

## Planning Permission

Changes to advertisements and signs, the appearance of a shopfront, illumination or external security measures usually require Planning Permission. Demolition or part demolition of a shopfront in a conservation area will require Conservation Area Consent. Planning Officers will be able to tell you whether your property is within a designated conservation area.

Alterations to listed buildings usually require Listed Building Consent. You must check with a Conservation Officer first before carrying out even minor changes.

Details of the need for consent are set out in "Shopfronts and Advertisements in Historic Towns".

You are advised to seek the advice of the City Council at a very early stage, as you will need to allow time for any necessary application to be approved before you can begin work, to avoid any danger of enforcement action or prosecution.

## Employing an Architect or Designer

In order that you can submit an application for Planning Permission (if required), and so that the construction or alteration can be carried out, you will need to have drawings of the work.

Because the details of shopfront design are so important, you will need to employ an architect or designer, who is experienced and knowledgeable in shopfront construction and design.

The required drawings may have to include the following:

- A floor plan
- an elevational drawing of the shopfront, showing the whole of the building and the buildings on either side
- vertical sections through the shopfront
- details of advertisements
- details of illumination (if any)
- large scale drawings of the details of the shopfront, e.g. pilasters, corbels, cornice, stall riser
- details of the materials to be used
- details of finishes, e.g. paint colour
- full constructional details for the carpenter, joiner or builder.

The choice of builder, joiner or carpenter is very important. A good design and quality materials can very easily be wasted if the workmen are not suitably experienced or skilful. It is always advisable to ask if you can see work which they have carried out previously, to be sure that they are capable of good quality workmanship.

## Financial Assistance

In certain circumstances, the City Council may be able to offer financial assistance with

decoration, restoration or replacement of shopfronts. The

various types of grant aid are set out below.

## Facelift Grant

This is to assist owners and occupiers in certain areas to improve the appearance of the front of their property by redecoration and associated repair works. The replacement of inappropriate signs may also be eligible. Conservation

Officers will be able to tell you whether Facelift Grants are available in your area. 50% of the cost of the work may be payable, up to a maximum figure of £2,000.

available, to contribute to the additional cost as an alternative to a grille or shutter.

Discretionary Grants for security glass may be

This grant is only applicable in areas where the Facelift Grant is in operation. 25% towards the additional cost of the glass over ordinary plate glass could be available.

## Townscheme Grant

This grant is funded equally by the City Council and English Heritage, and is available for the repair of identified historic buildings. In some circumstances the repair or replacement of an historic

shopfront may be eligible for grant aid, when this forms part of a larger refurbishment scheme. Up to 40% of the cost of eligible works may be available, with a maximum figure of £10,000.

A leaflet is available from the City Council, which explains the details of the scheme. Conservation Officers at the City Council will be able to tell you whether your particular property and proposals are eligible.

## Listed Building Grant

This grant could be available for the repair or replacement of an historic shopfront which forms part of a property included in the List of Buildings of Special

Architectural or Historic Interest, prepared by the Department of the Environment.

Conservation Officers of the

City Council will be able to tell you whether your property is listed. 25% of the cost of eligible work may be available, up to a maximum of £2,500.