution to the character of the building or street scene.

Special considerations apply for changing the use and alteration of a listed building and the advice of the borough council must be sought.

## Signs and advertising

Shop signs and advertising can be considered as distracting clutter when designed and made badly or conversely, can be dynamic and interesting when executed well. This guidance cannot specify or codify how signs should be designed due to the infinite variety of design possibilities and it is not the intention of the borough council to stifle innovation and expression. However, some basic design rules are desirable not least of which, are those thought necessary to gradually realise the removal of the worst and most visually-offensive shop signs within the borough.

Above all, it is vital that signs are regarded as part of the building frontage and the street and that the same care is taken over their design as applied to the shopfront itself. For this reason, the council will expect applications for advertisement consent and planning applications for shopfronts relating to the same site to be submitted and considered concurrently.

### **Design note 13:**

*Signs should be designed with the same care and attention to detail as the shopfront.*

### **fascias**

The primary shop sign should be located on the fascia of the shopfront. On a traditional, timber shopfront (either Georgian or Victorian in style) the fascia sign should be designed to be an integral part of the shopfront itself. Here, the lettering or script will be confined to the background frame dictated by the distance between and height of the console brackets or entablature.



A sign in this position could be painted or raised by individual letters. However, a wide variety of graphic techniques are possible and provided the height of the fascia is kept narrow, shop owners will be allowed a substantial degree of design freedom in expressing the name of the shop upon this type of fascia.

Shopfronts of other designs that do not follow the classical idiom will be allowed signs that complement the character and architecture of the host building. The existence of an existing fascia sign on a building does not necessarily mean that a new sign of similar design will be acceptable. Every new sign must be designed with reference to the Design Notes in this guidance.

**Design note 14:**

Internally illuminated box signs will no longer be permitted on any shop.

***hanging signs***

Hanging signs have existed since shops first appeared and have helped pedestrians navigate a shopping street. Their use is to be encouraged provided they are well-designed and use materials that are compatible to the shopfront and fascia. For example, a painted timber hanging sign fixed on forged metal brackets is very appropriate in conjunction with a traditional-style, Victorian or neo-Victorian shopfront.

On other buildings, a hanging sign will need to be designed and manufactured in a manner that was compatible with the building architecture and shopfront design.

In all cases, hanging signs must:

- be sited no lower than 2.4 metres above the public footway and at least 1 metre from the upstand edge of the roadside kerb.
- be designed to be fixed and not allowed to swing

***window signs***

Signs located within shops behind window areas do not require Advertisement Consent but unless care is taken, a random mess of posters and product advertising can soon create a down-market impression. This can happen by accident and the council recommend that shop windows and displays are regularly 'de-cluttered' to ensure that they are not promoting a charitable event that occurred last year or helping to find a cat that has now returned home.



The practice of 'blacking out' entire windows as a way in which to obscure the shop interior has a negative effect on the public realm similar to the effect of using solid, external shutters. In all cases, it is preferable to promote visual vitality and pedestrian safety by avoiding 'blacked out' windows. However, where this is unavoidable, exceptionally, the council may accept the introduction of vinyl, etched or other quality screen of attractive design (but not advertising) as a minor proportion of the total street frontage glazing.

The design principle is like elsewhere in this guidance; ensure the shop displays a high quality image that creates a positive impression on customers and people passing by.

### ***forecourt signs***

The Council will discourage the display of “A- boards” outside shops. Any advertisements displayed on the highway (which includes the publicly adopted footway), will need both advertisement consent and also the consent of the highway authority. These applications in the future are likely to be refused.

### ***illumination***

Where required, the illumination of signs should generally be achieved either by external fittings or backlit or halo lettering. The siting and specification of these fittings must be such that they avoid over-illumination and glare.

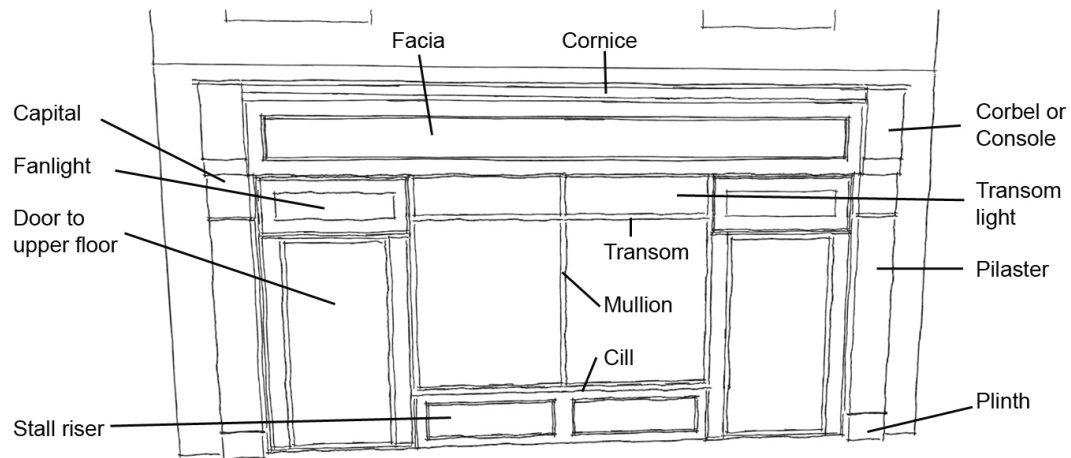
### **Bespoke designs that break the rules**

There will always be circumstances where a proposal is of such integrity, quality and artistic merit that, despite it apparent non-compliance with this guidance, planning permission may be granted as an exceptional scheme. There has not yet been an instance where a shopfront or sign of this category has been installed within the borough but this does not preclude the possibility of one coming forward in the future.

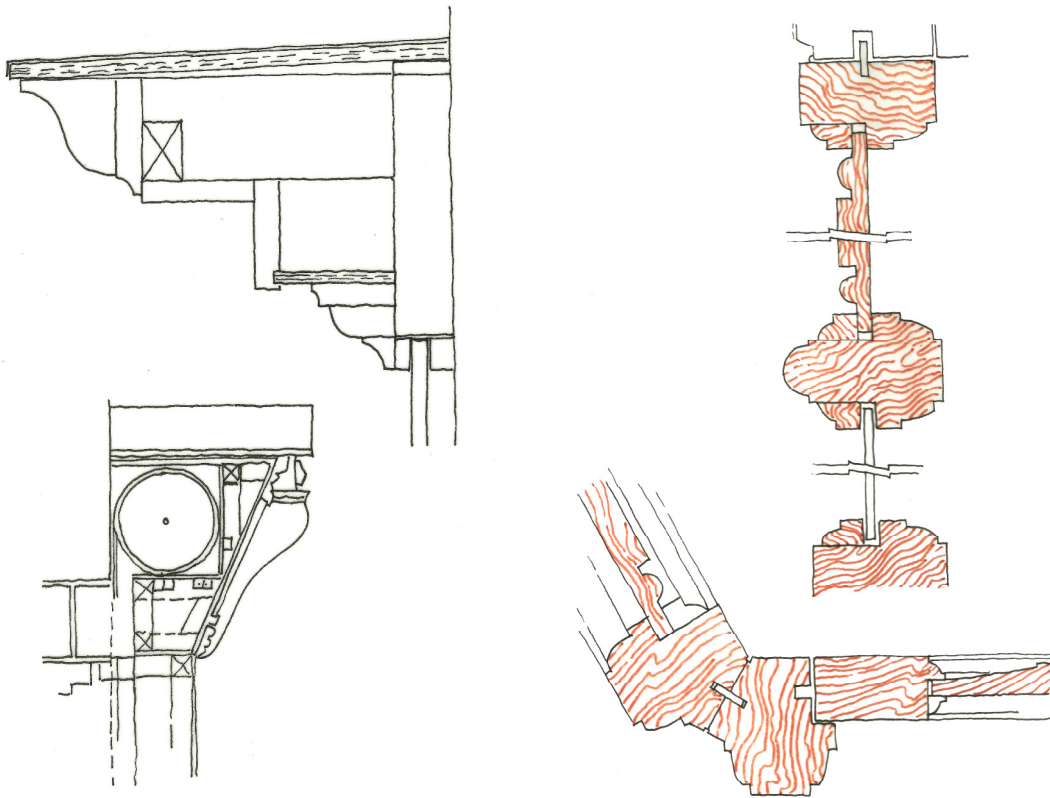


*Written signs on rendered walls can add to the character but must never dominate.*

#### 4. TRADITIONAL DETAILING



*The Basic elements of a traditional shopfront*



*These images of construction detail show how to achieve modelling depth in shopfronts. Some details shown may not comply with current building regulations*

## 5. APPLYING FOR PERMISSION

### **planning permission and the Design and Access Statement**

Planning applications are required for all new shopfronts, or alterations to existing shop fronts, that materially affect the external appearance of a building.

Applicants are strongly recommended to consult the Planning Department for advice on the design approach to be taken (with particular reference to this guidance) and the drawings that will be required before commissioning design work or placing orders for installations. It is also advisable to appoint a qualified Architect to undertake design work. If the works involve the alteration of a listed building the Architect will need to have specialist knowledge and experience.

A Design and Access Statement is required to be submitted with any planning application for a new shopfront. The draft document would be a useful discussion tool when engaging the council in a pre-application enquiry and in any event, these statements must be completed prior to the commencement of detailed design work.

In addition, any application must include:

- an elevation of the shop front and the building in which it is located, together with the adjoining parts of neighbouring properties at least 2 metres on either side, at 1:50 scale
- an elevation of the shop front itself at 1:20 scale
- cross-sections (which also show the positions of floors and ceilings) at 1:20 scale
- key details (such as joinery profiles, and signs etc.) at 1:5 scale
- information on the materials, fittings and colours.
- details of access into the premises, taking into account the requirements for compliance with the Equalities Act 2010

### **listed building consent**

Works of alteration to a Building of Special Architectural or Historic Interest must have regard to the requirement to preserve its fabric, character and any features of importance. Undertaking such an assessment requires specialist knowledge and any planning application for the insertion of a new shopfront, alteration of an existing one or the erection of new signs will be expected to be supplemented by detailed information on the impact of these works on the fabric and character of the building. The techniques required to convey this information will vary and may include an agreement to open up sample areas of fabric to confirm the existence (or otherwise) of historic timber framing or brickwork. **No such works of investigation should be undertaken without the express, written consent of the council.**

**advertisement consent**

Detailed drawings at a scale of 1:5 will be required that clearly show the construction, lettering, colour and materials of each sign.

**building regulations**

The replacement of a shopfront requires Building Regulations approval and a Full Plans application is required prior to the commencement of works. There are several parts of the regulations which will need to be taken into consideration and the associated provisions must be incorporated in your design. These include:

Part A Structure.

Part B Fire Safety.

Part L2B Conservation of fuel and power

Part M Access and the Equalities Act 2010.

Part N Glazing

Further information is provided within Appendix II

**special licensing conditions for sex shops and betting shops** (schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982)

**APPENDICES**

- I) Relevant Colchester Local Development Framework policies
- II) Building Regulations
- III) contacts
- IV) Acknowledgements and further info.

## Appendix I

### Relevant Colchester Local Development Framework policies

#### Core Strategy

##### Policy UR2 – Built Design and Character

*The Borough Council will promote and secure high quality and inclusive design in all developments to make better places for both residents and visitors. The design of development should be informed by context appraisals and should create places that are locally distinctive, people-friendly, provide natural surveillance to design out crime, and which enhance the built character and public realm of the area. High-quality design should also create well-integrated places that are usable, accessible, durable and adaptable. Creative design will be encouraged to inject fresh visual interest into the public realm and to showcase innovative sustainable construction methods. Developments that are discordant with their context and fail to enhance the character, quality and function of an area will not be supported.*

*The Council is committed to enhancing Colchester's unique historic character which is highly valued by residents and an important tourist attraction. Buildings, Conservation Areas, archaeological sites, parklands, views, the river and other features that contribute positively to the character of the built environment shall be protected from demolition or inappropriate development.*

#### Development Policies

##### Policy DP1 – Design and Amenity

*All development must be designed to a high standard, avoid unacceptable impacts on amenity, and demonstrate social, economic and environmental sustainability. Development proposals must demonstrate that they, and any ancillary activities associated with them, will:*

- (i) Respect and enhance the character of the site, its context and surroundings in terms of its architectural approach, height, size, scale, form, massing, density, proportions, materials, townscape and/or landscape setting and detailed design features. Wherever possible development should remove existing unsightly features as part of the overall development proposal.*
- (ii) Provide a design and layout that takes into account the potential users of the site including giving priority to pedestrian, cycling and public transport access, and the provision of satisfactory access provision for disabled people and those with restricted mobility;*
- (iii) Protect existing public and residential amenity, particularly with regard to privacy, overlooking, security, noise and disturbance, pollution (including light and odour pollution), daylight and sunlight;*
- (iv) Create a safe and secure environment;*
- (v) Respect or enhance the landscape and other assets that contribute positively to the site and the surrounding areas; and*
- (vi) Incorporate any necessary infrastructure and services including recycling and waste facilities and, where appropriate, Sustainable Drainage*

*Systems (SuDS), and undertake appropriate remediation of contaminated land.*

## Appendix II

### Building Regulations

The replacement of a shop front constitutes a material alteration under the Building Regulations and therefore necessitates the submission of a full plans application prior to commencement of the works.

There are several parts of the regulations which will need to be taken into consideration and the associated provisions must be incorporated in your design.

**Part A Structure** – If the opening is being made wider or load bearing elements are being removed the support to the structure above must be considered. In the case of a replacement it is not unusual for old 'window frames' to be performing a structural function.

**Part B Fire Safety** – Any supporting structural member must be provided with the required degree of fire protection.

Consideration should also be given to any potential increase in unprotected area presented to a boundary or notional boundary. This may occur where an increase in the area non fire resisting construction is proposed.

The means of escape in case of fire provisions should not be reduced or adversely affected by the proposed shop front.

**Part L2B Conservation of fuel and power**- The U Value provided by the shop front should meet the minimum  $1.8 \text{ W/m}^2\text{.K}$  unless used for display purposes. There are certain exemptions to this requirement for historic buildings and the Conservation officer should be able to advise on this issue.

**Part M Access to and the use of Buildings** – Consideration must be given to the provision of access to all users of the building together with manifestation as detailed within the provisions of Approved Document M. As a Service Provider your attention is also drawn to the requirement to make reasonable provision for users of that service under the Equalities Act 2010.

**Part N Glazing**- safety in relation to impact ,opening and cleaning – the design should incorporate the appropriate type of glass for its location and again manifestation must be taken into consideration.

Should you or your designer require any clarification of the specific requirements relating to the above please contact the Colchester Borough Building Control.

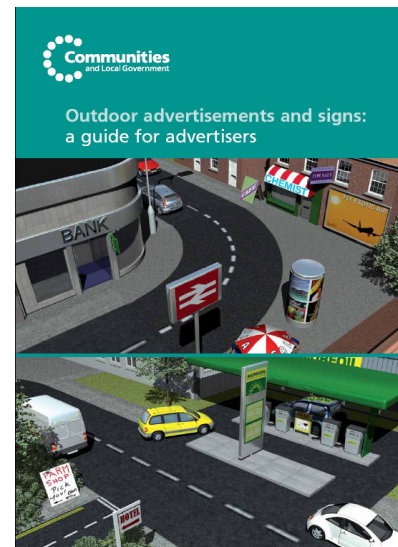
## Appendix III

### Contacts and further information

Colchester Borough Council Planning Department can be contacted for general enquires via the Customer Service Centre on 01206 282424

We can also be contacted via email: [planning.services@colchester.gov.uk](mailto:planning.services@colchester.gov.uk)

The Advertisement Regulations can be found at:  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/326679.pdf>



The Colchester and North East Essex Building Preservation Trust  
Registered office: 4 North Hill, Colchester Essex CO1 1EB  
Registered Charity No. 1044514 Company Limited by Guarantee,  
registered in England No. 3020005

