



External Alterations to Listed
Buildings in Chichester District

Development Advice Note

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Repairs and Alterations to Listed Buildings

The information in this guidance note should be useful to you if you are an owner of a listed building contemplating works, considering purchasing a listed building or are carrying out works to a listed building on someone else's behalf.

It is a common misconception that listing only applies to the outside of the building, this is not the case. It also applies to internal alterations, any extensions attached to the building or any curtilage buildings if built before 1948 along with boundary walls and fences. The majority of alterations to a listed building, including the majority of works covered in this guidance, require a formal grant of listed building consent from this Council. Information on how to apply for listed building consent can be found on our website at www.chichester.gov.uk or is available from the Chichester District Council Offices at East Pallant House, East Pallant, Chichester.

Each building is different and any application for alterations will be judged on its own merits. This note is a general guide which will outline the most popular alterations and advise on the best way to proceed. If you are in any doubt about the works which you wish to carry out please contact the conservation officer who will be happy to discuss any issues.

Please note this publication is for guidance purposes only and does not replace the need for Listed Building Consent or guarantee a favourable outcome to any subsequently submitted application.

Building Regulations and Listed Buildings

Before submitting an application for alterations the full impact of Building Regulations on the proposal should be considered. Any deviation from the approved plans to conform with building regulations may need further listed building consents. We recommend that the likely requirements for building regulations should be shown on the listed building consent plans to allow their impact on the building to be assessed at an early stage. It may be that there is some conflict between building regulations and listed building requirements, if this is the case it is possible for some relaxation in the building regulations, however do not rely on this relaxation to make proposals acceptable. Nevertheless if both the conservation officer and building control officer are consulted early on in the process these differences can normally be resolved.

Alterations to windows and doors

The main principle should be repair where possible and only replace if joinery is beyond repair. Any original windows which are beyond repair should be replaced on a like for like basis including glazing. Under normal circumstances the replacement of single glazed units with double glazed units is not acceptable in listed building terms. Modern materials such as PVCu and aluminium are not suitable for use in historic buildings as the mouldings and mitre detailing is usually crude and frame sizes excessive and out of proportion. Top hung night vents and large sheets of fixed glazing have no historical basis and should be avoided.

The replacement of unsuitable modern windows is welcomed, provide they are replaced with a more historically accurate and sensitively designed window. Paint is the traditional finish to external joinery. European hardwoods such as oak and elm were often left unfinished to weather to a silver grey. Timber stains and varnishes are a modern introduction, and need to be used with care. For more detailed advice please refer to our *Advice Note: Window Alterations in Listed Buildings*, this also contains information regarding Building Regulations and replacement windows in Listed Buildings.



An unsuitable PVCu window on the upper floor

Painted Joinery

Paint is the traditional finish to external joinery. In terms of the colour joinery does not necessarily need to be white, sometimes blues, greens, greys or black will be just as suitable if not better than white providing a more harmonious colour. If you wish to repaint external joinery in a different colour to the existing, listed building consent may be required. European hardwoods such as oak and elm have also been used historically for doors and for early mullioned windows, normally left unfinished to weather naturally to a silver grey.



An overly modern colour of painted joinery incompatible with the listed building

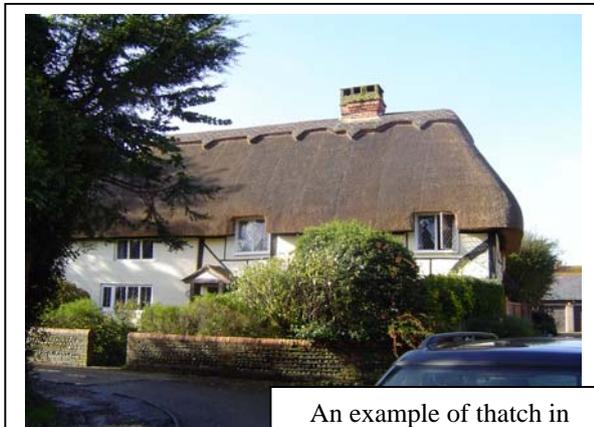
Timber stains and varnishes along with tropical hardwoods such as mahogany and teak are a modern introduction, they should be avoided in listed buildings except in very particular circumstances.

Roof Coverings

Within the district the predominant historic roof covering is hand made clay tiles however there are also numerous examples of slate, thatch and stone roofs. The general principle is to repair and only replace faulty roof coverings with like for like materials. The materials do not necessarily have to be second hand as good “aged” materials are available from suppliers. Concrete replicas or machine made clay tiles should not be used as the visual appearance of the resulting tile is unsatisfactory

producing an overly regular roofscape and inferior to natural slate or stone and hand made tiles. It is very rare for the wholesale removal and replacement of roof coverings to be necessary, this includes thatch.

In terms of thatch the main material for thatching in the district is combed wheat reed however there are some examples of long straw thatching. In straw thatching there is a tradition of localised repair by patching which can substantially extend the life of the main coat. Although a thatcher will try to thatch a roof as evenly as possible areas of differential decay will occur. The most obvious case is the ridge which will require replacement sooner than the main coat, but valleys, chimney abutments, dormers and other complications of the roof form can provide opportunities for decay as can the action of birds or casual damage. The performance of the thatch is not linked to its appearance, like a much repaired old wall it may appear patched and unattractive but not necessarily be inferior to a much neater new job. In terms of wheat thatch the lower layers of thatch should be retained and overlaid. There is not normally any reason to completely strip a roof and re-thatch from scratch. Water reed is not part of the local vernacular in terms of roof material and as such is unlikely to be acceptable when rethatching a wheat reed or long straw roof.



An example of thatch in Tangmere

Listed building consent is required for rethatching when-

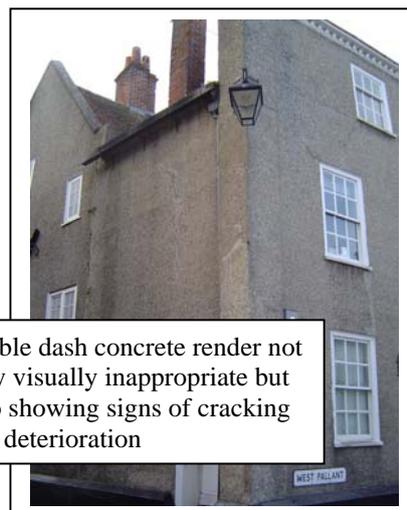
- a change of materials is proposed (e.g. wheat reed to water reed)
- the removal of any archaeological material is proposed (e.g. soot blackened thatch which can be found close to the rafters on the underside of the thatch)
- a change in thatching style (e.g. long straw to combed wheat reed)
- or it is proposed to change the external appearance such as the formation of different ridges.

If your thatcher recommends that a complete replacement and rethatch is required please contact the conservation officer to discuss whether listed building consent is required. For further advice on thatch and thatching please refer to “Thatch and thatching – A guidance note” produced by English Heritage, this is available free to download at www.english-heritage.org.uk

The removal of thatch and replacement with other roofing material is not normally acceptable along with the removal of any historic roofing material and replacement with a modern alternative.

Rendering/Cladding

The exterior treatment of a listed building should, in the



Pebble dash concrete render not only visually inappropriate but also showing signs of cracking and deterioration

main, be retained. Lime render, tile hanging and weatherboarding are traditional within the district and should be retained as far as possible.

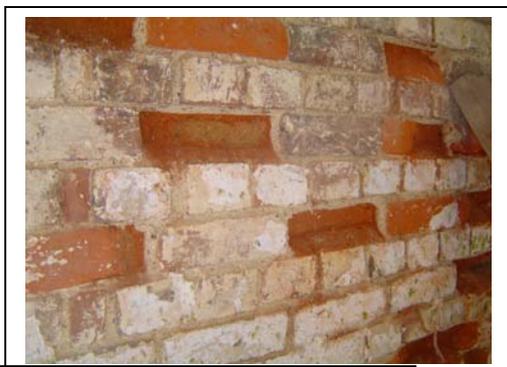
Concrete render and stone cladding are not traditional and can cause more harm than good not only aesthetically but also in terms of the deterioration of the fabric of the building. Both seal the building and do not allow the walls to breathe, historic buildings work on the principle that moisture absorbed by the fabric will evaporate from the surface. The addition of an impervious layer such as a concrete render can seal in moisture preventing its escape and allowing the building to become damp. If your building already has concrete render or stone cladding and you are thinking about removing it please consider this carefully, levering off large sheets of render can damage soft underlying materials. You may also be disappointed to find inferior stone or brickwork below the concrete render, materials were often scored to allow the render to key into the wall. If you wish to pursue this course of action please contact the conservation officer to discuss the best way forward for your property.

Lime render should be patch repaired, as should tile hanging, with like for like materials. Weatherboarding should be replaced on a like for like basis, traditionally in the district this has been dark stained or tarred softwood or natural indigenous hardwood.

For more information please refer to SPAB technical Q&A 1 – Inappropriate cement renders. This can be found at www.spab.org.uk

Painting

Changing the colour of the paint used on your listed building needs listed building consent, this includes any joinery (see *Painted Joinery*). Paints and how they were made have changed over time and some of the modern paints and dyes now use chemicals to produce colours which would not have been available historically. Please be aware that if something is labelled as “Heritage Paint” this does not guarantee its acceptability as an exterior paint, many of these colours have been copied from internal walls. The traditional way of colouring the exterior of the house was by mixing natural dyes, such as bulls blood, with lime wash or lime render, this tended to produce a slightly more muted colour rather than the brighter more strident colours available today.



The use of a modern water resistant paint has resulted in the damage to this brickwork

The painting of any previously unpainted exterior surfaces, brick or stone work for example, is not normally encouraged. Not only could this result in an inappropriate visual change it could also lead to damage to walling materials.

The type of paint used on external surfaces is also important. Most modern external paints provide a water tight barrier which can have the same effect as using concrete render trapping water in walls which rely upon evaporation to prevent long term damp problems. Traditionally

limewash was used for external painting and is still the best option when repainting

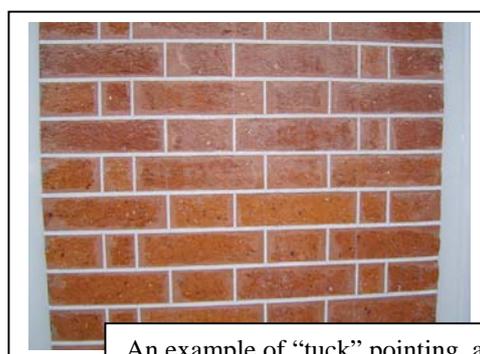
historic lime render and other historic materials. This can be coloured by the addition of pigment to the top few layers, but be aware that limewash lightens as it dries leaving a much more subtle colour than originally mixed. There are modern “breathable” paints available but check carefully with the suppliers regarding their suitability for your particular building.

For further advice please refer to SPAB Technical Q&A - 18 Limewash available at www.spab.org.uk.

Repointing

Repointing of stone, flint or brick walling should be undertaken with great care. Not only can the appearance of the wall be destroyed by ill-advised work, weather resistance and the fabric of the building can also be detrimentally affected.

Modern cement mortars are often stronger than the materials used to construct the walls (brick, stone etc). This means that any cracking that occurs through damp or small structural movement will affect the brick or stone work rather than the more easily repairable mortar. Generally lime mortars should be used in any pre 20th century buildings. This will allow water to evaporate easily from the joints, will take the brunt of the salt and frost action and with appropriate maintenance prevent any long term damage to the original walling material.



An example of “tuck” pointing, a form of pointing which utilises a line of putty mortar set into stained mortar. This was particularly prevalent during the 19th Century and could be used to disguise poor quality, chipped or irregularly shaped bricks.

In terms of pointing style if the original pointing is still visible this should be reproduced otherwise pointing should be flush or slightly recessed. In terms of repointing stone or flint work recessed pointing should be employed, raised ribbon pointing is not appropriate.

For further advice please refer to SPAB Technical Q&A 11 – Repointing available at www.spab.org.uk

Satellite Dishes

The erection of satellite dishes on listed buildings requires consent no matter where they are to be positioned. These dishes are an incongruous modern feature and should never be attached to the building itself, not only can they be visually detrimental but also the fixings can also destroy historic brick and stone work or exterior decoration. When considering the erection of a satellite dish consider attaching them to outbuildings or other structures within the site. Satellite dishes should always be kept out of public views whether this be from roads or footpaths running close to the building.

Chimney Stacks

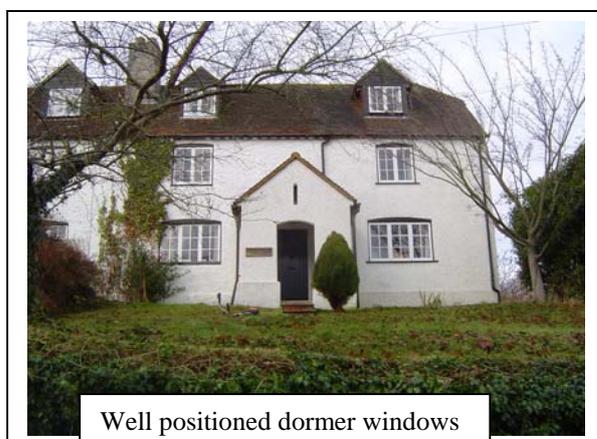
Chimney stacks are an important historical feature and are invaluable when working out the history and development of a building. In many properties chimney stacks play an important part in the visual appearance of the building, for example on 18th

and 19th century classical buildings they play an important part in the visual proportions and symmetry of the design.

Chimney stacks should not be removed unless they are in very poor condition and are beyond repair or have become a dangerous. If it is necessary to remove a chimney stack then they should be rebuilt in a like for like manner. With chimney stacks the general conservation principle applies “repair where possible and replace only if beyond repair”.

Dormer Windows

The dormer window has been a feature of European architecture since at least the mid-fifteenth century. Dormers take several different forms depending on the status of the buildings, the date of the construction, the use of the roof space and whether the dormer is part of the original design or a later addition.



Dormers should relate to the style and proportion of the main property, especially the windows below, and be positioned so as to respect the symmetry of the existing building. Dormer windows should not be positioned on the edge of the roof but should be set back from the front of the building line and below the ridge line of the original roof. They should be visually subordinate to the roof slope allowing for large proportion of

the original roof to remain visible. Wide flat-roofed dormers are not suitable for listed buildings. Two smaller well-positioned dormers are better than one overlarge dormer. Ordinarily dormers should be hipped or gabled with roof material to match the main roof, however in some circumstance small flat or curved roofs are acceptable provided lead is used as the roofing material. The windows themselves should match those found in the original house, PVCu windows are not suitable for use in listed buildings.

If dormers are to be inserted in a roof it is crucial to consider in detail the impact on the underlying roof frame, not only in structural terms but also in how much of an original timber roof frame may have to be removed. Permission is unlikely to be granted for any work which would result in the removal of or damage to any original main structural timbers, including purlins.

Bargeboards are not a traditional local feature and should be avoided except in very particular circumstances. For general advice on window alterations please refer to our guidance *Advice Note: Window Alterations in Listed Buildings*.

Rooflights

The insertion of rooflights should be kept to an absolute minimum. They should be positioned on roof slopes that are not visible from any public vantage points and their



insertion should not necessitate the removal or cutting of original timbers. As with dormer windows rooflights should be positioned to relate to the proportions of the main property and the windows below.

Modern timber or PVCu rooflights are not normally acceptable in listed buildings. A more sympathetic metal conservation rooflight should be used instead. This style has a more traditional appearance, is smaller in size and sits flush with the roof covering. Rooflights are not suitable for thatched buildings.

Flues, ventilation and meter boxes

With more and more people inserting gas and central heating, flues are becoming a common addition to listed buildings.

Kitchen and bathroom ventilation, cooking vents and heating flues should be vented through existing chimney flues whenever possible. If this is not feasible they should be internalised and either vented to the roof valley or to an inconspicuous location to the rear of the building or other unobtrusive side elevation and painted out. Stainless steel flues are not appropriate for listed buildings and these should either be painted or powder coated, with black normally being the most acceptable colour. Vents through windows and fanlights are not normally appropriate.

Meter boxes should not be attached to the front of the house and if possible should be internalised. It is possible to obtain semi submerged meter boxes which can be attached to the rear or other side elevation not visible from a public highway.

Guttering and rainwater goods

Historically rainwater goods have been made from lead or cast iron and painted black. They can be invaluable when dating or finding out the history of a building as rainwater heads and other details were often decorated to contain dates or other identifying features such as owners initials.



Grey painted cast iron rainwater goods to match plastic guttering!

you in the right direction.

If your building has the original pipe work then this should be repaired or replaced piecemeal when necessary. Decorative work should always be repaired in the first instance, if however it is beyond repair then it should be replaced in a like for like manner.

Plastic grey or black rainwater goods are not normally suitable for historic buildings and as such should be replaced with cast iron or other suitable metal pipe work. If you wish to add your own traditional decorative touches to rainwater heads please contact the conservation officer who will be happy to point

Soil pipes should be internalised wherever possible. If this is not possible then they should be in matching materials to the existing pipe work and should run down the back of the building or an unobtrusive side elevation.

Boundary Treatments

You will need planning permission to erect new walls and fences in the curtilage of a listed building, or to alter existing ones. If the boundary treatment was built before 1948 then Listed Building Consent will also be required. Boundary treatments such as stone, brick and flint walls, indigenous hedging or post and rail fencing are traditional styles of boundary treatment in the district and should be retained. Coniferous hedging, and timber panel fencing will appear out of place in traditional settings. If you wish to replace a boundary treatment, within the more urban areas (Chichester, Midhurst and Petworth) generally the traditional boundary treatments are more solid structures such as brick or flint walls. Within the rural area flint walls, indigenous hedging or post and rail fencing tend to be more traditional. Within open land the use of Ha-Ha's (a ditch, sometimes with a low wall, dividing a garden or park from fields outside without interrupting the view) is also something which could be considered.



Traditional post and rail fencing

Demolition of Extensions

Listed building consent is required for the demolition of any part of a listed building no matter what age or of pre-1948 curtilage buildings. Just because an extension is not contemporary with the original house does not mean it is not part of the history of the house and part of what forms its character. It could be integral to the understanding of the development of the property or it could be of architectural merit in its own right. However demolition of unsuitable and insensitive extensions is possible with consent and often welcomed, these alterations may help to conserve the form and character of the listed building.

Solar panels and other sustainable energy sources

Whilst encouraging the use of sustainable energy sources within the district caution must be exercised in their application in the context of listed buildings.

Like satellite dishes, solar panels can present an incongruous modern feature when attached to a listed building, not only can they be visually detrimental, the fixings can also destroy historic roof fabric, historic brick and stone work or exterior decoration. Alternative sites should be sought for them within the curtilage of the property either attached to an outbuilding or positioned in an unobtrusive area of garden. They should not be visible from any public vantage points.

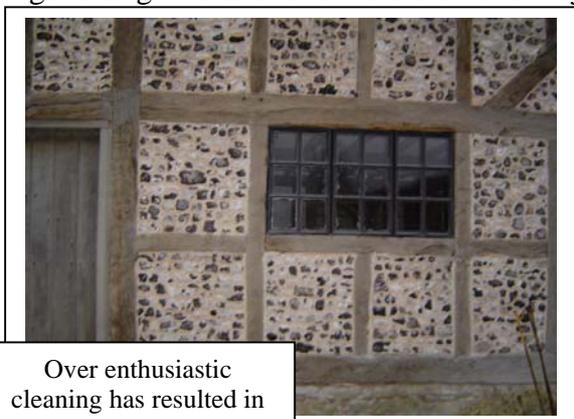
Wind turbines should not be visible in the setting of the listed building and be very much visually separated from the building.

Possibly the best option for listed buildings is the use of ground heat exchanges. This requires an amount of land in which pipe work can be buried, there is very little additional above ground equipment required and this can be contained within an out

house or the building itself. This form of energy does not necessarily generate the same amount of heat as conventional heating but can still be warm enough to heat many listed buildings.

Cleaning Techniques

The cleaning of the exterior of a listed building may require formal consent. The general grime and dirt visible on the majority of listed buildings are viewed as the patina of age and are all part and parcel of the character of the property. The removal of the dirt is often unnecessary.



Over enthusiastic cleaning has resulted in the corrosion of historic pointing and an overtly modern appearance

Dirt and grime bonds tightly to surfaces of buildings and can penetrate into the pores and joints of the material. Many modern chemical cleaning methods and all mechanical methods (sand blasting, sanding and other abrasive techniques) work because they remove the surface of the material along with any dirt. This

includes metal, glass, stone and brick. The effect of these cleaning methods is apparent initially through the softening of edges followed by excessive loss of detail from repeated cleaning. Even gentle methods such as low pressure water cleaning can also present some risk of harm.

If the dirt is corrosive in any form and is representing a risk to the building then the cause of the build up of the dirt should be investigated and if appropriate controlled. If this is the case please contact the Conservation Officer to discuss any problems and possible solutions.

Damp proofing and water repellent masonry treatments

The concept behind the construction of old building is that moisture entering the wall should be able to evaporate, allowing the building to breathe. Modern buildings in contrast, rely on keeping water out by a system of barriers including damp proof courses, chemical treatments and water repellent masonry treatments.

The use of these barriers in older buildings can do more harm than good, trapping water and salts behind the impervious layer. This could result in the rapid decay of the fabric of the building with high moisture levels penetrating brick, stone and lime mortars. Timbers, which often occur in solid masonry walls, can also succumb to wet or dry rot attack with the increase of moisture levels caused by the trapped water.

Most old properties suffer from minor levels of damp. If a property is excessively damp or damp is concentrated in one area leading to the degradation of the fabric then the cause of the damp should be investigated and controlled (for example fixing a hole in the roof or installing appropriate surface water drainage). The aim should be to treat the cause rather than the symptom.

For further information please refer to SPAB's Technical Statement 2 – Proprietary colourless water repellent surface treatments on historic masonry available at www.spab.org.uk

Alarm boxes, CCTV cameras, security lights

As people become more security aware and technology improves these security measures are being used more and more on private homes as well as commercial properties. The installation of alarm boxes, CCTV cameras and security lights all require listed building consent regardless of where on the property they are located.

As in much the same way as satellite dishes they should not be attached to the building itself unless there is a proven need for such security measures and no other suitable site. Alarm boxes, CCTV cameras and security lights are all modern interventions which are not only visually incongruous but can also damage the historic fabric of the building through the methods used to fix them to the property. They should be sited in visually unobtrusive locations, for example the impact of an alarm box can be greatly reduced when it is positioned under the eaves and painted a similar colour to the surface on which it is mounted. A better option is to locate them on less sensitive outbuildings.