



Appendix 10

DRAFT PLANNING GUIDANCE

LISTED BUILDINGS AND CONSERVATION AREAS

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1. INTRODUCTION

Our Proposed Plan's historic environment policies aim to protect listed buildings and maintain and enhance conservation areas through sensitive repair and maintenance as well as high quality new development. This consultative draft guidance explains how this can be achieved and it sets the standard required for repair and maintenance. It focuses on the main issues affecting the historic environment in the Park and draws on Historic Scotland guidance which covers the breadth of historic environment technical issues and is a highly recommended reference for anyone wanting to carry out work to a listed building or to a property in a conservation area.

The aims of this guidance are to:

- protect the National Park's listed buildings and conservation areas and ensure development proposals safeguard their uniqueness;
- promote a wider understanding and awareness of the National Park's historic environment, local building traditions and materials;
- safeguard the distinctive character of local areas and ensure new development, reflects settlement patterns and contributes to a sense of place.

This guidance is aimed at householders, owners, architects, developers, and businesses who are considering carrying out works in conservation areas or to listed buildings and anyone carrying out repairs or alterations to any traditional building in the National Park. It is also for us, as the planning authority, when we are giving advice and assessing applications for proposals affecting listed buildings and conservation areas.

We encourage anyone wanting to carry out repairs or work to a traditional building or structure to contact us at an early stage to confirm whether the works need formal consent and are appropriate for the building.

This Planning Guidance is one of a series that supports policies in the Proposed Plan. It describes how we apply the historic environment policies and it is a material planning consideration in determining planning and listed building applications. This guidance should be read in conjunction with the Proposed Plan.

2. CONTEXT

This guidance supplements historic environment policies (HEP) 1-5 in the Proposed Plan which seek to protect the character and setting of listed buildings and the character and appearance of conservation areas.

The Proposed Plan, in turns, fits within a Scotland wide framework that seeks to protect and enhance Scotland's historic environment, namely:-

'Our Place in Time' – the Historic Environment Strategy for Scotland (4 March 2014), a high level framework with a 10 year vision for the historic environment to ensure it continues to contribute to the wellbeing of the nation and its people.

Scottish Planning Policy (SPP) June 2014 - over-arching national policy on land-use planning which highlights the role planning plays in protecting and enhancing the historic environment while still enabling change in the historic environment where appropriate..

The Scottish Historic Environment Policy (SHEP) December 2011 - national policy specific for the historic environment, providing direction for Historic Scotland and public sector organisations

Planning Advice Note 71: Conservation Area Management complements national policy and advises on the management of conservation areas.

The Proposed Plan is also informed by The National Park Partnership Plan 2012-2017 which sets out the approach to managing the National Park and includes policies that seek to protect the Park's cultural heritage.

Although the **Proposed Plan**, along with this guidance and the various Conservation Area Appraisals, is the key policy reference that guides our day to day planning decisions, these documents fit within a wider policy framework all of which are a material consideration in deciding planning and listed building applications.

3. WHY IS THE HISTORIC ENVIRONMENT IMPORTANT?

The historic environment contributes to a sense of place and identity and helps create places where people want to live, work and visit. It also shapes, supports and helps to regenerate communities and engender community spirit.

The historic environment changes in response to natural processes and the changing needs and activities of people. It is important to ensure the special qualities of the Park's historic environment are safeguarded as part of the process of change for future generations to benefit from and enjoy.

Only a small proportion of the Park's historic environment has statutory protection through designation as listed buildings or because they fall within conservation areas. This guidance applies to all aspects of the historic environment and is intended to assist in informing appropriate choices and decisions in the wider interests of this valued resource.

4. LISTED BUILDINGS

Listed buildings are defined as 'buildings of special architectural or historic interest' and they have statutory protection under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. They represent the very best examples of the Park's built heritage. Listing is undertaken by Historic Scotland on behalf of Scottish Ministers. Listed *buildings* include structures such as bridges, sundials, boundary walls and telephone boxes.

There are three categories of listed buildings:

- **Category A** - Buildings of national or international importance, either architectural or historic, or fine little-altered examples of some particular period, style or building type.
- **Category B** - Buildings of regional or more than local importance, or major examples of some particular period, style or building type which may have been altered.
- **Category C** - Buildings of local importance, lesser examples of any period, style, or building type, as originally constructed or moderately altered; and simple traditional buildings which group well with others in categories A and B.

Historic Scotland has details of all listed buildings on their website. You can also call us to check if your property is listed. Contact details can be found in Appendix1 - Further Information and on our website.

Our listed buildings policy HEP1 aims to safeguard their historic and architectural interest.

Listed buildings that are unoccupied are most at risk. Enabling development is encouraged where it's needed to ensure a building is used and protected.

Decisions on proposals for alteration or demolition of a listed building will be made in accordance with the advice contained within the Scottish Historic Environment Policy, and the Managing Change in the Historic Environment guidance note series produced by Historic Scotland.

Design statements are needed for all proposals involving alteration or extension of a listed building or for new development within the curtilage of a listed building. Further information on their preparation can be found in our Placemaking and Design Supplementary Guidance. A method statement on materials and techniques may also be needed.

5. CONSERVATION AREAS

Conservation areas are defined as 'areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. (Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997.) Planning authorities are required to periodically assess whether parts of their area meet this definition and to designate them accordingly.

In the Park, there are eight conservation areas; Callander, Drymen, Gartmore, Luss, Killin, Milton, St Fillans and Tyndrum. (insert maps)

Conservation area protection applies to all of the land within the designated area including not only buildings but also the spaces between them, the landscape and the natural environment, including trees. All these aspects contribute to the special character of each conservation area.

Our conservation areas policy HEP 2 aims to protect and enhance the special qualities of our conservation areas. Any new development must preserve or enhance the character and appearance of the area and maintain important views towards and within it which contribute to the all-important 'sense of place'.

Conservation area appraisals are prepared by the National Park and define the special qualities of our conservation areas. They inform decision making and help develop enhancement schemes. So far, we have appraisals for Callander, Killin and St Fillans Conservation Areas and others will be prepared.

Implications of Conservation Area Status

Conservation areas are subject to special planning controls as follows:-

Householders need permission from the National Park to make alterations or extensions to their properties and to carry out any repairs using non-traditional materials. These permissions are explained in section 7 WHAT CONSENTS OR PERMISSIONS DO I REQUIRE?

- a. Any building or maintenance works should aim to safeguard the historical character of the particular building and area or to restore it where it has previously been lost. However, high quality contemporary design is welcome in conservation areas. New development should aim to complement and enhance the area.

- b. 'Conservation Area Consent' is needed for the removal of any building or structure within a conservation area including walls, railings, gates, etc. as these form an integral part of the historical built environment. An application will require to be submitted to the National Park. In considering any proposal we will apply the same tests for demolition of a building in a conservation area as applies to listed buildings.
- c. Anyone wanting to carry out works to trees within a conservation area must formally notify us at least 6 weeks beforehand. Tree works application forms are available on the Scottish Government e-planning website. It is an offence to carry out unauthorised works to trees within conservation areas. Early liaison with us is therefore essential. Trees can also be protected by Tree Preservation Orders and, as above, it is an offence to carry out tree works which are neither exempt nor consented so please contact us to ensure you do not inadvertently breach tree protection legislation.
- d. All applications for listed building consent and planning permission which may affect conservation areas are advertised in the local press and any views expressed are taken into account in decision making.

As with listed buildings, a design statement may be needed for proposals within conservation areas and a method statement required in some cases.

Decisions on proposals affecting a conservation area will be made in accordance with the advice contained within the Scottish Historic Environment Policy, and within the Managing Change in the Historic Environment guidance note series produced by Historic Scotland.

6. GENERAL PRINCIPLES FOR THE PROTECTION OF THE PARK'S HISTORIC ENVIRONMENT

Designation does not mean stagnation. Change is a constant and we recognise the need to embrace and provide for it. Our aim is to facilitate growth, embrace the new while not allowing the value and importance of the Park's historical environment to be compromised. Listed buildings have to be protected and conservation areas looked after.

(i) Listed Buildings

We want all proposals affecting listed buildings to be of a high quality that meets the needs of the applicant and ensures the building remains worthy of its listed status. All works should respect the special character, features and primacy of the original building. The setting of the building is also important as are views to and from it.

We will not agree to demolition of a listed building in the Park unless where there is exceptional and very strong justification which meets the tests in Scottish Historic Environment Policy and HEP 1.

(ii) Conservation Areas

Likewise, conservation area designation does not mean "no new development". Conservation areas help make the Park a special space and they need to be safeguarded against inappropriate and harmful changes. We want all proposals in all the conservation areas to preserve or enhance these areas and, wherever possible, repairs, restoration and re-use, and not replacement, should be the first option. This would be compatible with the historic context and best practice. We encourage the use of high quality traditional materials and the expertise of experienced traditional buildings tradesmen for all works in conservation areas.

We do not want to lose any building or structure that makes a meaningful contribution, however minor, to a conservation area. Proposals involving demolition will be carefully assessed and agreed only where there are clear benefits and where, re-use is not feasible.

(iii) Non-designated Historical Environment

This guidance, albeit written for listed buildings and conservation areas, also sets the ideal standard for repairs, maintenance and alterations of all traditional buildings in the Park.

6A. REPAIRS

Repairs to listed buildings and to buildings or structures within a conservation area, providing they are made with the appropriate traditional materials and techniques, do not need our consent. Major repairs however, usually constitute new building works so prior consent is needed.

Use of uPVC windows, doors, gutters, etc. would always need formal consent and would generally not be supported. We encourage enquiries and give free pre-application advice including on repair work on receipt of written enquires or emails. Contact details can be found on our website or in Appendix 1 Further Information

Repairs need to be carried out with care. Matching original materials and building methods is crucial as the wrong materials and inappropriate techniques can accelerate the decay of traditional buildings. This shortens their lifespan and usually leads to problems which can result in much higher repair costs. Also, the wrong repairs can result in enforcement action or prosecution.

We strongly advise specialist advice is sought to inform any works to a listed building. The Royal Incorporation of Architects in Scotland (RIAS) website has a list of architects with conservation accreditation (specialist building conservation experience). High quality materials and appropriate standards of workmanship are required for all works to the historic environment in the Park

Historic Scotland's website has extensive guidance on the repair and maintenance of traditional buildings including their free INFORM leaflets and Short Guides on specific repair and maintenance issues.

(i) Repair of roofs

The significance of roofs to town and streetscapes cannot be over-stated and it is important to retain the original structure and features such as chimneys, pots/cans, skews, ridge tiles, finials and bargeboards. Both the sub-structure as well as the visible features of traditional roofs reveals a lot about how and when the building was built. We are fortunate in the Park to have examples of curved timber 'cruck frames' which are built into the stone walls of cottages. Crucks, or 'couples', as referred to in Scots, are pairs of curved timbers joined at the top. They carry the weight of the roof (originally timber, turf and thatch) and are increasingly rare so should be retained wherever possible (even if not performing the original function) along with any remaining historic roof timbers.

Traditional roofs are important, complex structures with many component parts, all of which need to be considered when planning repair or refurbishment works to ensure the correct techniques and materials are used.

a) Roof materials

Most of the older buildings in the Park have Scots slate roofs. Other traditional materials include Welsh and Cumbrian slates, Rosemary clay tiles, corrugated iron sheeting and a small amount of thatch. Scots slate availability is reduced because it is no longer quarried however, second hand slates are still available and should be checked for soundness and used wherever possible on roof slopes in public view. New slates can be used elsewhere on the roof. Natural slate alternatives to Scots slate will be considered on a case by case basis but British sourced slate is encouraged because it is good quality, usually the best match and has the lowest embodied energy costs. Consistency in the texture and grading of the new with the existing slate is important along with matching colour, sizes and thickness. Most of the traditional roofs in the Park have been laid in the distinctly Scottish tradition of laying slates in random widths and diminishing courses. This method reduced wastage as the largest slates were used above the wallhead on the lowest part of the roof and increasingly smaller slates were laid as the roof was covered, with the smallest slates at the ridge. This traditional pattern gives considerable character and sense of place and is always encouraged, and in many cases required. Fish scale or diamond slate patterns are also found in the Park and should always be retained and repairs made with special care.

In cases where traditional materials are reinstated, for example natural slate where concrete tiles had been used, the results are transformative. We strongly encourage voluntary reinstatement of original finishes and features which can add considerably to the value of the property and its contribution to the streetscape.

Concrete tiles and artificial slate are unsuitable as replacements for natural slate on listed buildings and in conservation areas.

Traditional corrugated iron roofs are characterised by their natural rusty colouring or painted finish. We encourage the retention of these roofs for as long as practicable and then replacement with matching profile and finish, metal sheeting.

Zinc and lead work including copings, flashings, valleys and gutter linings should be designed and installed in accordance with good practice and industry recommendations. Lead Sheet Association at www.leadsheetassociation.org.uk

Slate roof vents are not traditional and we encourage use of a good quality breathable membrane beneath the slate and, in exceptional circumstances, soffit vents or concealed roof ridge vents.

b) Chimneys and skews

These are important features on traditional buildings and should always be retained and repaired using traditional methods and to the same specification and dimensions as the original. Skews are the stone tabling on gable walls which are bedded and pointed in lime mortar and may be supported by a skew putt at the foot of the gable. On many of the simply designed vernacular properties the chimney pots or cans are secured to the coping on the chimney head with mortar haunching, a detail which should always be replicated when repairing chimneys.

Chimney-heads or stacks in conservation areas are important roofscape features especially where visible from public spaces. They should always be retained even if they are not in use because they provide good ventilation, help prevent dampness in the property and for their visual contribution.

The removal of a chimney-head or stack may be acceptable if it can be demonstrated that it is structurally unsound and where it is proposed to be reinstated.

As with reinstatement of traditional roof coverings, we always encourage reinstatement of chimneys that have been removed in the past. Fitting of equipment like satellite dishes to chimney heads is strongly discouraged and would not be agreed on listed buildings or on public elevations in conservation areas. See 6B (I) (i) External Fittings to Buildings.

c) Decorative features

The use of decorative bargeboards and ridge tiles, finials and brattishing contribute to the special character of the building and should always be retained wherever possible. Repairs should be carried out to match existing in terms of material and design.

d) Flat roofs

Lead is the choice covering for flat roofs and for small infill areas on slate roofs. In some cases zinc may be acceptable but bituminous felt is generally not appropriate on listed buildings.

(ii) Repair of walls

a) Stone repair

Traditional stone buildings are built in different ways ranging from random rubble cottages to the dressed ashlar of Victorian mansions. Buildings in the Park display a large variety of stone types and finishes with the smaller, less important buildings built with stone rubble and often harled and/or lime washed. Middle sized buildings also tend to be rubble built but with feature sandstone quoins and window dressings. The larger, more important and expensive buildings are generally ashlar sandstone.

Before undertaking repairs to a stone built property, an analysis of the original stone should be carried out as the chemical make-up of a replacement or infill stone needs to be compatible with the original. If incompatible stone is used, this can lead to erosion of the original stone if it is softer than the new (or vice versa) thus damaging the building. Stone is a natural material and moisture within the building wicks to the outside through the stone. The stone should therefore be left in its natural state and not 'treated' to make it waterproof as this prevents the natural evaporation of moisture. Moisture will become trapped in the stone causing it to soften and degrade. Stone decay is also caused by faulty guttering or poor architectural detailing. Stone should only be replaced where necessary. Worn or unsightly stone that is still structurally sound should be left in place. Artificial stone should not be used.

b) Mortar for stone repairs

Restoration mortars should be limited to small areas of decay and to extend the life of a stone which would otherwise have to be replaced.

Lime based mortars are most appropriate for use on stone walls. Cement should never be used. We encourage anyone needing to carry out stone repairs to contact us before starting work to confirm whether formal consent is needed.

c) Mortar joints and pointing repairs

Traditional lime is the most appropriate mortar for traditional buildings. Mortar can be flush around the stones or slightly recessed to show more of the stone face. Sometimes the lime mortar is smeared (slaistered) over the stone face. It is common in the Park to see small pieces of slate or stone (pinnings) in the mortar. As with stone repairs or replacement, an analysis of the original mortar is needed to ensure a good match with the original pointing. Mortar needs to be slightly flexible to accommodate normal building movements and never stronger or denser than the adjoining stones as this will hinder natural moisture evaporation.

Mortar joints should only be repaired when needed, to minimise damage to stone walls. Decayed mortar should be hand-raked to ensure the adjacent stone is not damaged. Cement mortar should never be used.

d) Traditional harls and renders

A lime wash or harl covering has traditionally been applied where stone walls need added protection from rain. These finishes do allow moisture to wick out through the stone. Hard cement render on the other hand dramatically reduces the passage of moisture, slowing drying out times considerably and increasing the risk of internal condensation problems and accelerated decay of the stone. Original stone detailing such as cills, lintels, date stones, skewputts, etc should not be painted or otherwise covered for the same reasons and because the natural stone finish, however worn, is an important characteristic of the building.

As with stone and mortar repairs above, an analysis of the original harl is needed to ensure compatibility with any remaining render and with the stone. Wet dash harl is most appropriate. If a cement render has been previously applied, its removal will be encouraged, but only if it can be removed without damaging the underlying stone. There may be instances where it is best left alone. Each situation is different and specialist advice should always be sought and repairs carried out by experienced, knowledgeable tradesmen and in accordance with the technical guidance from Historic Scotland.

Silicone or other modern weather proofing treatments are not suitable for traditional buildings for the same reason as hard cement - they trap moisture in the stone causing dampness in the building and irreversible damage to the stone.

(iii) Repair of brick and timber finishes

Brick and/or timber buildings are less prevalent in the Park but equally important. Repairs should likewise be carried out using appropriate, matching materials and techniques in all respects.

(iv) Repair of rainwater goods (gutters, downpipes, hoppers.)

The regular repair and maintenance of rainwater goods is important. Rainwater goods take the rain water off and away from the building to prevent it from causing dampness and erosion of stonework. Cast iron was traditionally used and, particularly on listed buildings, any replacement rainwater goods should be of the same material, design and dimensions. Other materials such as good quality cast aluminium may be acceptable, in certain locations, providing the dimensions of the original are replicated. UPVC rainwater goods will not be acceptable on a listed building or on public elevations in a conservation area visible from a road, park, playing fields, etc. Original decorative hoppers and brackets should be retained or reinstated. Regular painting, removal of debris from gutters and checking of joints will prolong their life.

(v) Repair of gates and railings

Metal gates and railings are often bespoke to the property and function as important decorative and practical boundary features. They should always be maintained and repaired where needed. Any replacement sections should be on a like-for-like basis. Most railings were made from cast iron and there are a few surviving examples of wrought iron.

(vi) Windows – see 6B, (l), e) Windows

6B. ALTERATIONS

This section focuses on the most common changes to traditional buildings, listed buildings and properties in conservation areas. As above you are encouraged to use our free pre-application inquiry service for queries.

Where proposals will result in the loss of historic fabric, detail or changes to the original layout of a listed building, a scheme for recording will need to be submitted for our approval prior to work commencing.

As with reinstatement of traditional roof coverings and chimneys, we encourage the restoration of lost features. It is important to ensure that all restorative work is based on sound physical and documentary evidence to ensure that work is as authentic as possible.

(I) External Alterations

a) Stone cleaning

Invariably, stone cleaning damages stonework usually because it's too abrasive and also because it often exposes hidden, poor repair work, damaged surfaces and discoloured stone. Stone cleaning is therefore strongly discouraged and would only be approved as an exception to the 'safe' manual cleaning technique which involves brushing with a stiff natural bristle brush and clean water. This method can be used to remove organic growth and some loosely bound surface dirt and minor surface soiling.

b) Paint removal

Careful removal of paint from a stone wall can restore the stone's natural wicking properties and much of the original character and appearance of a building. Again the use of a specialist is strongly advised to ensure the underlying stone work is protected. Trial samples on the least conspicuous parts of the building can be invaluable.

Sometimes stone walls, once exposed, turn out to not be in good enough condition to be left in their natural state. Removal of inappropriate paint is nevertheless still worthwhile and should be followed by stone repairs and repointing as necessary before repainting with a suitable paint finish. See 6B (I), c) Application of Paint and Render.

c) Application of paint or render

Exposed natural stonework, should not be painted or rendered except in special circumstances and where, the original finish was paint or render. Where this is the case a micro-porous mineral paint should be used or a like-for-like render, respectively. The painting of stone window and door margins and quoins in a contrasting colour to the walls is a traditional feature on many buildings and will be permitted on a like-for like basis. In exceptional circumstances the application of a harl or lime wash to natural stone may be pertinent for adverse weather protection, but should always be discussed with the National Park .

All painted external surfaces including rainwater goods, doors, windows and railings should be regularly inspected and repainted where needed This will provide continuous protection from the elements and help ensure the building looks and performs as it did when first built.

Although white is the most prevalent colour used for windows and doors, colour, in the form of “heritage” shades including blue, grey, green, dark red, brown and off white are more authentically traditional and are therefore encouraged. Darker colours have the effect of making windows frames recede giving depth and interest to the building’s appearance whereas white, especially the popular ‘brilliant white’, make the windows stand out. They then appear an overly dominant feature of the building. Modern stains and varnishes are usually inappropriate and are strongly discouraged.

d) Building extensions

To ensure the special character of a traditional building and its setting is protected, alterations, including extensions, need to be carefully considered.

An extension should be located on the rear or other subsidiary elevation of the building. Extensions should generally be different to, and distinguishable from, the original building in design and form. We encourage, high quality innovative contemporary design and materials that are subsidiary and complementary to the main building. Sometimes it is more appropriate for an extension to match the original style and design and in such cases there should be no compromise in terms of quality and matching of materials. Extensions to the sides of buildings should be set well back from the frontage and be designed to safeguard the original architectural composition.

Traditionally open or closed porches have been built to provide shelter to a doorway, usually on the front of a property and are often an integral part of the buildings original design. A proposal to construct a porch on a building which has not previously had a porch will require careful consideration to ensure that the character and appearance of the elevation is not compromised. Early liaison with us is advised.

We encourage removal of inappropriate existing additions and any that are of inferior quality or otherwise detract from the building. We also encourage the restoration and repair of any extensions that have historic or architectural interest instead of replacement.

The importance of using traditional materials cannot be overstated and uPVC is very rarely acceptable.

We have more information on extensions and alterations to residential properties in our Place-making and Design Supplementary Guidance.

e) Windows

Timber sash and case windows are key to the traditional appearance of the older buildings that we are all familiar with. Most of the traditional properties in the Park have them, consisting of timber frames, historic glass, vertical sliding opening and a variety of glazing patterns created by the use of astragals or glazing bars. The windows are set into checks and sealed with mastic which traditionally was made from burnt linseed oil and fine sand in either red or buff colour to match the stonework.

Horns, the small projections on the side frames of the sashes, are a later addition and are generally not appropriate for windows predating, the late Victorian and early Edwardian periods.

Historic glass, usually crown or cylinder type, has a subtle ripple effect which adds interest and depth to an outlook and to views into the building. Modern glass is flat and dull by comparison. Original leaded, stained, etched and frosted glass should always be retained or re-used for their decorative, historical and cultural interest. Regular maintenance and the carrying out of small repairs as required will ensure the continued presence of these special features.

Other traditional window types including original timber casement windows, early metal windows and special window types found on agricultural/industrial/railway buildings are also important to the rich, attractive and diverse built character in the Park.

(i) Repair and Maintenance

We strongly recommend retention of original timber windows which can usually be repaired in sections as necessary. Repair is more economical and substantially more environmentally sustainable. Modern timber rarely matches the quality and durability of the original timber and specialist tradesmen seek to retain as much of the original timber as possible. The decay of timber frames is avoidable with prompt attention to any necessary repairs and regular painting to prevent moisture penetration.

Glazing should be fixed with putty or a glazing compound rather than timber beading.

The fitting of easy-clean hinged systems means that timber sash and case windows can be safely cleaned by allowing the window to open inwardly. This is essential on upper floors.

See also 6B (l) (c) Application of Paint or Render

(ii) Listed buildings

Proposed replacement of original windows will only be approved in exceptional circumstances and usually only where there is specialist evidence showing that they are beyond repair. Any application for replacement windows(s) will need to be supported by a detailed condition survey of the existing window(s), accurate scaled drawings and full details of the proposed replacement window(s)

Where replacement windows can be justified:

- They must replicate the original details including materials, design, including frame size, and method of opening.
- Where glazing bars or astragals are required these must be of the same profile, proportion and materials as the original, be fitted in the same plane with any meeting rails located in the same position as the originals. Astragals should never be stuck on the glass.
- If double glazing is proposed, slim line sealed double glazed units, with a maximum 6mm cavity and should be fitted into original or existing window joinery. Astragals should never be sandwiched between the glass of doubled glazed sashes.
- If historic glass is present then secondary glazing is the method of choice.
- Historic ironmongery should be salvaged, refurbished and re-used wherever possible.
- uPVC framing is not appropriate to traditional buildings and will not be supported in any listed building .
- It is not essential that all windows on the same building are exactly the same as variations can provide important evidence of the buildings historical development.

(iii) Unlisted buildings in conservation areas

The installation of inappropriate replacement windows has had a negative impact on the special character of conservation areas in the Park. We want to reverse this trend and strongly encourage reinstatement of windows that match the original wherever possible. As with listed buildings, the repair of original windows is always the first choice. Replacement is a last resort and will need to be supported by specialist evidence to demonstrate that repair is not feasible.

Where replacement windows can be justified:-

- Windows, that are open to public view, i.e. visible from a road, a park or playing fields should match the original historic windows in terms of materials, design and method of opening.
- historic glass should be retained; if present, secondary glazing should be considered.
- Timber double glazed units may be acceptable providing they match the original historic windows in terms of materials, design and method of opening.

Although the above is encouraged for all elevations, we may agree different materials and methods of opening to the rear and sides if not visible to the public and providing the pattern, proportion and frame dimensions closely match the original glazing pattern. Wide or bulky frames reduce the area of glazing and are unacceptable.

(iv) Thermal efficiency

The thermal efficiency of windows can be improved in a variety of ways including the use of heavy curtains, shutters (insulated), application of glazing film designed to improve thermal efficiency, draught proofing and installation of secondary glazing. Further information on the merits of each measure can be found on Historic Scotland's website. Care should be taken when fitting secondary glazing to ensure architectural features such as shutters are not affected. The meeting rails and frames of secondary windows should be as small in section as possible to allow them to be disguised behind existing rails. Painting the external facing frames and rails, a black colour, helps to minimise the presence of secondary glazing from the outside.

(v) Window openings

Window sizes should not be altered including by removal of any stone or timber mullions that divide twin or multiple windows sets, because their relative proportions and patterns are part of the character of an elevation. A new window opening or conversion of a window to a door would very rarely be acceptable on a principal elevation but may be otherwise providing the dimensions and details, such as window margins are appropriate.

(vi) Ventilation

Ventilators on glass or trickle vents on window frames detract from the appearance and character of the building. Alternative options should be used and we would be pleased to discuss these.

(f) Dormer Windows and Rooflights

Dormers are present on many traditional buildings in the National Park and they add to the distinctive roofscape of streets. There are subtle differences in the design, scale and position of traditional dormers and care should be taken to ensure the original form, and any features such as finials and bargeboards, are retained when carrying out any repairs or refurbishment.

The introduction of dormer windows on listed buildings where none exist, is not appropriate.

The introduction or increase in the number of dormer windows on traditional buildings in conservation areas may be acceptable providing the proposed dormer:-

- Is located on the rear elevation and positioned well below the ridge-line of the roof.
- Matches any original dormer if already existing.
- Is in keeping with the windows and doors in terms of, proportion and alignment and reflects the character and proportions of the building as a whole.
- The materials used on the soffits and roof of the dormer match the main roof.

Where original, traditionally designed dormers exist, their repair will be encouraged. If replacement is required then they should match the original in form, materials, etc. In situations where non-traditional dormers exist, their visual affect can be reduced by painting the window frames a dark colour, to match the roof covering.

Modestly sized conservation type rooflights with a low profile that sits within the roof line may be an appropriate alternative where new dormers are unacceptable.

(g) Doors

Doors are an important feature on most buildings and original doors should be retained wherever possible particularly on traditional buildings. Replacement of original doors on listed buildings and in conservation areas will only be agreed where it is evident a door is beyond practicable repair.

The front doors of traditional buildings are usually timber, have an outer frame, and are vertically boarded or panelled. Rear doors tend to be simpler in style. Traditional doors, like windows, can be repaired by experienced tradesmen and the original hardware such as knobs, handles, numbers and escutcheons should be retained. Replacement, solid flush (plain fronted), uPVC or aluminium doors with integral fanlights, glazing or panelling are unsuitable as they do not complement the appearance and character of traditional buildings. We encourage the reinstatement of period door fittings where these have been previously removed.

(h) Renewable Energy

The installation of renewable energy technologies such as solar thermal or photovoltaic panels, solar slates and domestic wind turbines should be carefully sited to safeguard the setting of listed buildings, conservation areas and sensitive landscape settings. They should not be visible from public view.

Installations may be acceptable in the following locations:

- On the ground to the rear of the building
- On a modern extension to the rear of the building, providing that no part is higher than the main building
- In the internal valley of a roof, providing no part projects above the ridge.

The siting and construction of facilities to store and operate a biomass system would also require careful consideration. For further information see our Placemaking and Design Supplementary Guidance and Planning Guidance on Renewable Energy.

(i) External Fittings to Buildings

As a general rule, modern exterior apparatus should be positioned to ensure there is either no or neutral impact on the character of a listed building or the visual amenity of a conservation area; this includes, gas and water pipes, gas and electricity meter boxes, flues, gas ventilation grilles, solar panels, wind turbines, burglar alarms, security lights and cameras, air conditioning and ventilation plant, satellite dishes and TV aerials.

Satellite dishes

Satellite dishes spoil the look of traditional building frontages and detract from the overall streetscape. They should be located in inconspicuous locations, such as behind a parapet wall, within a roof valley or concealed by a chimney stack. They may be acceptable on a modern, rear extension and they can be shared, which minimises costs and impacts. Where possible they should be painted to blend in with the background.

Gas Pipes and meter boxes

Holes in stonework should be kept to a minimum. Any redundant pipes should be removed and the stonework made good to match existing materials and colour. Meter boxes should be fitted to the rear or side, out of public view, and, along with pipes, painted to match the stone background to reduce their visual impact.

Flues

Flues should only be used where it is not possible to line an existing chimney to form an internal duct. Where one is needed it should be positioned on the rear or side elevation out of public view and painted to match the colour of the stone background.

(j) Adaptation for Accessibility

The Equality Act 2010 requires service providers to take “reasonable” steps to make their buildings and services accessible. Any adaptations have also to conserve the historic environment and changes required to improve access will need careful consideration and design. It may not be feasible to provide full access via the principal entrance in every case so alternatives may be needed and should be bespoke to the particular building using innovative design and high quality materials.

(k) Shopfront Alterations and Signage

Shopfronts, collectively and individually, contribute to the character of our towns and villages. They represent an important link with the social and cultural history of a place; family businesses, shops and architecture are all closely related to the history of a village or town. Care will therefore be required when considering alterations to shopfronts in the National Park, particularly if the shopfront is located within a listed building or in a conservation area.

Shopfront Design, Supplementary Guidance, will be developed to supplement and support the Development Plan Overarching Policies, Development Requirements

(II) Internal Alterations to Listed Buildings

Many of the National Park's listed buildings have fine interiors. These range from functional fixtures and fittings in farm buildings and railway signal boxes to the grandeur of magnificent mansions with decorative plasterwork, timber panelling and opulent wall coverings. Any changes to original interiors should comply with the guidelines and advice in 'Managing Change in the Historic Environment – Interiors' published by Historic Scotland.

The original floor plan is integral to the character of listed buildings and should therefore be retained. If necessary, however, to ensure continued use of the building, limited changes may be considered to less important areas.

(a) Internal walls and partitions

Historic features may be concealed behind newer coverings like plaster or panelling which, themselves may be of historic interest so care should be taken to ensure no inadvertent harm is done when investigating.

Where consent is given for internal alterations to the room layout, nibs and cornicing should remain intact – with a minimum 300mm downstand and it will generally be necessary to replicate cornice details at the head of new partitions as well as dadoes and skirtings.

(b) Internal doors

Doors that form part of the architectural composition of a room or plan form should be retained. Where redundant for circulation purposes, they should be locked shut and left in position, rather than being removed.

Any new door openings, if acceptable in principle, should match existing doors and architraves. Exceptionally, in principal rooms it may be acceptable to have jib (secret) door or modern opening to avoid confusing the building's history.

Traditional panelled doors can have fire resistant paper applied to the panelling or intumescent paint and edge strips if needed.

(c) Plasterwork

Old plaster can be fragile so a light touch is essential. In general all decorative features however simple should be preserved. Suspended ceilings may be acceptable in minor rooms if they are above window height but should never be used in principal rooms or entrance halls with decorative plasterwork.

(d) Chimneypieces

Chimneypieces, along with fireplaces including original features are part of the decorative and functional history of a building. They are often central to the design of a room so should be retained even if no longer needed. If removal is necessary, the chimneypiece should be re-used elsewhere in the building. We strongly encourage restoration of missing chimneypieces.

(e) Staircases

Historic staircases including handrails and balusters, are often the most significant designed part within a building. They should always be retained. Stair lifts and chair lifts should be avoided on main staircases in sensitive interiors especially if a secondary stair is available.

(f) Floors and Ceilings

Original floors, of interest because of their materials, form or surface treatment, should be retained and repaired if necessary in situ.

Any lifting of floors or removal of suspended or false ceilings for service installation or repair, should be carefully done and a look out kept for interesting features which may have been concealed.

(g) Kitchens and bathrooms

The fitting of a kitchen or bathroom in a principal room is unlikely to be acceptable but may be permitted elsewhere where freestanding and where they do not harm any fixtures of architectural interest. En-suite bathrooms should be located within existing boxrooms or cupboards and where this is not possible, then in secondary rooms providing the facilities respect the room form and proportions.

(h) Other Services

The installation of services, such as central heating pipes, should be easily reversible and not damage any architectural features. Surface mounting is usually preferable.

6C. NEW DEVELOPMENT IN THE GROUNDS OF LISTED BUILDING

Many listed buildings in the National Park have large gardens and some are in designed garden landscapes, often, in turn, within a magnificent natural landscape. Any new development within the grounds of listed buildings should respect the character of the existing building and its setting.

(I) Curtilage

The curtilage of a listed building is the area of land associated with the main house and ancillary buildings, and, in the case of houses, used for the comfortable enjoyment of that house. An assessment of the extent of a curtilage is based on the physical layout, pattern of ownership and the past or present use and function of the various buildings. Coach-houses, doocots, mews/stable courts, walled gardens, lodges, boundary walls, garden ornaments and gates are part of the curtilage and treated as part of the listed building even if not individually listed.

(II) Setting

The setting of a listed building is the environment of which the building was designed to be a principal focus, and which it was designed to overlook. Significant views of the Listed Building and the historical context of its position in the landscape should not be compromised. Development within the setting of a listed building will only be acceptable if it can be demonstrated that the proposal would not be detrimental to the architectural or historic character of the listed building.

The setting of a listed building is both: the environment in which the building was designed to be the principal focus; and that it was designed to overlook. Public views of the listed buildings, in their respective settings and surroundings, are very important and should be protected. Any development within the setting of a listed building must protect this historical landscape context.

(III) Views

New development should not affect oblique views of the listed building or disrupt the formal approach to it. Principal elevations should remain entirely visible from all main viewpoints. Development should not restrict or obstruct views to or from the listed building nor intrude from behind the building on its 'silhouette' as seen against the sky from viewpoints. Any distant views of landscape features or landmarks which may have been exploited in the design of the building should also be unaffected by the development.

(IV) Landscape

The landscape setting of the building should be analysed as the loss of garden ground can seriously affect the setting of a listed building. Planting which forms part of the original landscape should be retained and, where appropriate, the original landscape restored. New landscaping should be used imaginatively to screen and enhance new development and to retain the landscape setting of the building. Immediate surroundings should be maintained communally, avoiding individually defined gardens.

(V) Conversion

The sympathetic conversion and re-use of existing buildings on the site, particularly stable blocks, mews, service courts and steadings, should be considered prior to developing proposals for new build; care should be taken to incorporate surviving original features in these buildings where possible. However, any proposals to alter unsympathetically, relocate or remove items within the curtilage, such as stables, mews, garden walls, stone steps, stone paving and cobbled or setted areas are likely to detract from the quality of the building's setting and are unlikely to be approved.

The condition of the main item of listing is critical and, where it is no longer in use, it is important that the restoration of the listed building is sought as a priority. It should be a condition that work on the listed building be completed, or that an appropriate contract has been let for its restoration, prior to the commencement of new development.

(VI) New Development

Where new development within the grounds of a listed building is acceptable, the siting, design, scale, form, density and materials should be sympathetic to the listed building, including ancillary buildings. The feeling of spaciousness of the grounds in relation to the main building should be protected for the amenity of the property. The scale of new development should be controlled so as not to crowd or obscure the house. No building of similar or greater bulk should be erected close to the main listed building. The relationship that exists between the main house and its ancillary uses should not be disrupted by the new build.

7. WHAT CONSENTS OR PERMISSIONS ARE NEEDED?

It is essential that you obtain any necessary consents or permissions needed before carrying out any alterations or refurbishment (other than very minor repairs) to a listed building or a property in a conservation area. We provide free advice in this regard so please check in writing to see what consents or permissions are required.

We also give free pre-application feedback notably on design and materials, and indicate whether permission is likely to be given or not. Forms can be downloaded from our website.

Do I need Listed Building Consent?

Listed buildings are protected by law under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. This means that listed building consent is required for any works which would affect its character as a building of special architectural or historic interest, including demolition, alteration or extension. Listing covers the interior and exterior, and includes any object or structure fixed to the building, or which has been included within its curtilage, since 1st July, 1948. Listing, therefore, extends to historic fixtures or fittings (plasterwork, fireplaces, panelling,) and items within the curtilage such as stables, coach houses, garden walls and cobbled surfaces.

Listed building consent must be obtained where proposals will alter the character of the listed building, regardless of its category or whether the work is internal or external.

No listed building should be demolished unless it has been clearly demonstrated that every effort has been made to retain it. The tests for demolition are detailed in the Scottish Historic Environment Policy and HEP1 in the Proposed Plan.

Where loss of architectural features or demolition or partial demolition takes place, appropriate recording of the existing structure will be expected

Repairs which match the original materials and methods and do not affect the character of the building do not usually require listed building consent or planning permission. A method statement may be requested.

Information on how to apply for listed building consent can be found on our website and the Scottish Governments e-planning website

What if the work has already been carried out?

It is a criminal offence to demolish, alter materially or extend a listed building without listed building consent. Alterations may be subject to enforcement action or prosecution at any time. Retrospective applications for listed building consent will be considered on their merits.

Do I Need Planning Permission?

Planning permission is required for many alterations, additions and changes of use. Some work can be carried out without planning permission; this is referred to as 'permitted development'. Within conservation areas, fewer alterations are permitted development and most changes to the outside of a building, including changing the colour, require planning permission. Householders within conservation areas require planning permission for almost all alterations or works affecting the exterior of their property. This includes extensions, works affecting outbuildings, laying of hard surfaces, erection of gates, fences and walls, as well as improvements, additions or other alterations to the external appearance of a house such as replacement of windows, doors, gutters, drainpipes and re-roofing.

Information on how to apply for listed building consent can be found on our website and the Scottish Governments e-planning website.

Do I Need A Building Warrant?

A building warrant is the legal permission to start building work, or to convert or demolish a building and may be required even if Planning Permission or listed building consent is not. Please contact your local Council's Building Standards Officer.

Advertisement Consent

Advertisements are defined as any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, and employed wholly or partly for the purposes of advertisement, announcement or direction. Many advertisements will require advertisement consent, in addition to listed building consent and planning permission. You can check this by seeking advice from the Planning Helpline.

What is a Certificate of Lawfulness?

An application can be made to the National Park for a Certificate of Lawfulness where written confirmation is required that proposals do not constitute a 'material change' and that Planning Permission is not required.

Biodiversity

Some species of animals and plants are protected by law.

For individual species the levels of protection varies but for most species it is illegal to **kill, injure, disturb or take such species** from the wild. If it is suspected that a European Protected Species such as bats, could be potentially affected by proposed works, then a survey must be undertaken. More information on European Protected Species, survey work and relevant licenses is available from *Scottish Natural Heritage* website and also the National Park's Place-making and Design Supplementary Guidance.

In addition the Wildlife and Countryside Act 1981 gives protection, with certain exceptions, to all birds, their nests and eggs.

Consequently, projects need to be specifically programmed to allow survey work to be undertaken, and mitigation measures taken if required, prior to work commencing on site.

APPENDICES

1. FURTHER INFORMATION

Contact details

LOCH LOMOND AND THE TROSSACHS NATIONAL PARK

Planning & Rural Development Service:

Email: planning@lochlomond-trossachs.org

Web: www.lochlomond-trossachs.org/planning

Built Environment Adviser

Email: BuiltHeritage@lochlomond-trossachs.org

Web: <http://www.lochlomond-trossachs.org/planning/conservation-areas/menu-id-593.html>

and <http://www.lochlomond-trossachs.org/planning/listed-buildings/menu-id-592.html>

Archaeological Adviser

Email: enquiries@wosas.glasgow.gov.uk

Web: www.wosas.net

HISTORIC SCOTLAND

T 0131 668 8600

Web: www.historic-scotland.gov.uk

SNH

Licensing enquiries:

Email: licensing@snh.gov.uk

Web: <http://www.snh.gov.uk/protecting-scotlandsnature/species-licensing>

Planning & Renewables Unit:

Web: www.snh.gov.uk/planning-and-development/contacts

Local Area Office:

Email: FORTH@snh.gov.uk

ARGYLL AND BUTE COUNCIL

Building Standards – Tel 01546 605518

PERTH AND KINROSS COUNCIL

Building Standards - Tel 01738 475300 or email buildingstandards@pkc.gov.uk.

STIRLING COUNCIL

Building Standards – Tel: 01786 233600

WEST DUNBARTONSHIRE COUNCIL

Building Standards – tel 01389 737000 or email building_standards@west-dunbarton.gov.uk

SCOTTISH GOVERNMENT

e-planning website eplanning.scotland.gov.uk/WAM/

Legislation

The Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 as amended by the Historic Environment (Amendment) Scotland Act 2011
The Town and Country Planning (General Permitted Development)(Scotland) Amendment Order 2011
The Town and Country Planning (Scotland) Act 1997
The Equality Act 2010
The Conservation (Natural Habitats etc) Regulations 1994 as amended in Scotland
Wildlife and Countryside Act 1981

Listed Buildings

To check if your building is listed please contact either:

National Park Authority planning@lochlomond-trossachs.org

Historic Scotland, <http://www.historic-scotland.gov.uk/historicandlistedbuildings> (online search)

National Strategies, Policies and Guidance

Our Place in Time – The Historic Environment Strategy for Scotland (4 March 2014)

Scottish Planning Policy (SPP) June 2014

The following are free to download or order from Historic Scotland's website

- The Scottish Historic Environment Policy (SHEP) December 2011
- Managing Change in the Historic Environment Guidance notes (translates SHEP into everyday context and language)
- Scotland's Listed Buildings - a booklet explaining what listing means for owners and how buildings are assessed for listing
- INFORM Guides – a series of 51 leaflets on specific conservation and maintenance issues relating to traditional buildings.

- Short Guides – 11 guides including Maintaining Your Home and Sash and Case Windows
- Guide for Practitioners 6: Conversion of Traditional Buildings, Application of the Scottish Building Standards
- New Design in Historic Setting

Other technical advice notes, research reports, guides for practitioners and conservation case studies can also be accessed from the Historic Scotland website.

Special Context of Loch Lomond and the Trossachs National Park

Conservation Area Appraisals (see LLTNPA website)

A Building Stone and Slate Survey of the Callander Conservation Area, recording, matching and sourcing for the built heritage. 2011 (see LLTNPA website)

The Building Stones and Slates of Killin, an investigation of stone for the built heritage. 2010 (see LLTNPA website)

Historic Shop Appraisal for Callander Conservation Area Regeneration Scheme (CARS) April 2010 (see LLTNPA website)

Loch Lomond & the Trossachs National Park Non-Inventory Designed Landscape Study;

Historic Designed Landscape Study (LLTNP)

Community Action Plans (Loch Lomond Community Partnership)

Sustainable Design and Construction

Renewables Planning Guidance (LLTNPA)

Placemaking and Design Supplementary Guidance (LLTNPA)

Protected species advice and further links – SNH website

Landscape and Urban Design for Bats and Biodiversity, Bats Conservation Trust

Writing Design Statements and Conservation Plans

PAN68 Design Statements (2003)

Design and Access Statements – CABE (2006)

Conservation Plans, A Guide to the Preparation of Conservation Plans (Historic Scotland website)

Placemaking and Design Supplementary Guidance (LLTNPA)

Appointing Professional Advisors

Architects, including Conservation Accredited Architects – Royal Incorporation of Architects – RIAS website
Building Conservation – Institute of Historic Building Conservation website
Landscape Architects – Landscape Institute website
Structural Engineers – Institute of Structural Engineers website
Surveyors – Royal Institution of Chartered Surveyors - RICS website

Other useful sources of information or advice

www.leadsheetassociation.org.uk

2. GLOSSARY

Architraves	Moulded surround to an opening or recess.
Ashlar	Masonry of large blocks in regular courses worked to even faces and carefully squared edges: the stones themselves are called ashlar and may have a polished, stugged, droved or broached (qv) finish.
Astragal	An astragal is a glazing bar that divides a window into smaller panes of glass. In timber sash and case windows it is normally moulded and narrower than the main frame.
Bargeboard	Boards placed at the inclines of a gable to hide the ends of the roof timbers, and usually projected from the wall-face; often pierced, traceried or otherwise decoratively treated.
Brattishing	The ornamental cresting of cast or wrought-iron crowning on a roof.
Breathable membrane	Breathable pitched roof underlay fixed beneath tiles and slates providing a secondary barrier to the ingress of rain, wind and snow. Its use should negate the need for other roof ventilation measures.
Casement window	A side-hung hinged opening window
Check	A long, step shaped or rectangular recess (window opening).
Chimney head	That part of a chimney which rises above the level of the roof containing one flue.
Chimney stack	A number of chimney heads grouped together in one structure containing more than one flue.
Conservation Area Appraisal	Its purpose is to define and evaluate the character and appearance of a Conservation Area; to identify its important characteristics and ensure that there is a full understanding of what is worthy of preservation.
Conservation Plan	A conservation plan is a useful tool to assist those with responsibility for individual parts of the built heritage to consider the needs of their site, building, monument or landscape and how it can be effectively and efficiently managed.
Conservation type rooflights	Low profile rooflight manufactured to replicate traditional designs, particularly suitable for listed buildings and properties in conservation areas.
Coping	Protective top member of any vertical construction such as a wall or chimney.
Cornice (interior)	Decorative plaster moulding along the top of an interior wall.
Cove	Plaster moulding along the top of an interior wall.

Crown glass	Glass blown in large circular discs and then cut into panes. Crown glass became increasingly popular from the middle of the 18th Century.
Crucks	Form of vernacular roof construction in which the roof is carried in pairs of naturally curved timbers or crucks joined at the ridge and combining the functions of upright post and rafter (full crucks) or embedded into the wallhead (upper crucks).
Curtilage	Any buildings or structures which formed part of the land associated with, or belonging to, the principal building at the time of listing are considered to be within the 'curtilage' of the listed building and are therefore considered part of it.
Cylinder glass	Sometimes known as "sheet" glass, was made by blowing a cylinder of molten glass. This cylinder was cut along its side and flattened out in a furnace, giving the glass a slightly rippled surface. Popular until the first half of the 18th Century.
Dado	the lower portion of an internal wall above the plinth or skirting board and beneath the dado or chair rail, sometimes of plaster but often panelled timber
Design statement	A short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.
Development Plan	A development plan sets out the local authority's policies and proposals for the development and use of land in their area. The development plan guides and informs day-to-day decisions as to whether or not planning permission should be granted.
Dressings	Smooth stone, normally for quoins or keystones and often found around door and window openings.
Edge strips	Surface mounted fire door seals.
Enabling development	New development required to facilitate the restoration of a listed building.
Escutcheon	A flat piece of metal for protection and often ornamentation, around a keyhole, door handle, or light switch.
Fanlight	A window over a door or another window, rectangular, semicircle or of half an ellipse. Integral fanlights are often incorporated into modern door design.
Finial	A distinctive section or ornament at the apex of a roof, dormer or canopy.
Flashing	Thin pieces of impervious material, usually lead, installed to stop water penetrating the junction of a roof with another surface
Glazing Bars	A narrow timber supporting strip between adjacent panes of glass- creates the window 'pattern'.
Haffit (or cheek)	Often referred to as "cheek". Vertical side of dormer.
Harl	Scottish form of roughcast in which the mixture of the aggregate (small even-sized

	pebbles) and binding material (in traditional harl sand and lime) is dashed on to a masonry wall; in traditional harls the aggregate is in the mix (wet dash) in non-traditional 20th century harls the aggregate is dashed on separately (dry dash).
Haunching	Raised mortar bed securing pots/cans to chimney cope.
Horns	Horns are extensions of the lower part of side frames of the top sashes of late Victorian and Edwardian sash and case windows. They were used to strengthen the lower joints of the top sashes following the introduction of large sheets of glass. Georgian and early Victorian windows did not have horns.
Intumescent paint	Fire retardant paint.
Jib doors	A secret door - a door made flush with a wall without dressings or mouldings and often disguised by continuing the finishings or decorations of the wall across its surface.
Lime mortar	Mortar composed of lime and an aggregate such as sand, mixed with water and applied to the joints between each stone. Lime mortared and rendered stone buildings have a natural ability to both hold and evaporate moisture from the walls, thus maintaining a state of balance with the surrounding atmosphere – allowing the building to breathe.
Listed Building	Buildings of special architectural or historic interest identified by Historic Scotland on behalf of Scottish Ministers that have statutory protection under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.
Listed building consent	Consent required for works which would affect the character of a listed building including demolition, alteration or extension, including alterations to the buildings interior.
Margins	margin framing an opening or emphasising the angle of a building.
Meeting rail (or transom)	Where the top and bottom sashes on a sash and case window, meet.
Method statement	Document detailing the scope of works to be undertaken and the materials and methods to be used in carrying them out.
Mortar fillets	Mortar which provides a weathertight seal in a corner between roofing slates and a wall; used in place of flashing.
Mullion	upright member, timber or stone, separating windows.
Nibs	Where removal of an interior wall is proposed a short projection of the original wall, a nib, will be retained in situ so that the original plan form of the building can still be understood.
Parapet gutters	A rain gutter on a roof usually rectangular in shape, usually lead, concealed behind a parapet.
Parapet wall	Alow wall, usually enclosing a roof, or a barrier on the edge of a terrace or bridge.
Permitted development	Work that can be carried out without the need to obtain planning permission. Classes of development detailed in the Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended. Also known as Permitted

	Development Rights(PDR).
Photovoltaic panel	A method of converting solar energy into direct current electricity using semiconducting materials that exhibit the photovoltaic effect. A photovoltaic system employs solar panels composed of a number of solar cells to supply usable solar power.
Pinnings	Small stones, or sometimes slate, found in rubble walls. They were added to fill up crevices between the larger stones and bedded or set in lime mortar.
Planning permission	Formal permission from the local planning authority for the erection or alteration of buildings or similar development.
Platt	Broad doorstep.
Podded	A room within a room. A kitchen or bathroom where the services do not impact on the walls or fittings of the original building.
Pointing	The application of mortar to exposed joints in masonry or brickwork.
Quoins	Stones larger than those of which a wall is composed, or better shaped, and forming the corners of walls or door and window openings: if they project they are described as raised, and if with chamfered angles, rusticated.
Random rubble	Rough masonry, unhewn building stone set in mortar, but not laid in regular courses.
Random widths and diminishing courses	Slate roofs are laid from the wallhead working up to the ridge. The texture and appearance of a Scots slate roof comes from the use of varying widths of slate laid with the largest at the wallhead, gradually diminishing in size towards the ridge where the smallest slates will be used.
Restoration mortar	Proprietary products manufactured for small scale, short-term repair of damaged masonry.
Ridge-line	The top of a roof at the junction of two sloping sides.
Sash and case window	A form of window in which the glazing slides in two parallel frames within the case, the upper sliding outward of the lower.
Secondary glazing	An independent system fitted on the inside of existing windows.
Skew	sloping tabling/coping finishing a gable which is upstanding from the plane of the roof.
Skewputt	The lowest stone of a gable coping which generally projects and is moulded.
Skirting	A wooden board running along the base of an interior wall.
Slaistered	Lime mortar smeared over the face of the stone to give distinctive finish.
Slim line double glazing	Double glazing units that have a narrower depth than traditional double glazing units and are more appropriate for installing in existing window frames of Listed Buildings.
Solar thermal	Solar thermal systems capture the free heat from the sun and use it to heat up water for use in the home.
Solar Slate	Photovoltaic technology designed to replicate slate.
Traditional building	A general term used to describe buildings usually built before 1919. They are built using

	traditional materials such as stone, slate, timber and lime.
Tree preservation order (TPO)	A TPO is a written order, which in general, makes it a criminal offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree protected by that order, or to cause or permit such actions, without the authority's permission.
Trickle vents	Ventilation fitted into window sashes.
Valleys	Roof valleys are troughs, usually lead, that discard runoff water where two sections of sloped roof meet.
Wicking	Is the ability of moisture to move in narrow spaces without the assistance of, and in opposition to, external forces like gravity.