# Listed Buildings and Conservation Areas

September 2025

EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

**This document forms non-statutory guidance. It gives additional information on the policies of City Plan 2030 and National Planning Framework 4 but does not form part of the statutory development plan. The guidance is provided to assist those considering proposals for development and is used as a material consideration in the determination of planning applications.**

## Who is this Guidance for?

Anyone considering work to a listed building or a property within a conservation area. This guidance provides information on repairing, altering, or extending listed buildings and unlisted buildings in conservation areas.

Multiple sections may be relevant to the work being undertaken and careful consideration should be given to each of these. Throughout the guidance there is links to further reading.

To check whether your property is listed or in a designated area, use The City of Edinburgh Council Atlas, Historic Environment Scotland Designations Map, or Historic Environment Scotland's Trove site.

The principles of this guidance are informed by Sections 14, 59 and 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, Historic Environment Policy for Scotland, National Planning Framework 4, and the City Plan 2030, which ultimately seek to protect or enhance the character and setting of listed buildings, and the character and appearance of conservation areas.

The guidance should be used alongside Historic Environment Scotland's Managing Change guidance series and other non-statutory guidance.

### Consulting an Expert(s)

Before starting any work, it is advised to obtain specialist advice when considering alterations and repairs to traditional buildings. Professional services of e.g. architects, surveyors or consultants who specialise in historic buildings can help to understand the important features of a building and how to adapt in a sensitive manner.

*Sandstone blocks for stone repair.*

Experts can be sourced via professional bodies for those working in the built environment:

- Royal Town Planning Institute (RTPI)
- Royal Institute of Charted Surveyors (RICS)
- The Royal Incorporation of Architects in Scotland (RIAS)
- Institute of Historic Building Conservation (IHBC)

### Repair and Maintenance

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.

Repairs to listed buildings and unlisted traditional buildings within conservation areas should always be carried out with care. Matching the original materials and method is important. Well-intended repairs in inappropriate materials can accelerate the decay of traditional historic buildings, shorten their lifespan and result in longer-term problems which may result in much higher repair costs.

Listed buildings in particular may require regular maintenance and prompt attention to any necessary repairs.

*Repair being made to basement stairs.*

## Listed Buildings

Listed buildings represent the very best examples of the built heritage. They are defined as buildings of special architectural or historic interest and are protected under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. The lists of Buildings of Historic or Architectural Interest are compiled by Historic Environment Scotland (HES) on behalf of Scottish Ministers. The term building includes structures such as walls and bridges.

There are three categories of listed buildings:

**Category A** - Buildings of special architectural or historical interest which are outstanding examples of a particular period, style or building type.

**Category B** - Buildings of special architectural or historic interest which are major examples of a particular period, style or building type.

**Category C** - Buildings of special architectural or historic interest which are representative examples of a period, style or building type.

Buildings which relate together in townscape terms or as planned layouts in urban, rural or landed estate contexts, often have their group value stressed by inclusion within 'A' or 'B' groups.

More recent listing can legally exclude parts of a building from a listing and define areas of special interest. This means you will not normally need listed building consent for alterations to a building part that is identified as not of special interest.

You should check with your planning authority before you undertake any work. While you might not need listed building consent, you may need planning permission or a building warrant.

In some cases, you may still need listed building consent. Change For example, if you demolish a late 20th-century extension that is excluded from the listing but physically attached to the listed building, you may need listed building consent to make good any stonework on the listed building affected by the work.

## Conservation Areas

Conservation areas are places of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance. When considering development within a conservation area, special attention must be paid to its character and appearance. Proposals which fail to preserve or enhance the character or appearance of the area will normally be refused. Guidance on what contributes to character is given in the Conservation Area Character Appraisals.

Designation of a conservation area does not mean development is prohibited. The aim should be to preserve the spatial and structural patterns of the historic fabric and the architectural features that make it significant.

Conservation and re-use should always be considered as the first option, but any changes need to be compatible with the historic context.

*Implications of Conservation Area Status*

1. Special attention must be paid to the character and appearance of the conservation area when planning controls are being exercised. Most applications for planning permission for alterations will, therefore, be advertised for public comment and any views expressed must be taken into account when making a decision on the application.
2. If you are doing small building work on your property, you may not need to apply for planning permission. This is called `permitted development.' However, not all permitted development rights are available within a conservation area.
3. Within conservation areas, only the demolition or substantial demolition of unlisted buildings requires conservation area consent.
4. Trees within conservation areas are protected by planning legislation. The planning authority must be given six weeks' notice of the intention to undertake work on trees. Failure to give notice renders the person liable to the same penalties as for contravention of a Tree Preservation Order (TPO).

## Setting of Listed Buildings and Conservation Areas

Setting can be important to the way in which listed building and conservation areas are understood, appreciated, and experienced. It can often be integral to a listed building or conservation area's cultural significance. The setting of a listed building and/or conservation areas must be taken into account when considering and assessing development proposals that might affect it.

Where development is proposed it is important to:

- Identify the historic assets that might be affected;
- Define the setting of each historic asset;
- Assess the impact of any new development on this.

*Category A listed Old Royal High School (New Parliament House), LB27987, 19/04/1966.*

## Other Designations

There are two World Heritage Sites in the city, The Old and New Towns of Edinburgh and the Forth Bridge. Historic Environment Scotland also maintain a schedule of monuments and an Inventory of Gardens and Designed Landscapes in Scotland that are of national importance.

Within a World Heritage Site, the Outstanding Universal Value (OUV) must be considered carefully. Any development in or near to these sites will require consideration of how the proposal responds to this historically significant context and the relevant cultural and natural heritage attributes. Development that presents a threat to a World Heritage Site's OUV will not be supported.

Proposals on or affecting a site listed in the Gardens and Designed Landscapes inventory must consider the impact development will have on the site and its setting. As will proposals that have potential to affect local and regionally important landscapes.

Proposals which may adversely affect a scheduled monument's integrity or setting will not be supported. HES deals directly with all matters affecting scheduled monuments and will determine schedule monument consent as well as having the final decision on designation. Scheduling is not the same as listing and uses different legislation.

*What is 'character' and 'appearance'?*

The character of an area is the combination of features and qualities that make it distinctive. Elements such as the historic layout of roads, paths, and boundaries, paving materials, urban grain, and the design of and materials used in buildings, may all contribute to the local scene. In some cases, valued characteristics may not be a physical asset, but an intangible feature such as smells and noises which are unique to the area. These can form a cultural significance which also contribute to the distinctive character of a place and are valued by people and communities.

Where character is a combination of qualities and features that distinguishes one building or place from another, appearance focuses specifically on the aesthetic qualities of individual features which can include the style and design of a particular feature. Care and attention should be paid in distinguishing between the impact of proposed developments on both the character and appearance of an area.

Further Reading:

- Historic Environment Scotland's Managing Change In The Historic Environment: 'Setting'.
- Historic Environment Scotland's Managing Change in the Historic Environment: World Heritage
- Historic Environment Scotland's Managing Change in the Historic Environment: Gardens and Designed Landscapes
- The Garden History Society Planning Conservation Advice Note 11: Development In The Setting of Historic Designed Landscapes.

## What Permissions are Required?

### Do I need Listed Building Consent?

Listed buildings are afforded statutory protection. This means that listed building consent is required for any internal or external work that will affect its character as a building of special architectural or historic interest. Due to this statutory protection, it is a criminal offence to carry out works to a listed building without the required consent.

Changes and alterations can usually be made to listed buildings if they preserve or enhance its character. Any alterations which detract from or alter the character of a listed building are unlikely to receive consent.

Not all alterations require listed building consent. For example, repairs which match the original materials and methods, and the replacement of modern kitchens and bathrooms would rarely require consent.

Listed building consent is not required for new freestanding structures or hardstanding within the curtilage of a listed building, but other consents may be required. However, a freestanding curtilage structure, if built before 1947, would be listed so listed building consent would be needed for alterations.

If an owner is unsure whether a proposal would affect the character of a listed building and wishes to ascertain formal written confirmation that the works do not require listed building consent, they must make an application for listed building consent in order that the Planning Authority can formally assess the proposal.

### Do I need Planning Permission, Certificate of Lawfulness or other consents?

Any new development will likely require planning permission, prior approval, or a certificate of lawfulness. In all cases if a building is listed, separate listed building consent is likely required.

Some work can be carried out without the need for planning permission – this is known as Permitted Development, although there are restrictions for flats, houses in Conservation Areas, and Listed Buildings. The main provisions of the Permitted Development Rights are set out in a Scottish Government Circular.

If a Householder wishes to obtain written confirmation that works are permitted development, an application for a Certificate of Lawfulness must be submitted to ePlanning.

For replacement windows and some renewable technologies, a Prior Approval application may be required instead of a Certificate of Lawfulness.

It is the applicant's responsibility to make sure that all works have the necessary consents. Enforcement action can be taken against developments without these.

Further Reading:

- HOPS Validation Determination Guidance

### What Other Consents Might be Required?

***Tree Works***

Trees with a Tree Preservation Order or in a conservation area are protected by law. A tree works notice will be required to undertake any work to protected trees.

***Advertisement Consent***

Many advertisements will require advertisement consent, in addition to listed building consent.

***Building Warrant***

Converted, new or altered buildings may require a building warrant, even if other consent is not required. Contact Building Standards Helpdesk.

***Road Permit***

A Road Occupation Permit will be required if forming a new access, driveway or any work affecting the public street.

***Biodiversity***

Licenses may be required for some works which may affect protected species.

### 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. Enforcement and remedial action may be taken against any retrospective work deemed unsuitable.

Our guidance on Selling Your House sets out the criteria which will be used to determine whether to take enforcement action against unauthorised works to a listed building. This will help if you are selling a listed property and provides general advice on listed building consent.

## External Alterations

### Listed Buildings and Conservation Areas

For listed buildings, any external alterations, however minimal, may require listed building consent and possibly planning permission. For unlisted building within conservation areas, planning permission may be required depending on the proposal.

This section provides guidance on the most common forms of change. Where it is proposed to restore lost features, it will be important to ensure that all restorative work is based on sound physical and documentary evidence of the previous state of the building. This is to ensure that work is carried out in an architecturally and historically correct manner.

Where relevant, you are strongly advised to use the professional services of architects, surveyors or consultants who specialise in historic buildings.

*Side extension with matching stonework on a traditional building.*

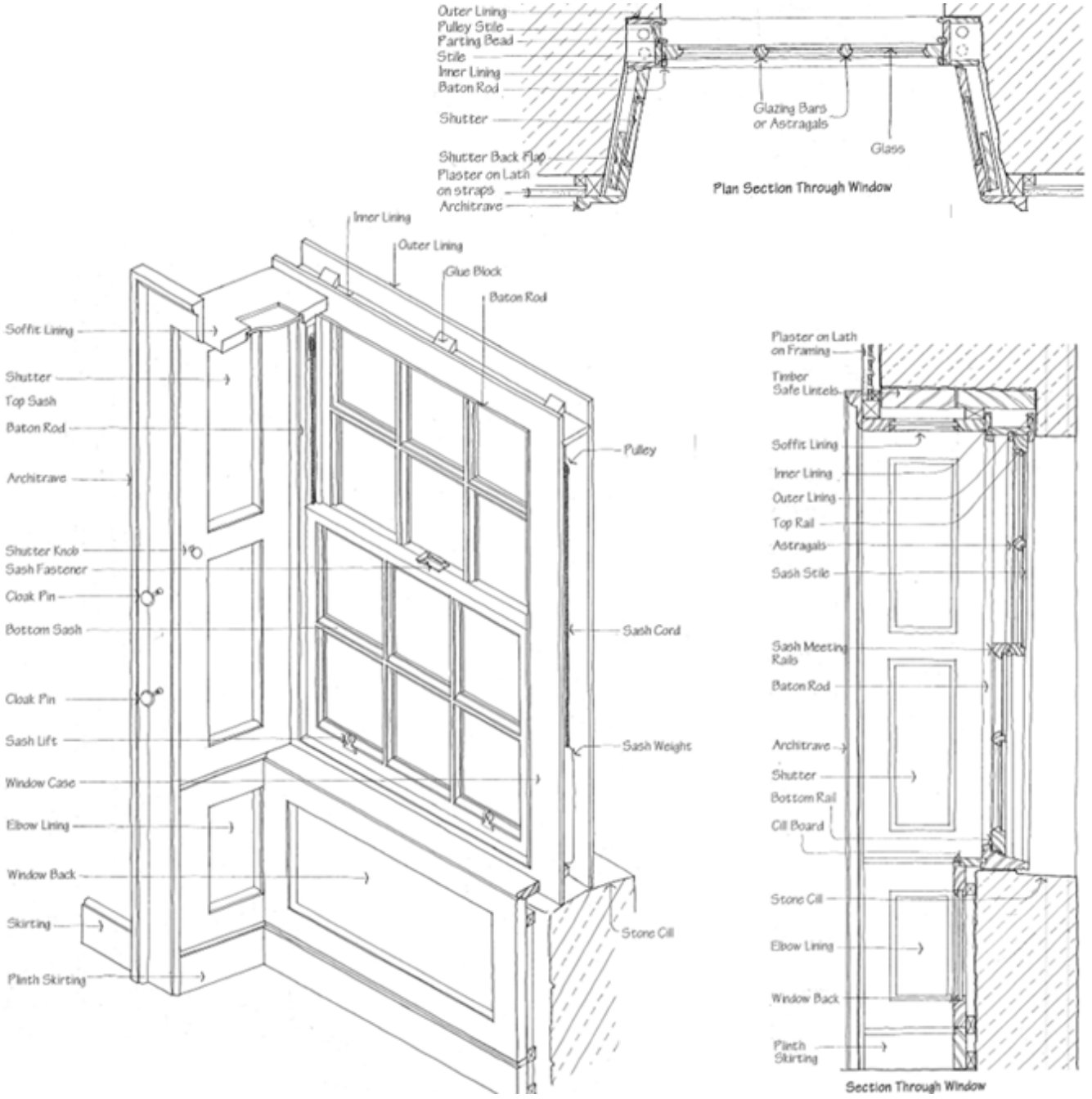
## Windows

This section should be read alongside the City of Edinburgh Council: Quick Guide To Windows, and the further reading documents that are listed at the end of the section.

In Edinburgh, windows are an important feature of traditional buildings and should not be removed or significantly altered, including but not limited to, change to the opening method, change to dimensions of frames or astragals etc., as this can affect the authenticity and special character of the building.

The replication of original window details is strongly encouraged in most cases. This is particularly important for listed buildings.

*Traditional windows on the buildings at Royal Circus, Category A listed, LB29678, 14/09/1966.*




*Architectural drawing provided by Simpson & Brown Architects.*

***Energy Efficiency Improvements***

Improvements in thermal efficiency of traditional buildings can be made without altering the windows of a property. Window blinds, draughtproofing, heavy curtains, and traditional shutters can be used to help reduce the amount of heat which escapes from a building. Further energy efficiency measures have been highlighted in Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings.

Viable options prior to window replacement, based on character and condition, would include:

- Repair;
- Shutters, roller blinds, curtains;
- Draughtproofing;
- Internal secondary glazing;
- New glass in existing sashes;
- New sashes in existing cases.

***Repair and Maintenance***

Repair, maintenance and upgrading are the first step to protecting windows and improving energy efficiency and increasing their resilience against climate change. Decay in timber is usually caused by moisture penetration, which can be prevented thorough regular and appropriate painting, regular maintenance, and prompt attention to necessary repairs. Glazing should be fixed with putty or a glazing compound rather than timber beading.

Ongoing maintenance will be required to preserve the character and appearance of traditional windows and protect original features of the building which may have historic or architectural significance.

***Shutters, Roller Blinds and Curtains***

There are traditional options available to reduce heat loss which can have little to no impact on the character of the traditional building. Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings found shutters alone can reduce heat loss by 51%.

*Example of timber window shutters seen from the outside.*

***Draughtproofing***

Air ventilation is important particularly for traditional buildings, and a timber window in good condition should is unlikely to require any draughtproofing. Where there may be excessive air ingress through wear and tear, draughtproofing such as brush strips or foam cushions can be suitable. Historic Environment Scotland's Guide to Energy Retrofit of Traditional Buildings found draughtproofing alone can reduce air leakage by up to 80%.

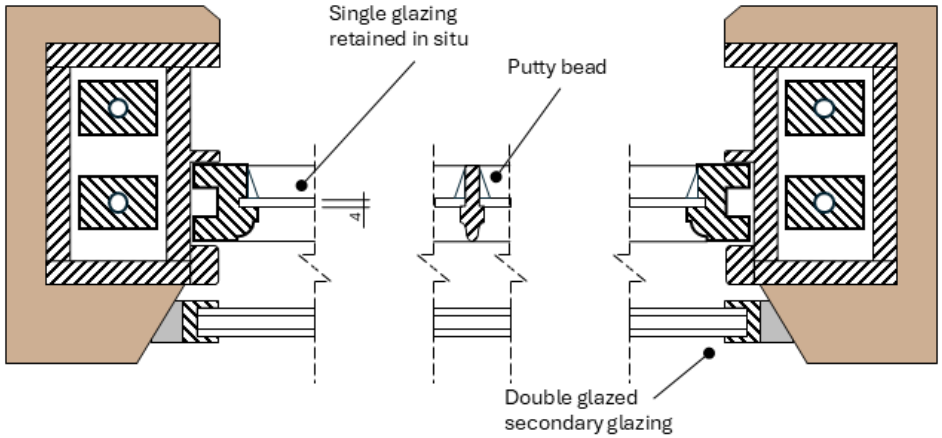
*Brush strip on a casement window at Holyrood Park Lodge, Category B listed, LB28023, 11/01/1989, ©Historic Environment Scotland.*

***Secondary Glazing***

Secondary glazing is encouraged. It usually involves an independent internal window in addition to the existing. It should be fitted immediately inside the existing window or at a suitable position within the depth of the window reveal. Secondary glazing can often be fitted to the window's rails, to ensure that shutters can still operate. An alternative to an independent internal window is an internal glazing system slotted into existing wooden window frames.

Secondary glazing should not disrupt architectural features. The meeting rails and frames of secondary windows should be as small as possible to allow them to be disguised behind existing rails. Painting their external faces black helps to minimise visibility from the outside. Where necessary, detailing of internal secondary windows must allow for the use of the easy-clean hinges on the lower sash of the original outer window.

Depending upon the internal characteristics of the property and design of the secondary glazing proposed, listed building consent may not be required. There is a presumption against Additional glazing units fitted to the outside of existing windows.



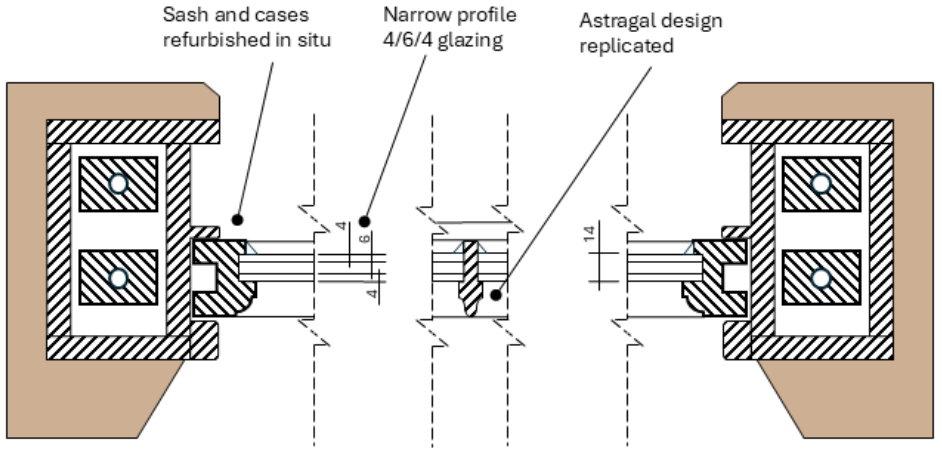

*Technical cross section drawing of single glazed sash and case window with double glazed secondary glazing installed.*

***Improved Glass***

Where appropriate, improved glazing, including but not limited to, vacuum glass or insulated glass, can be retrofitted into existing window frames. This can improve thermal efficiency and minimise the impact on the character of the window. However, this can involve the loss of original glazing, and where a significant proportion of historic glass such as Crown, cylinder and drawn sheet glazing remains on an individual window, it should be retained or re-used.

In the case of astragalled windows, where replacement glazing is appropriate, the use of larger cavity gaps (larger than 14) is not acceptable for aesthetic reasons. Narrow profile glazing will minimise the impact caused to the overall appearance of the window. These units are a thickness of 14mm, comprising of two 4mm glass panes with a 6mm cavity gap. Larger cavity gaps may be acceptable for 'one over one' sash and case, casement, metal or aluminium windows.

All applications involving the installation of narrow profile glazing must be accompanied by a cross-sectional drawing of the existing and proposed windows. This must show the depth of any cavity gap and the size of the panes. Applications which do not include this information will not be progressed by a case officer until the required information has been provided. Applications for retrofitting the original astragal pattern should be accompanied by evidence of the original glazing pattern. A conservation professional could identify the original pattern.




*Technical cross section drawing of narrow profile double glazing on a sash and case window.*

***Window Replacement***

The above measures can have energy efficiency, conservation, and cost benefits; it is recommended these are explored in full prior to seeking replacement windows.

It is unlikely that a timber window must be fully replaced due to decay issues, as every part can usually be repaired. The complete replacement of original or historic windows will only be approved where they have clearly deteriorated beyond practicable repair. A professional survey including photographic evidence, should be provided to demonstrate windows are beyond repair.

Where acceptable, replacement timber windows should be designed to fully replicate the original details, including the number of panes, style, design, and opening method. Particular attention must be paid to the frame dimensions and mouldings as modern generic details are not acceptable for reinstatement work.

uPVC is a non-traditional building material which does not replicate the original details and will not be acceptable in listed buildings or where this harms the character and appearance of a conservation area. In the limited circumstances where uPVC frames would be accepted, they should closely copy the appearance of the original timber sash and case windows, including the proportion of frames, vertically sliding sash opening, the position of the meeting rail, no horns, and no conspicuous vents. Mock uPVC astragals do not replicate traditional fully formed astragals and therefore should be avoided.

*uPVC window closely copying the appearance of a timber sash and case window.*

Replacement windows in non-traditional buildings within conservation areas may not require exact replication, however these should maintain the uniformity of original design, materials, and should open in a manner that does not disrupt the elevation. Opportunities should be taken to reinstate the original window design. uPVC will not be acceptable where the material, frame dimensions, and style will harm the special character or appearance of the conservation area.

In many cases, original windows have been lost, and modern windows of incorrect style, material and design have been installed. Windows which do not support the special character of the listed building or conservation area should not be taken as forming a precedent and should not be used as examples to follow. A departure from these guidelines must be fully justified.

Some window replacements can be permitted development. This does not apply inside World Heritage Sites and more technical information can be found in the Government circular and Quick Guide to Windows

Where works do not meet the permitted development criteria, they will be assessed against the planning legislation, Development Plan policy, and this non-statutory guidance.

Permitted development rights do not outweigh the need for Listed Building Consent, where this guidance will be relevant.

***New Openings***

Window openings play an important role in establishing the character of an elevation and they should not be altered in their proportions or details. Proposals to increase the glazing area by removing stone or timber mullions between windows will generally not be acceptable for listed buildings or buildings in conservation areas.

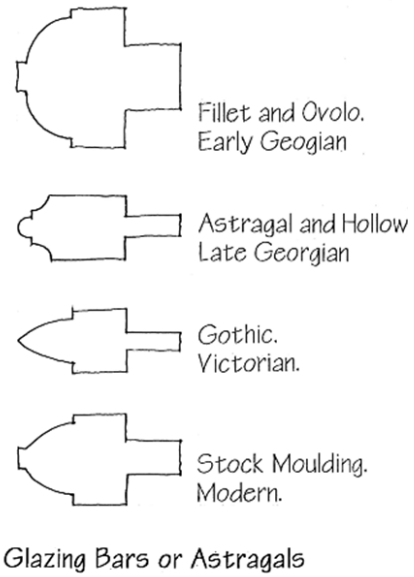
Proposals to convert windows into door openings will not be considered acceptable on principal frontages or above garden level on all other elevations. Where acceptable, the width of the existing opening should not be increased.

Entirely new window openings are unlikely to be acceptable on principal elevations as this can create an unbalanced composition.

Purposely dummy/blind windows designed as part of a unified design for the building/terrace, should not be ‘reopened’ to form windows. Window Details

*Astragals*
Where there is evidence that the astragals (the glazing bars dividing the panes of glass) have been removed, replacement with the original profile and dimensions will be encouraged.

The glazing pattern which forms part of a significant later re-modelling scheme should not be changed. Astragals applied to the surface of the glass or sandwiched between the glass of doubled glazed units are not considered acceptable.




*Examples of astragal designs*
Architectural Drawing provided by Simpson & Brown Architects

*Ventilators and Extractor Fans*
Sometimes additional controlled ventilation is required, especially in conversion works. Ventilators cut through the glass, visible on the window frames or prominent trickle vents will not be considered acceptable. Discreet vents inserted in the head, meeting rail or sides of the window should be used instead.
Mechanical extractor fans should be located on rear or side elevations and will not normally be acceptable within windows or fanlights, or on front elevations.

*Horns*
Horns are Victorian projections of the side frames of the sashes, devised to strengthen them, following the introduction of heavy plate glass. The windows in Georgian and early Victorian properties with astragals never had horns and therefore replacement windows or sashes with horns in such buildings will be strongly resisted. Edwardian windows sometimes had horns, and their use may, therefore, be appropriate.

*Fanlights*
Original decorative fanlights above the door should be retained. If they require to be replaced, the replacement should match the original details, including the number of panes, style, design, and materials.

*Example of a decorative fanlight above a door*

*Window Colour*
Pastel or bold primary colours are not generally acceptable. Originally, most windows were painted dark brown or bottle green. However, window joinery, including fanlights, should normally be painted white or off-white to maintain uniformity. Brilliant white should be avoided.

Painting to match the door colour may be acceptable in Victorian and some other properties. Where doors are varnished hardwood or grained, the facings and fanlights should be given a matching treatment.

Proposed colours including the RAL code must be included in the application drawings or supporting information.

Freestanding buildings may have more scope to investigate and ‘restore’ the original colours.

***Special Case***

*Institutional/Industrial buildings*
Industrial and institutional buildings have a variety of window types, depending on their age and function.

*Building on the site of the Category B Listed Caledonian Brewery, LB26833, 09/01/1987.*

The original window type should be retained wherever practicable, although flexibility on window design may be acceptable to allow conversion to new uses.

The glazing pattern and opening method should be as close to the original as possible. Standard double glazing may be acceptable, provided discrepancies in the form, profile, section, materials and opening method are kept to a minimum.

*Early Modern Metal Windows*
Early modern metal framed windows should usually be repaired or replaced with matching windows of the same materials and design. Additionally, secondary glazing can be used to retain the original.

Steel windows do rust and can swell. In such case aluminium alternatives could be considered acceptable if their appearance replicates the original window.

*Casement Windows*
Original inward opening casement windows are relatively rare and must be retained or identically replaced.

*Special Types of Glass*
There is a presumption in favour of retaining stained, decorative leaded, etched glass and historic glass e.g. crown glass.

*Example of stained glass designs on a domestic property.*

If the glass has to be removed, for example, because it is beyond repair, and is of artistic merit, arrangements should be made for its recording and its careful removal.

Proposals to use wired glass, obscured glass, and louvered glass or extract fans in windows on main elevations will not be considered acceptable. Secondary glazing can provide an alternative to replacement, for special types of glazing where energy efficiency is an issue.

Further Reading:

- HES Short Guide 9: Maintaining Your Home
- Historic Environment Scotland's Managing Change In The Historic Environment: 'Windows'
- Historic Environment Scotland's Inform Guide: `Maintaining Sash and Case Windows'
- Retrofitting Historic Sash & Case Window Guide BEFS

## Doorways

### *External Doors*

Original doors and door design are important features of any traditional building and typically these should not be removed or significantly altered, including but not limited to, replacing timber panels with glazing etc., as this can affect the authenticity and special character of the building.

*Doorways and fanlights in the New Town Conservation Area.*

Replacement doors of non-traditional material such as uPVC, or which incorporate integral fanlights or inappropriate glazing, moulding, or panelling patterns will not be granted consent. Entirely new door openings are unlikely to be acceptable on principal elevations as this can create an unbalanced composition.

Doors in street frontages, even though no longer used, should be retained. Door furniture and later fittings of quality should be retained. Where these have not survived, the replacement of modern fittings with items appropriate to the period of the building will be encouraged.

Door entry systems, cameras, and key boxes, should be discreetly designed and should be located on door ingoes, not the main façade.

*Door Entry system on the door ingoe.*

### *Door Colour*

Black, rich dark or muted colours are generally appropriate, although varnished hardwood or woodgrain may be acceptable in locations where this is part of the historic character. Pastel or bold primary colours are not generally acceptable. Proposed colours including the RAL code must be included in the application drawings or supporting information.


*Good quality door colour and details.*

## External Walls, Fixtures and Fittings

### *Stone Repair*

Regular inspection, maintenance, and repair are essential to maintaining the structural and visual integrity of historic walls. Every effort should be made to repair the external walls of a historic building and alterations or repairs should protect its character and interest.

All alteration proposals should take into account the design, material, type, colour, texture, and technical characteristics of the historic wall. Replacement stones should be petrographically matched to the existing. Most buildings have one or more principal elevation, which are usually particularly sensitive to alteration.

Stones only need to be replaced when they have decayed to such a degree that they affect the structural stability of the surrounding stonework. However, cement-based render repairs are not acceptable. Professional advice should be sought on Indent repairs using appropriate materials and techniques.

*Example of stone repair matching details.*

*Matching stonework around new window.*

The formation of a new opening must be compatible with the existing wall and overall design of the building. Any rebuilding work should reuse original materials. Dressed stone in particular should be rebuilt in its original position.

Repointing should use traditional materials compatible with the existing wall and overall design of the building, such as lime. Cement should not be used in mortar mixes for the repointing of sandstone or brick buildings. New lime or clay harl, render or limewash must be based on evidence of previous use of the material on the building.

Replacing sculptural stonework on a wall must be considered against its significance and that of the building. Erosion is a naturally occurring phenomenon and can be part of the attractive aging process of a historic building. Professional advice should be sought on whether and how to repair or replace lost sculptural stonework.

*Indent stone repair and matching window details.*

Listed building consent is likely to be required when the scale of work required involves the removal of a significant level of original or historic fabric and/or uses different materials/stone from alternative quarries.

Further Reading:

- Historic Environment Scotland's Managing Change: 'External Walls'
- Historic Environment Scotland's Inform Guide: 'Indent Repairs to Sandstone Ashar Masonry'
- Historic Environment Scotland's Inform Guide: 'Lime and Cement in Traditional Mortars'
- Historic Environment Scotland's Inform Guide: 'Masonry Decay'
- Historic Environment Scotland's Inform Guide: 'Repairing Traditional Brickwork'
- Historic Environment Scotland's Inform Guide: 'Repointing Ashlar Masonry'
- Historic Environment Scotland's Inform Guide: 'Repointing Rubble Stonework'
- Historic Environment Scotland's Inform Guide: 'Restoration Mortars for Masonry Repairs'
- Historic Environment Scotland's Inform Guide: 'Structural Cracks'

***Stone Cleaning, Painting, and Graffiti Removal***
This section should be read alongside the further reading listed at the end of the section.

Stone cleaning requires listed building consent and planning permission. Caution should be exercised when considering cleaning stone or brick. Stone or brick cleaning can remove the patina of age, can reveal the scars of age such as staining, poor previous repairs and surface damage. Careful consideration should be given of the effect of cleaning on the character and appearance of the listed building, the streetscape and the conservation area. There is limited circumstance where cleaning would be granted.

Alternative options to masonry cleaning should be considered before cleaning is considered. The need for masonry cleaning e.g. removal of excessive biological growth or graffiti removal, should be clearly demonstrated. It is usually necessary for cleaning to be carried out on limited areas only and with carefully technically specified methods.

*Intricate stonework detailing.*

Graffiti can have an adverse impact on the character and appearance of a building and general environment. Inappropriate treatment can cause irreversible and fundamental damage to buildings. However, there are generally ways to remove some, if not all, graffiti residue with carefully considered gentle hand methods. The treatment of graffiti will generally be supported where there would be no unacceptable change in the appearance of the historic surface or structural integrity.

To ensure that the cleaning or graffiti removal method will not damage the stone or brickwork, applications for listed building consent and planning permission should be supported by a technical analysis and sample test cleaning of small unobtrusive areas.


*Graffiti on stonework.*

External stonework must not be painted or rendered, unless this was the original condition. Walls covered with smooth cement render, or a harled finish should generally be painted in earth colours or neutrals. Rendered bands to windows should generally be in stone colours.


*Ramsay Garden, Cream harled with red sandstone and painted dressings. Category A Listed, LB48247, 14/12/1970.*

The safe removal of paint or later finishes from stone facades is encouraged, as they often trap moisture, causing problems with damp. Listed building consent is required to add/apply or remove paint, to stone clean, or remove graffiti from listed buildings. Planning permission is also required for any case within a conservation area.

Further Reading:

- Historic Environment Scotland's Managing Change: 'External Walls'
- Historic Environment Scotland's Inform Guide: 'Cleaning Sandstone - Risks and Consequences'
- Historic Environment Scotland's Inform Guide: 'Graffiti Removal'

***Shopfront Alterations and Signage***

Specific information is included in Guidance for Businesses. This should be considered alongside this document, where relevant.

Although a balance needs to be achieved between accommodating commercial needs such as signage and security, shopfront design should be carefully considered to protect the architectural integrity of a listed building and/or the special character and appearance of the conservation area.


*Traditional shopfront design, Nicolson Street, Category B listed, LB29416, 29/04/1977.*


*Example of traditional design.*

Lettering on fascias, windows and doors which contribute to the significance of a historic shopfront should be retained. New lettering must be carefully designed to respect the character of a building and be located appropriately.

Fixings that cut across architectural detail or that sit uneasily against the form of the entrance, or the surrounding façade should be avoided.

If a fascia is excessively deep or encroaches upon the first floor, the opportunity should be taken to create a fascia of more appropriate depth and height.

Natural and traditional materials, such as timber, stone, bronze, brick and render should be used. Frontages clad in incongruous materials will not be acceptable.

Planning permission, and where relevant listed building consent, will be required to paint a building which is listed or within a conservation area, including a change of colour. Branding/colours for a business must come second to the historic character.


*Sensitive branding, Princes Street, Category B listed, LB30300, 23/07/1993.*

Further Reading:

- Quick Guide to Advertisement Consent
- Guidance for Businesses
- Historic Environment Scotland's Managing Change: 'Historic Shopfronts and Signs'
- Historic Environment Scotland's Short Guide: 'Scottish Traditional Shopfronts'

***External Fixtures***

Alterations or additions of external fixtures must protect the character and special interest of the building and surrounding area. Fixtures can be valuable in their own right as major elements in the design of a historic building, broader streetscape or landscape setting.

Certain historic fixtures may be functionally obsolete but continue to contribute to the architectural interest of a listed building and be of historical value. They should always be retained.

*Original doorbell on external wall.*

New external fixtures must be sited to minimise impact on the architectural integrity and fabric of the building. New holes for services, such as broadband cabling, should be avoided on principal elevations. Where fixings are necessary, existing apertures should be used, or an alternative route found that does not damage stonework and is not visually intrusive. Secondary elevations, outbuildings and roof valleys or flats that are out of sight from principal views can often accommodate new fixtures without significant impact.


*Good example of a sensitively positioned security alarm box on ingoe of doorway.*

A number of modern external fixtures can be proposed that may have an impact upon historic buildings, from key boxes, alarm boxes to security cameras. These may be small in size but their cumulative effect in a historic place can be detrimental. If a new fixture is necessary and no alternative to a prominent elevation is appropriate, then it should be discreetly located without obscuring or damaging any architectural feature. Painting the fixture to match the colour of stonework can sometimes minimise its impact.

The fitting of any new fixing should not create weak points and should always be nonferrous to prevent damage and staining. Holes in stonework should be kept to a minimum and should be made through stone joints. Where possible and to avoid drilling, fixtures should be attached with glue.

Listed building consent is likely to be required when scale of work required involves the removal of a significant level of original or historic fabric and/or uses different detailing, materials, or stone from alternative quarries.

Further Reading:

- Historic Environment Scotland's Managing Change: 'External Fixtures'
- Historic Environment Scotland Inform Guide: Tenement Maintenance'
- Historic Environment Scotland's Inform Guide: 'Finals and Terminals'
- Historic Environment Scotland's Inform Guide: 'The Maintenance of Cast Iron Rainwater Goods'
- Historic Environment Scotland's Inform Guide: ‘Bird Control in Historic Buildings'

## Renewable Energy Technologies

The installation of renewable energy technologies must be carefully sited to protect the architectural integrity of the listed building and the special character and appearance of the conservation area. Poorly located renewable energy technologies can be visually intrusive and will not be acceptable where they detract from the character of the building and conservation area. In the New Town Conservation Area and World Heritage Site, aerial views will also be considered. A sustainability benefit will not justify any impact.

*Views from Edinburgh Castle to the New Town Conservation Area ©Historic Environment Scotland*

*Solar Panels*

On listed buildings and within conservation areas, solar panels will not normally be permitted on any elevations which are visible from public views. Therefore, if traditional buildings face south, their main roof slopes may be inappropriate as locations for solar panels.

Alternative solutions must be explored, such as installation on secondary roof slopes, on locations hidden from main views, or on surrounding areas or ancillary structures. Solar panels incorporated into innovative modern design and laid out as part of an overall architectural treatment, could be acceptable where this does not harm the character and appearance of a listed building/the character and visual amenity of a conservation area.

*Solar panels hidden behind parapet at Edinburgh Castle ©Historic Environment Scotland*

*Heating, Cooling and Ventilation Systems*

All heating/cooling systems, such as air source heat pumps, will require careful design to minimise impacts to the historic environment, also considering the impact of construction trenches and pipework/ducting. Units may be acceptable where there is appropriate screening, or they are an inconspicuous location. Units should generally not be located on principal elevations.

Where acceptable, they should be limited in number, as small as practicably possible and painted to tone with the surrounding stonework or background. Ducting must not detract from the character of the building.

*Key Principles For New Technology*

New renewable technologies and interventions will need to follow the key principles outlined in this guidance to ensure the works do not detract from the special character of the listed building or the conservation area. In general, these may be acceptable on locations such as:

- Within rear basement areas.
- On the ground to the rear of the building.
- Within garden or courtyard areas, subject to appropriate screening and discreet ducting.
- To the rear of a modern extension where no part is higher than the main building.
- Behind parapets or the internal valley of a roof, where no part projects above the ridge.
- Internal/externally hidden, where there is no harm to the special character of a conservation area or features of a listed building.

For listed buildings, the installation of internal services such as piping or electrical cables should not result in damage to architectural features. Surface mounting such services may be preferable.

Some renewable energy technologies can be permitted development. Where works do not meet the permitted development criteria, they will be assessed against the planning legislation, Development Plan policy, and this non-statutory guidance. In any case, permitted development rights do not outweigh the need for Listed Building Consent, where this guidance will be relevant.

Further Reading:

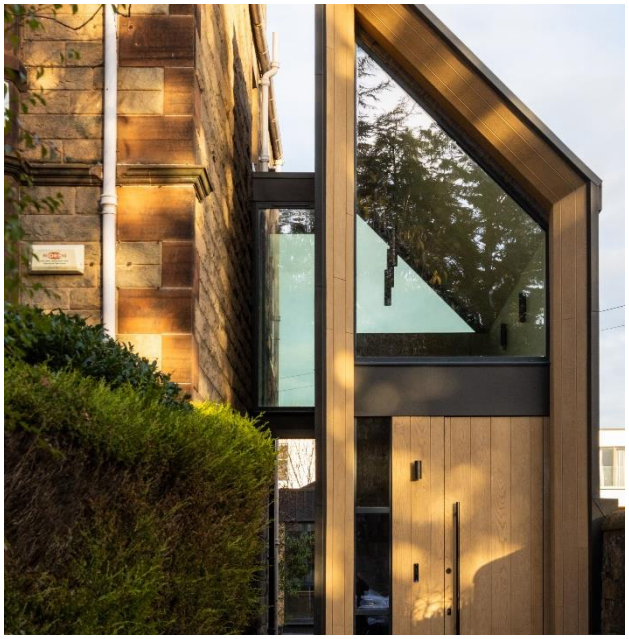
- Historic Environment Scotland's Managing Change: 'Micro-Renewables'

## Extensions and Additions

This section should be read alongside the City of Edinburgh Council: Guidance for Householders and quick guide house extensions, and the further reading listed at the end of the section.

Extensions and additions should be carefully considered to protect the architectural integrity of the listed building and the special character and appearance of the conservation area. In all cases development should not overwhelm or dominate the original form or appearance of the property or detract from the character of the area.

Where an existing wall is to be removed to form a link to the new extension, a minimal amount of historic fabric should be removed.



*Modern extension designed with a link bridge to an existing opening for minimum fabric removal.*

For listed buildings, new extensions on a terraced block may not be acceptable where there are no existing extensions. Where the principle of extending a listed building is acceptable, the extension should be subservient to the main building and will rarely be permitted on principal elevations. Extensions should not normally exceed 50% of the width of any elevation or interrupt key views to/from the listed building.

For unlisted building within conservation areas, proposals must preserve or enhance the character or appearance of the conservation area. Extensions and additions should be compatible with the original building and surrounding neighbourhood by using appropriate design, scale, and materials. Characteristic features of the original building and neighbourhood, such as materials and window style should be considered in the design.

*Subservient extension in Coltbridge And Wester Coates Conservation Area.*

Encouragement will be given to the removal of inappropriate additions which are of inferior quality, and which detract from the building or conservation area. Where there is an existing extension of historic or architectural interest, such as a conservatory or outshot, this should be restored or repaired, rather than replaced.

*Traditional outshots to terrace and villa building types.*

Further Reading:

- Guidance for Householders.
- Quick Guide to House Extensions
- Historic Environment Scotland's Managing Change: 'Extensions'
- Development in the Grounds of a Listed Building
- New Development in a Conservation Area

## Roofs and Roof Development

Listed building consent will be required for alterations to roofs. Planning permission may also be required, depending on the proposal.

Planning permission and listed building consent are not normally required for repairs which match the original materials and methods and do not affect the character of the building.

The roof, which includes parapets, skews, chimneys, chimney pots and cupolas, is an important feature of a building. The roof and distinguishing features can be particularly important to the character of the building and wider area.

*Roofscapes and windows in the New Town Conservation Area*

### *Roof Form, design, and materials*

Retention of the original roof structure, pitch, cladding material and ornamental detail is important. Replacing lost parts of the roof to match the original form and materials is encouraged.

Traditional materials should be used for repairs, and in choosing appropriate materials, particular attention should be paid to the colour, weight, texture, and origin of repair materials. Historic roofs within Edinburgh are often slated, with slates from Scottish quarries being most common, although Welsh and Cumbrian slates and pantiles were also used.

Scots slates should be laid/re-laid in diminishing courses, and repair and replacement with re-used Scots slates is encouraged. Scots slates are becoming increasingly rare and where possible, reuse will be encouraged on visible roof slopes, with new slates used on non-visible roof slopes.

*Traditional Scottish Slate in diminishing courses*

Alternatives to Scots slate which can match the colour, size, thickness and surface texture of the original materials will be considered on their merits. Decorative slating, incorporating fish scale or diamond slates, sometimes in different colours, should be retained and repaired with special care.

*Example of fish scale decorative slating.*

Most ridges and flashings should be replaced in lead, making sure to use the correct code of lead. For the cladding.

Concrete tiles or artificial slate should never be used in conjunction with, or as a replacement for real slate.

***Roof Alterations***
Development to change the roof, such as raising the roof, significantly altering the pitch, or altering the form, will not be supported where this will have a detrimental impact on the character of the building or surrounding area.

For all applications, any alteration which would overwhelm the roof design or require the significant loss of historic slate will not be supported. It is preferable that vents are placed on non-visible or secondary roof slopes.

In the World Heritage Site, key viewpoints and aerial views will be considered in assessing applications for alterations and extension within the roofscape against the Outstanding Universal Value of the Site.


*Roofscapes across the Old Town Conservation Area*

***Roof Terrace And Rooftop Balconies***
The installation of a roof terrace, rooftop balcony, or occupation of the roof in any way will not generally be acceptable. The occupation of a roof can be an uncharacteristic feature and will generally not be supported where this has a detrimental impact on the character on the character of the building, surrounding area, and/or neighbouring amenity.

***Dormers and rooflights***
New dormer windows will not normally be acceptable unless they are part of the original or early design of an area. All areas of dormer windows, other than the window frames, should be painted to tone in with the roof.


*Dormer colours matching roof*

Rooflights will almost always be a preferable solution, but these will not generally be permitted on roof slopes which are largely unaltered. Rooflights should be of an appropriate scale and proportion, designed in the conservation style with central glazing bar, and relatively flush with the plane of the roof.


*Conservation style rooflight*

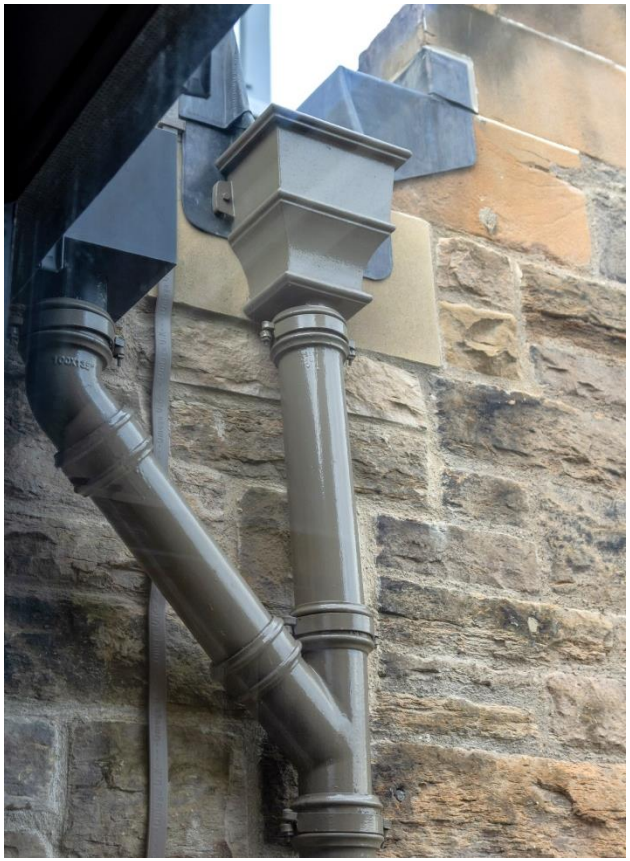
***Flat Roofs***
Lead is usually the most appropriate covering for the long-term maintenance of flat roofs. Although lead was a common original material, there are many listed buildings across the city with other original flat roof coverings such as zinc or historic asphalt. Therefore, alternatives to lead may be considered acceptable in certain cases.

***Satellite Dishes***
Poorly sited satellite dishes can be visually intrusive and will not be acceptable where they detract from the character of the building or adversely affect the special character and appearance of the conservation area. They should not be visible from public view and all fixings should be non-ferrous.

Where the location for a dish is considered to be appropriate, it should be chosen to blend in with its background. This may require the dish to be painted.

***Rainwater goods - Guttering, Downpipes etc.***

Replacement rainwater goods should match the original, which is usually cast iron or zinc. They should be painted either black, dark grey or to tone in with the adjacent façade or roofing respectively. The incorporation of climate adaptability improvements to replacement rainwater goods such as wider gutters, lead capping, new skew mortar or lead water gates could be considered acceptable where this will not have a detrimental impact on the character of the building or conservation area.



*Rainwater goods painted to match the tone of the stonework.*

***Chimneys***

Removal of all or part of a chimneys will require listed building consent and may require planning permission. For unlisted buildings within conservation areas, planning permission may be required depending on the contribution the chimney makes to the character of the building and to the surrounding conservation area.

Original chimneys should always be retained and repaired as they are an essential feature of traditional buildings and contribute to the historic skyline. Non-original additions to chimneys should be removed. Chimneys should be repaired using traditional methods to reinstate as original, with particular attention to the detail of the coping stone. Particular care should be taken to retain chimneystacks to their original height.

Detailed records of the original structure should be made where downtaking is necessary to ensure correct replacement. Chimney pots should always be replaced to match the original. Where the original chimneys have been demolished and replaced in brick and render, the rebuilding in stone will be encouraged.

*Chimney details on Edinburgh roofscapes.*

*Roofscapes and chimneys from the Old Town Conservation Area.*

Further Reading:

- Historic Environment Scotland's Managing Change: 'Roofs'
- Historic Environment Scotland's Inform Guide: 'Repairing Scottish Slate Roofs'
- Historic Environment Scotland's Inform Guide: 'Pantiles - Maintaining a Pantiled Roof'
- Historic Environment Scotland's Inform Guide: 'Bituminous Sheet Flat Roofs'

## Basements and Access Stairs

### *Basements*

There is a presumption against the removal of original stone slabs from basement areas. They should never be covered in concrete or any other material such as gravel or chips. Where existing stone slabs need to be renewed, new stone slabs should be laid. Similarly, stone steps and platts to ground floor entrances should be repaired or renewed in natural stone to match the original in colour. Basement steps, floors and walls should not be painted.

*Basement with original stone slabs, and unfilled below platt*

Proposed extensions in front basement areas or under entrance platts are not normally acceptable and the removal of existing extensions is encouraged.

The formation of lightwells in basements will only be permitted where they are part of the character of the street. These should always be in matching materials to the main building and covered with a flush cast iron grille.

*Basement area with green infrastructure.*

### *Access Stairs*

There is a general presumption against the introduction of external access stairs on any elevation. External access stairs may be acceptable in exceptional circumstances where there is a pattern of original access stairs established.

Where access stairs can be justified, they should be in-keeping with the character of the building. The design of the stair should either be based on an original design for the type of building or a lightweight modern addition with metal being the preferred material. New doors and stairs should be painted appropriate colours, usually black for metal work. They should not be enclosed structures.

Stairs should normally be for access only. Where they include platforms or terraces, or positioned near windows, this may affect neighbouring amenity. Detailed information on neighbouring amenity assessments, are included within Guidance for Householders.

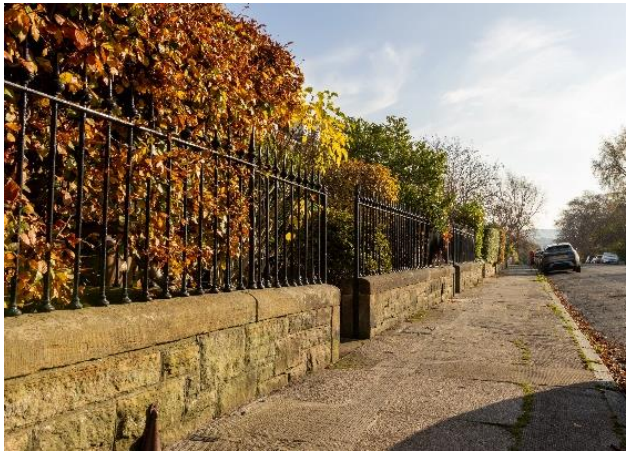
When buildings are in single occupancy and there is an existing door at either ground floor or basement level, an access stair at upper levels will not normally be permitted. On all other properties, access stairs will be restricted to the floor above the lowest habitable floor level. Bridges over rear basement areas will not generally be considered acceptable.

*External emergency exit stairs for a hotel.*

## Boundary Treatments, Private Gardens and Residential Biodiversity

Private gardens, boundary treatments and overall landscaping can significantly contribute to the special character of a listed building and character of a conservation area. There is a presumption to retain features which positively contribute to the character, such as boundary walls, hedges, gates, railings, handrails.

Applications to create an opening in a boundary wall, or hedge such as for a driveway, or widening of an existing opening, will not be acceptable where this harms the setting of a listed building or the character of the conservation area.



*Traditional low boundary wall with railings.*

Gates, railings, and handrails are usually formal components which should be maintained and repaired and, if they have to be replaced, should be erected on a like for like basis. The recommended paint colour is black gloss, although other very dark colours may be appropriate for railings, such as dark green for railings around gardens.

Usually, railings were made from cast iron, although there may be some examples surviving of wrought iron. If the railings no longer exist, it is important to establish what the original railings were like. Remaining sections of iron work may still exist in the cope or on similar neighbouring properties or old photographs and plans can be used. In most cases, cast iron railings fixed individually into the cope should be used.

Railings are normally fixed to stone copes. These should be repaired according to the principles outlined in the previous section on "stone repair". Moulded copes and other special details should always be respected and repeated.

Further Reading:

- Historic Environment Scotland's Managing Change: 'Boundaries'

***Residential Landscaping and Biodiversity***

All open spaces and private gardens can contribute towards the place quality, sustainability, and biodiversity of Edinburgh. These can also make a significant contribution to the City's green and blue network by providing biodiverse habitats and spaces that contribute to sustainable water management.

Green roofs can provide an opportunity to improve the green and blue network by intercepting rainfall and creating new habitats. This is especially important if garden space is being lost to development. Likewise, the creation of new permeable areas, for example rain gardens and planters, can intercept rainfall and contribute to the management of surface water, offsetting any potential impact from new development. Trees which have a significant impact to the character, setting and amenity of an area should be preserved and considered from the offset when incorporating new development.

Artificial grass and the substructure/base required for its installation is development. It requires planning permission in conservation areas and in the grounds of listed buildings. There is a general presumption against installation of artificial grass where it could impact adversely on the character of an area.

Simple and small-scale measures such as the use of bird bricks and bat boxes, the installation of hedgehog highways, and retaining hedges, tree stumps or soft landscaping can be highly effective. If the presence of a European Protected Species such as a bat, otter or great crested newt is suspected, a survey of the site must be undertaken, and a license may be required.

Further Reading:

- Nature Scot's Developing with Nature
- Bat Conservation Trust Guidelines
- Edinburgh Design Guidance
- Guidance for Householders

## Environmental Sustainability, Water Management, and Landscaping

Many proposals within the historic built environment will have the opportunity to address the global climate and nature crises, contribute to place quality, local infrastructure, and water management. The special character and appearance of conservation areas, their setting, and the setting of listed buildings must be respected, however and there remains a general presumption to preserve or enhance this special character and setting where other benefits would harm heritage assets.

### *Sustainability, Biodiversity and Green Blue Infrastructure*

Wherever practicable, development should provide opportunities to enhance and add to existing biodiversity and green blue infrastructure, strengthen connectivity with green blue and habitat networks and/or create new habitats. Enhancement measures should be proportionate to the scale of development and sensitivity of the historic environment.

*Biodiversity habitat in housing development.*

### *Sustainable Drainage Systems (SUDS), Flooding and Water Management*

The incorporation of sustainable drainage in the historic built environment must be sensitive to the character and appearance of the area, and its setting. Any solutions should be informed by a key understanding of the historic environment to be affected.

Care should be taken to avoid impacting key historic assets, fabric, and views. Opportunities for solutions may be restricted where there are historic assets or setting of high value. Where there are elements that detract from heritage value, these could be targeted as an opportunity to enhance the area when considering Sustainable drainage interventions.

Enhancement opportunities can have a holistic impact. For example, the incorporation of SUDS street trees can be water management feature, but can also have implications on the sustainability, biodiversity, visual amenity of a conservation area, and tree canopy targets.

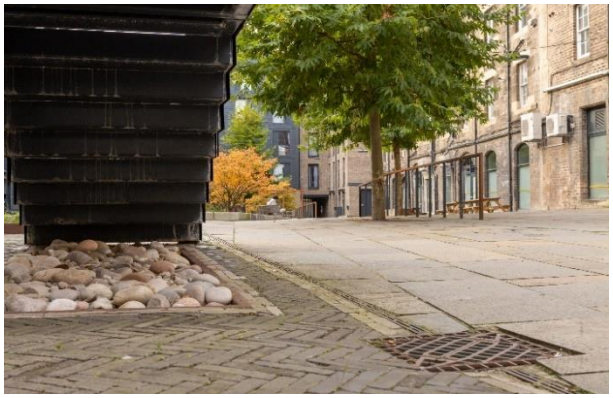
*Raingardens and green foliage.*

Further Reading:

- Nature Scot's Developing with Nature
- Edinburgh Design Guidance

*Street trees and public realm improvements.*

*Public realm seating with channel to allow drainage into adjacent rain garden.*



*Water management and drainage.*

## Tree Works and Considerations

Trees, woodlands, and mature planting play a crucial role in Edinburgh, keeping the city healthier, cleaner, and greener. They are often a key feature contributing to the character, appearance and setting of a building or area.

*Trees contribution to neighbourhood.*

Trees with a Tree Preservation Order or in a conservation area are protected by law, making it a criminal offence to carry out work without the necessary consent. Before carrying out any work that could impact a protected tree, even when planning consent is not required, a Tree Works Notice must be submitted to the Council.

Direct impact from tree removal or damaging the roots by working inside the root protection area. Indirect impact can also harm the overall health of a tree, such as continuous maintenance due to the proximity or the improper storage of construction materials. Works which have a damaging impact on trees will not be permitted unless it can be fully demonstrated that the tree is not suitable for retention.

Trees considerations are relevant for all scales of development, from householder to major applications. Tree constraints will need to be considered from the initial design stage all the way through to the completion of the works. The full process typically involves:

1. Tree survey and categorisation to identify trees worthy of retention.
2. Tree Constraints Plan showing physical and spatial requirements to retain trees. Details must include the Root Protection Area, crown spread, and any proposed tree work e.g. crown reduction, pruning, etc.
3. Use the Tree Constraints Plan to design the site layout, position of new development, and areas for new planting.
4. Prepare a Tree Protection Plan for the proposed site layout. Include the Root Protection Area of retained trees, location of protective fencing, ground protection, and the Construction Exclusion Zone.
5. Submit with Planning Application with all arboricultural plans, reports, and information.
6. Further information may be requested, such as an Arboricultural Method statement.
7. Planning approval with tree protection conditions relating to the approved Tree Protection Plan.
8. Prior to start of construction, erect tree protection fencing and other identified measures to form a Construction Exclusion Zone.
9. Ensure site supervision to maintain tree protection fencing and measures until removal agreed.

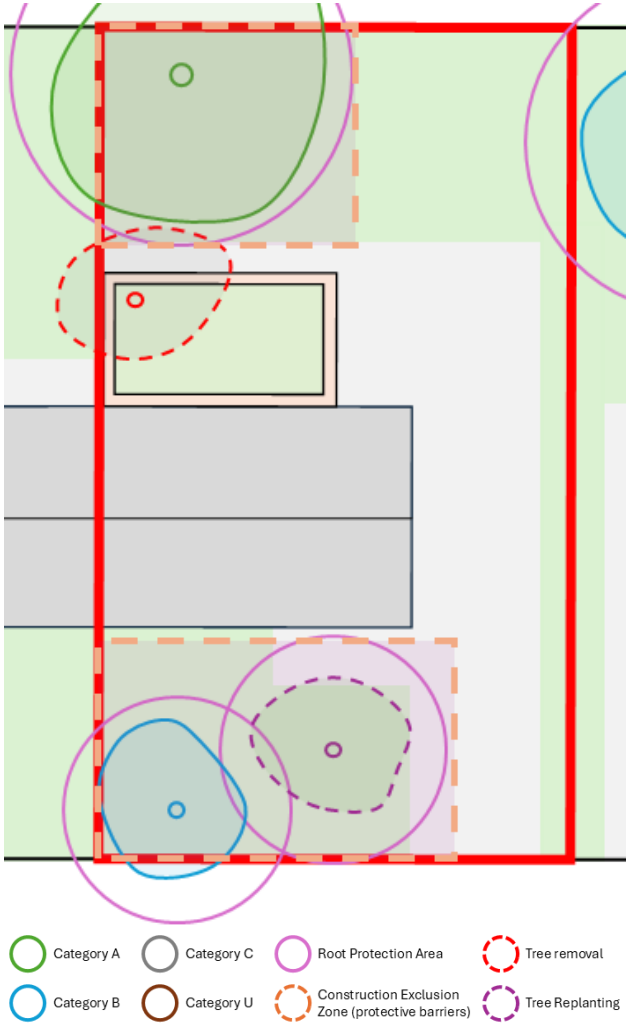



*Diagram of Tree Protection Plan and key.*

In most cases, professional reports will need to be produced by a suitably qualified arboricultural consultant and will need to be compliant with British Standard 5837:2012.

Further Reading:

- Edinburgh Design Guidance
- Protected Trees guidance

## Adaptation for Accessibility

Planning permission will be required to install ramps, handrails, indicators, and lifts and for alterations to doors. Listed building consent may also be required.

While the Equality Act 2010 requires service providers to take "reasonable" steps to make their buildings and services accessible, there is also a statutory duty to protect the character of the historic environment. The provision of access for the less able to historic buildings will, therefore, require careful consideration and design.

Level access and smart design solutions can be used to benefit the adaption of traditional buildings. Full access for everyone via the principal entrance may not be appropriate, but solutions for listed buildings and within a conservation area should be tailored to the particular building or area through the use of innovative design and high-quality materials. The considerations for one application may not be the same as another and one solution does not fit all circumstances.

*Regrading of ground to achieve level entrance at National Portrait Gallery, Category A listed, LB27764, 14/12/1970.*

*Regrading of ground at the Usher Hall to provide a level entrance, Category A listed, LB27780, 14/12/1970.*

***Ramps***

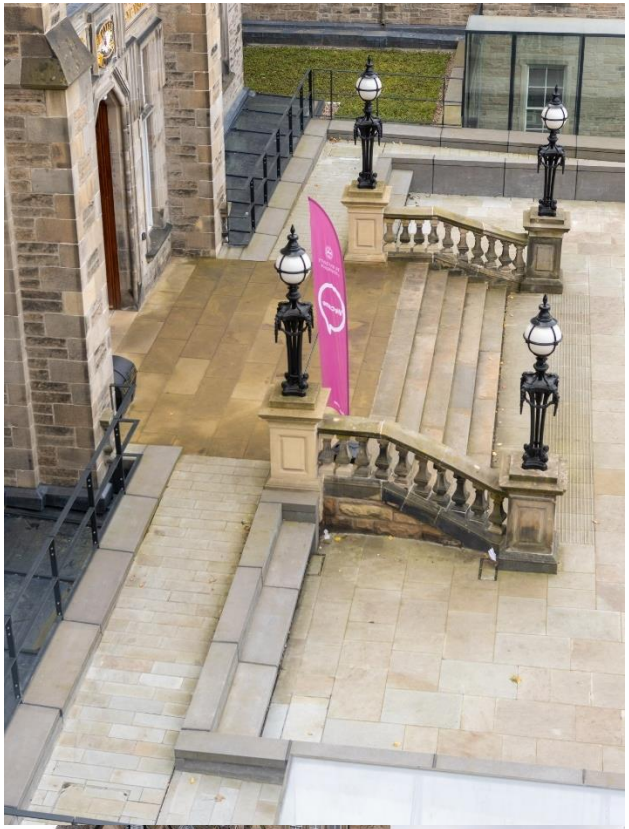
The placing of a ramp on a building should have minimal impact on the historic fabric. The symmetry of existing elevations and the rhythm of the street as a whole should be respected, and where relevant, care should be taken to protect the relationship between railings, property, and basement.

*Decorative traditional style ramp.*

Where appropriate, consideration should be given to re-grading the ground at the entrance in order to overcome the need for larger ramps and minimise the visual impact on the building. If this will cause a footway hazard, a ramp inside the building may be appropriate; the removal of steps and the lengthening of doors can sometimes accommodate this.

Ramps on the public footway will not generally be supported. Where acceptable, ramps must leave sufficient clear footway for pedestrians. This will vary according to the volume of pedestrian traffic. In general, this is two metres for residential areas, three metres for main roads and five to six metres for busy shopping streets.

Where a ramp is acceptable, high-quality materials, such as stone to match the existing building, will be encouraged. In some circumstances, high quality design in modern materials may be more appropriate.



*Ramp at Edinburgh Futures Institute. Original stone staircase moved forward to accommodate ramp. Category A listed, LB30306, 31/05/1994.*

***Handrails***

Where required, handrails should be carefully designed and sensitively located to avoid being visually intrusive. Appropriate contrast with the background material can be achieved with high quality traditional or contemporary materials.

*Good example of handrail design at St Leonard's Hall, Category A listed, LB28619, 12/12/1974.*

***Tactile Indicators***

Historic flooring materials should not be replaced with standard tactile paving. A tactile grid can be achieved by using materials that match those of the surrounding area, and which have been textured with ridges or dimples.

*Tactile indicator slabs.*

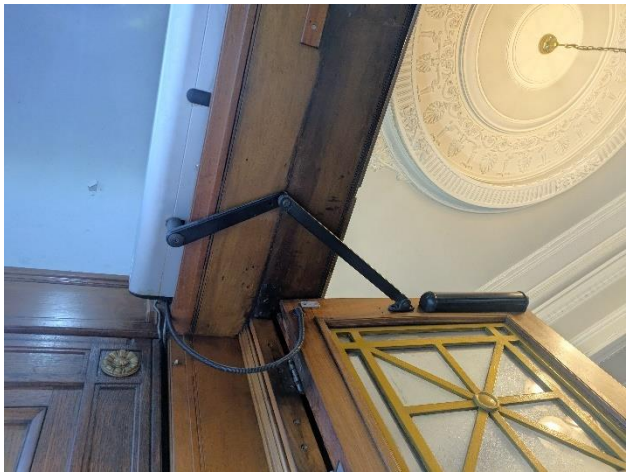
***Visual indicators***

Brightly coloured high-visibility strips should be avoided unless their use helps to avoid other more visually intrusive works.

***Doors***

There may be cases, particularly for historic buildings, where it is less damaging to seek alternative access routes than to widen or alter a doorway. Historic doors are often an integral part of the design of the building and should be retained wherever possible.

Where historic doors are heavy or difficult to operate, it is normally possible to adapt them by re-hanging and/or introducing opening mechanisms or visual indicators to make the handles more prominent.



*Door opening mechanism.*

***Lifts***

External chair and platform lifts can have a significant impact on the architectural character of a building but may be more appropriate than a ramp in certain circumstances. The resting position of any external lift should be as low as possible, and the design of the platform and restraints should be as transparent as possible. Metal cages are unlikely to be acceptable as they are disruptive to the streetscape and can seem intimidating to the user.

Further Reading:

- Historic Environment Scotland's Managing Change: 'Accessibility'

*Hidden platform lift at Gleneagles Townhouse Hotel, Category A listed, LB29707, 13/04/1965.*

*Hidden platform lift in use. Stairs fold back to form the platform and the lift provides level access for the user.*

*Scissor lift within basement at Malmaison Hotel, Category A listed, LB29698, 13/04/1965.*

## Development in the Grounds of Listed Buildings

New development within the curtilage of a listed building which is not physically attached to listed structures does not require listed building consent but may require planning permission.

Freestanding buildings and structures erected before 1 July 1948 within the curtilage of a listed building are treated as part of the listing building. Thus, buildings such as coach-houses, doocots, mews/stable courts, walled gardens, lodges, boundary walls, garden ornaments and gates would all be considered to be part of the curtilage of the listed building and are treated as part of the listed building, even if they are not individually listed. Listed building consent will, therefore, be required for works which affect their character.

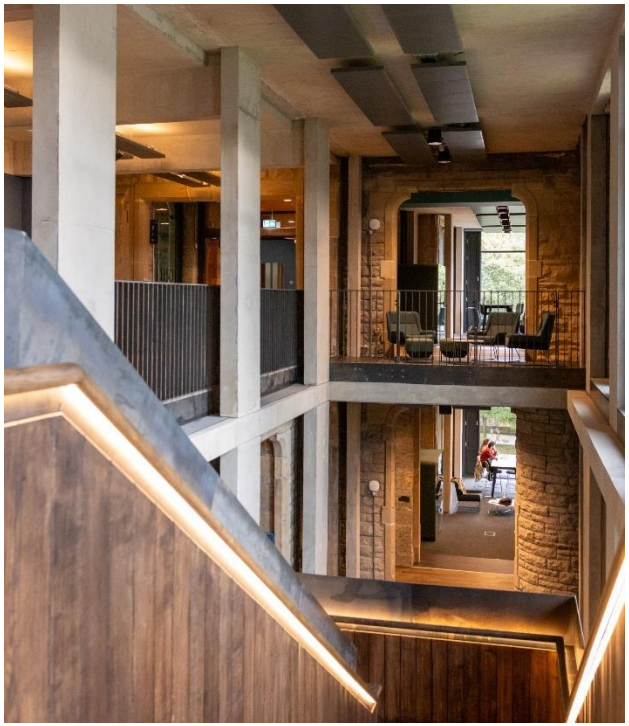
*Conversion of a gate house building.*

The curtilage of a building will normally form part of the setting, but it is also important to consider land immediately adjacent to, or visible from, the listed building. 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.

***Restoration***

The condition of the main item of listing is critical and restoration should be sought as a priority prior to the commencement of any new development.

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.



*Conversion of Edinburgh Royal Infirmary, now Edinburgh Futures Institute. Category A listed, LB30306, 31/05/1994.*

Any proposals to alter unsympathetically, relocate or remove items within the curtilage are unlikely to be approved.

***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 must be protected for the amenity of the property. The scale of new development must not crowd or obscure the building. No building of similar or greater bulk should be erected close to the main listed building.

The relationship that exists between the main building and its ancillary uses should not be disrupted by the new build.

***Views***

New development should always be set back from the original building line of the main house to avoid interfering with views of the listed building. The principal elevations should remain visible in their entirety from all principal viewpoints. Development to the front of a listed building which breaks its relationship to the street is not acceptable.

New development should not restrict or obstruct views to/ from, the listed building or rise above and behind the building so that its silhouette can no longer be seen against the sky from the more familiar viewpoints. Distant views of features and landmarks which may have been exploited in the design of the building should not be obstructed by the development.

***Landscape***

The landscape setting of the listed building should be analysed as the loss of garden ground can seriously affect the setting of a listed building. Both hard surfaces and planting, which form part of the original landscape, should be retained and, where appropriate, the original landscape restored.

New landscaping can be sensitively incorporated 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.

## New Development in Conservation Areas

Development in a conservation area is expected to have regard for the special and unique character and appearance of that area. New development should be of good contemporary design that is sympathetic to the overall character, spatial pattern, scale and massing, proportions, building line and design of traditional buildings in the area.

Modern designs are not precluded but should be sympathetically considered in the context of the conservation area.

The use of traditional building materials generally matching those which are historically dominant in the area is important.

Proposals outside the boundaries of a conservation area, or between multiple conservation areas, must carefully consider the impact on the setting of the conservation area(s).

## Demolition

In general, development proposals for the reuse of existing buildings will be supported, taking into account their suitability for conversion to other uses. Demolition or substantial demolition will be regarded as a last resort when all other options have been explored, and this will need to be justified through reasonable evidence. Extensive alterations are preferable to losing a building entirely.

***Demolition of listed buildings***

All reasonable efforts must be made to retain, reuse and/or adapt the building. Demolition will not seriously be considered unless it has been demonstrated that:

- All reasonable efforts must be made to retain, reuse and/or adapt the building.
- If the building is no longer of special interest;
- The building is incapable of physical repair and re-use, as verified through a detailed structural condition survey report;
- Repair of the building is not economically viable and there has been reasonable marketing to attract interest from potential restoring purchasers; or
- The demolition of the building is essential to delivering significant benefits to economic growth or the wider community.

***Demolition of Unlisted Buildings within Conservation Areas***

building, or any part of such a building, which is

The importance of the individual building, or as part of a group, to the character and appearance of the conservation area will be considered together with the proposals for the redevelopment of the site.

Demolition will not seriously be considered unless it has been demonstrated that:

- Reasonable efforts have been made to retain, repair and reuse the building;
- The building is of little townscape value or of no historic or archaeological significance;
- The structural condition of the building prevents its retention at a reasonable cost; or
- The form or location of the building makes its reuse extremely difficult.

Further Reading:

- Historic Environment Scotland's Managing Change: Use and Adaptation of Listed Buildings
- Historic Environment Scotland's Managing Change: Demolition of Listed Buildings
- Historic Environment Scotland’s Interim Guidance on the Designation of Conservation Areas and Conservation Area Consent
- Historic Environment Scotland's Managing Change: 'Setting'

## Internal Alterations

Listed building consent will be required for any internal alterations which will alter the character of the listed building. Planning permission is not required for internal alterations.

Unlisted buildings do not require planning permission for internal alterations. Planning permission will, however, be required for a change of use or the division of listed and unlisted buildings into separate units i.e. multiple flats.

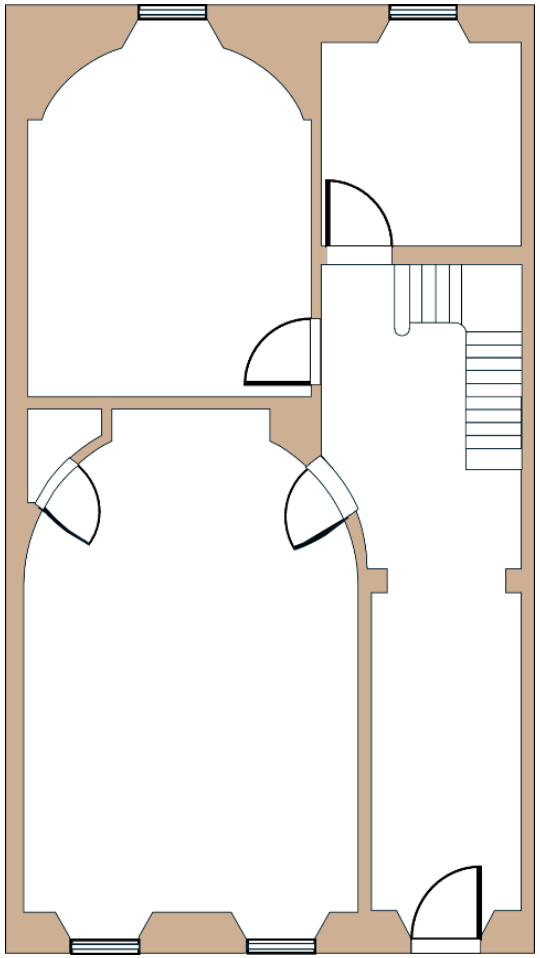
Guidance here is primarily aimed at domestic alterations, however, many of the general principles can be applied to commercial or larger scale applications.

Further Reading:

- Historic Environment Scotland 'managing change' guidance series
- Historic Environment Scotland's Managing Change: 'Interiors'
- Historic Environment Scotland's Managing Change: 'Use and Adaptation of Listed Buildings'
- Historic Environment Scotland's Managing Change: 'Guide to Energy Retrofit of Traditional Buildings'
- Technical Paper 24 - Historic Environment Scotland's Review of Energy Efficiency Projects
- Historic Environment Scotland's Managing Change: 'Fire and Historic Buildings'

### Layout and Plan Form

The original room layout, composition details such as buffet recesses, and circulation spaces such as halls, stairs and corridors can form a key component of the original character and special interest of the property. There is a presumption against dividing these spaces or creating new open plan layouts.



*Example of a Georgian townhouse ground floor layout.*

***Subdivision***

The original plan form of a building should always be respected.

All major works of alteration should be limited to areas of secondary importance. There will be a particular requirement not to sub-divide, either vertically or horizontally, principal rooms and entrance/stair halls. Where the interior is of particular architectural or historical importance, subdivision will not be permitted.

The degree of change to the plan form which may be acceptable will normally be dependent on previous alterations and use.

There will be a presumption against the sub-division of complete houses and flats currently in residential use. A greater degree of flexibility will be exercised where the current use is non-residential and a return to residential is proposed.

Where acceptable, subdivision should not normally result in the formation of more than one flat per floor in town houses. Rear stairs should not be attached as part of a subdivision proposal. Access to rear gardens should be retained through a basement room, where possible.

Garden ground should not be formally divided up by the use of fences and other unsuitable boundary markers to delineate ownership. Particular care should be taken to conceal the clutter of intensified domestic use, e.g. garages and bin stores.

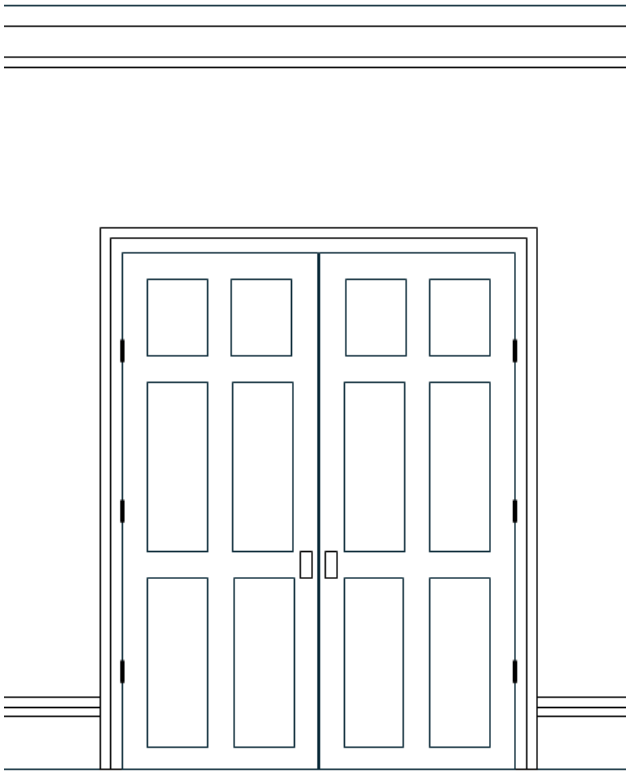
***Internal Walls and Partitions***

Internal walls in listed buildings should always be investigated with care in advance of alterations as historic or interesting features may be concealed by plaster or behind panelling. In some cases, the partitions themselves may be of historic interest.

Townhouses rarely had links between the ground floor front room (dining room) and rear room (private family room) because they had different unlinked uses. This is also the case for tenement flats, that often have unlinked dining and drawing rooms. In general, consent will not be granted for the removal of original internal walls or partitions between front and rear principal rooms at ground level. This includes a presumption against the creation of open plan living, especially in principal rooms where the proposal would be harmful to the special interest of the building. However, at first floor level, many large townhouses had joined drawing rooms - often linked by double doors, and restoration of links may well be acceptable.

*Example of principal room ©Historic Environment Scotland.*

In cases where it is considered acceptable for an existing wall or partition to be removed, a minimal amount of historic fabric should be removed. It will be necessary to leave nibs and a downstand of at least 300mm with any original cornice left intact. Openings may require doors to be installed to maintain a level of separation between rooms rather than open plan living. Work should not cut through mouldings or enriched plaster decoration but be shaped around them to allow for reinstatement at a later date.



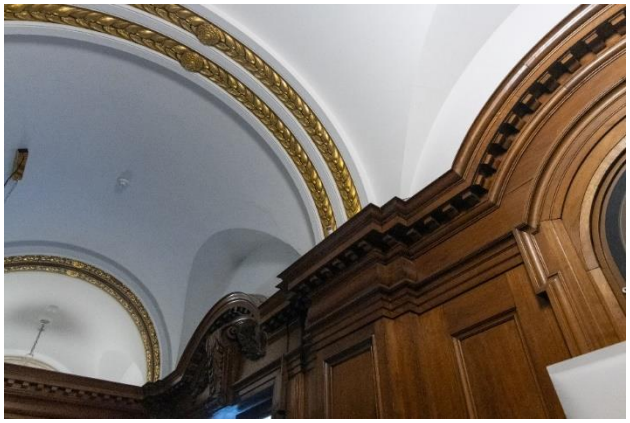
*Example of traditional double doors installed in a new opening to maintain room division.*

New partitions which affect the proportions of principal rooms will not be considered acceptable. Where acceptable, it will be desirable to replicate the original cornice detail at the head of new partitions as well as dadoes and skirtings.

## Internal Details

***Plasterwork and Decorative Features***

Care should always be taken with works to old plaster to avoid destroying early decoration. All decorative features from a simple cornice, cove, dado panelling, symmetrical press doors, to elaborate wall and ceiling decoration should be preserved. Suspended ceilings should never be formed in principal rooms or entrance halls which have decorative plasterwork. They may be acceptable in minor rooms provided they are above window height.



*Decorative panelling and detailing.*

***Chimneypieces and Fireplaces***

Chimneypieces, along with fireplaces containing original features are part of the decorative history of a building and are often central to the design of a room. Even later chimneypieces of interest can make a significant contribution to the character of a room. Original or later chimneypieces or fireplaces of interest should not be removed, even if the chimney is redundant.

In cases where there is no alternative to the removal of a chimneypiece, it should be re-used in an appropriate location within the building. The removal of a chimneybreast is almost never acceptable, particularly as this may affect the structural stability and ventilation of the building. The restoration of missing chimneypieces will be supported.

*Traditional fireplace ©Historic Environment Scotland.*

***Internal Doors***

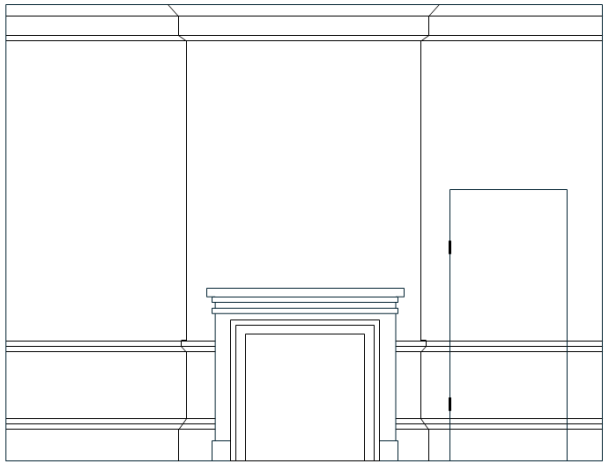
Doors that form part of the architectural composition of a room or plan form should be retained. Where they are redundant in terms of circulation, they should be locked shut and left in position, rather than being removed.

Traditional panelled doors should be retained. If they require to be upgraded for fire resistance, fire resistant paper applied to the panelling or intumescent paint and edge strips should be used. Door closers should be hidden. More technical details can be found in Historic Environment Scotland's Managing Change: 'Fire and Historic Buildings'.

In general, consent will not be granted for new doors connecting front and rear principal rooms at ground and first floor level. Secret doors, known as Jib doors may only be allowed in certain cases where it can be demonstrated there will be no harm to the special interest of the building or other features of significant historic or architectural interest.

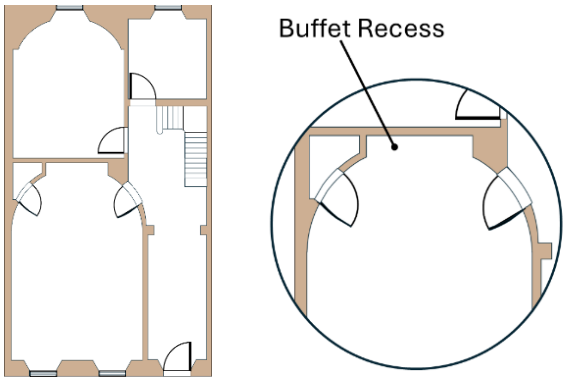
Where new door openings are considered acceptable, they should be correctly detailed with matching doors and architraves. They should not incorporate features such as glazed panels.

Where doors are to be added but, are not in traditional positions it is often acceptable to design a jib door or modern opening, so as not to confuse the building's history.



*Example of a hidden jib door in a wall.*

Buffet recesses are an important feature in the dining rooms of listed buildings, particularly in the New Town, and should be retained. New door openings will not be granted within a buffet recess.

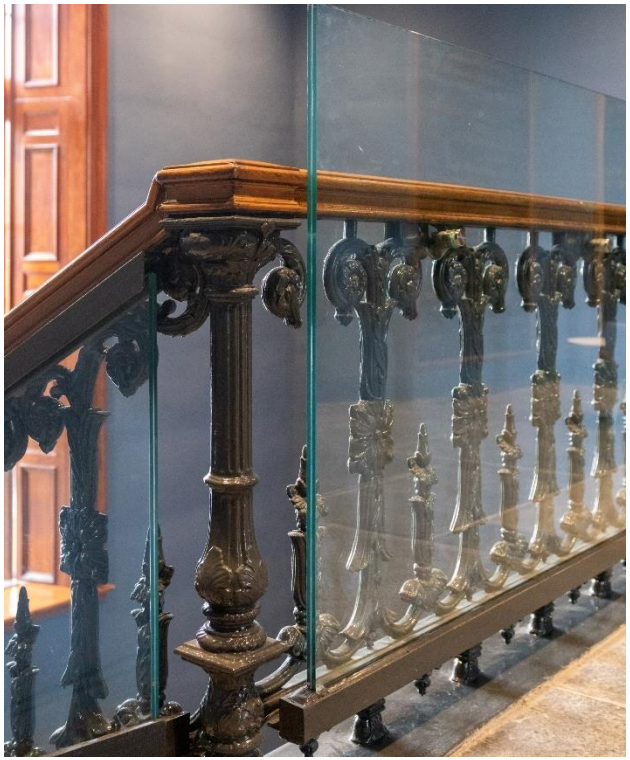



*Location of a buffet recess.*

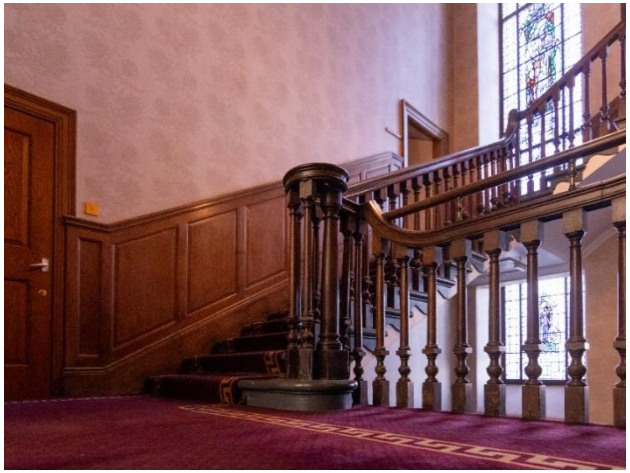
***Staircases***

The removal or alteration of any historic staircase, including handrails and balusters, is not normally acceptable. This includes all types of buildings and scale of work being undertaken, because the stair is often the most significant piece of design within a building and can be important dating evidence. A departure from these guidelines must be fully justified.

Where subdividing ground and basement floors, the basement stair must be retained and can often be hidden/enclosed through smart design. In retail premises, the removal of the lowest flight of stairs, which provides access to and use of upper floors, will not be allowed.



*Safety barriers retrofitted to original features.*



*Significant traditional staircase.*

***Floors and Ceilings***

Floors which are original to the building and/or of interest because of their materials, form or surface treatment should be respected, and repaired and retained in situ. Care must be taken when such floors require to be lifted in order to install or repair services. In some instances, features of interest are concealed behind suspended or false ceilings. This should always be the subject of investigation prior to any works being carried out.

*Decorative ceilings ©Historic Environment Scotland.*

***Kitchens and Bathrooms***

New kitchens and bathrooms should be located at the rear of a building to prevent fittings being built across windows to the front of a property and to avoid cluttering a front elevation with downpipes and ventilators.

New kitchens will generally not be acceptable in principal rooms and must not obscure any architectural detailing.

Podded kitchens and bathrooms will rarely be permitted in principal rooms but may be permitted elsewhere provided they are of a limited area, are freestanding and do not have a detrimental effect on any features of architectural interest.

En-suite bathrooms will not be acceptable in principal rooms. They should ideally be located within existing boxrooms or cupboards. Where this is not possible, it may be acceptable to locate them in larger, secondary rooms although this will be dependent on their form and how they affect room proportions.

En-suite bathrooms, where acceptable within rooms, will not normally be full height, appearing as a ‘piece of furniture’ within the room.

## Internal Adaptations and Energy Efficiency

### *Insulation and Retrofitting*

Consideration should be given to the historic character and architectural details of the building in order to understand the insulation measures suitable. Insulating and retrofit measures should be specified to avoid any unwanted impacts on the breathability / vapour permeability of traditional buildings/materials. Specialist advice from a conservation consultant is advised as these professional services can help you understand the constraints of a listed building and how to get the best solution for energy retrofitting.

All work must ensure no harm to the special historic or architectural character of the listed building.

Historic Environment Scotland have produced the Guide to Energy Retrofit of Traditional Buildings and Technical Paper 24 - Historic Environment Scotland Refurbishment Case Studies: Review of Energy Efficiency Projects, which can provide detailed examples on refurbishing traditional buildings in a sensitive manner.

### *Windows*

For listed buildings, windows will often be a key component of the special character. Repair and ongoing maintenance are often the first consideration. Options for energy efficiency and thermal improvements can include window repair, draught stripping, heavy curtains, secondary glazing, and window shutters. These options should be explored before replacement windows are considered. More details have been provided in the "Windows" section.

### *Heating Systems*

Ducting and connections must not result in damage to the internal historic or architectural features of the building. Surface mounting such services may be preferable.

### *Lifts and Stair Lifts*

Wherever possible, lifts should be installed in an existing opening in order to minimise physical and visual disruption to the built fabric. Stair lifts and chair lifts may not be acceptable in sensitive interiors. It may be better to use a secondary stair if possible, or to arrange the provision of services within the building so that access to all floors is not required. An independent device such as a stair climber could also be considered.

### *Sprinkler Systems*

The introduction of sprinkler systems into important and/or vulnerable interiors will normally be acceptable. Whilst exposed pipework systems minimise the degree of disturbance to the structure, care must be exercised in the design of exposed pipework to ensure its appearance is appropriate to the historic interior to be protected. Pipework should not be cut into decorative plasterwork. More technical details can be found in Historic Environment Scotland's Managing Change: 'Fire and Historic Buildings'.

The location of sprinkler heads, either ceiling or wall mounted, must be carefully integrated into interiors in order to reduce their visual impact. In particular, ornate interior locations, will not normally be considered acceptable. On highly decorative ceilings, sprinkler heads are best concealed within the raised modelling of the ceiling.

The presence of sprinkler protection does not eliminate the need for preventative measures to reduce the risk of a fire occurring or spreading.

### *Other Services*

The installation of services, such as computer trunking, fibre optics and central heating pipes, should be reversible and should not result in damage to architectural features. Surface mounting such services may be preferable.

*Surface mounted services behind original roof beams.*

# Appendices

## Glossary/Definitions

This includes only those words and terms relating to heritage conservation, buildings and building work, which are used in the guidance.

| | |
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| AMENITY | The pleasantness or attractiveness of a place. |
| ARCHITRAVE | A decorative moulded surround to a door opening or a recess which bridged the gap between the edge of the frame and the wall. |
| ASHLAR | Masonry of large blocks in regular courses worked to even faces and carefully squared edges: the stones themselves are called ashlars and may have a polished, stugged, droved or broached (qv) finish. |
| ASTRAGAL | In windows, wooded glazing bar between panes. |
| AUTHENTICITY | Authenticity only applies to cultural properties and to the cultural aspects of 'mixed' properties. Authenticity can be seen as the link between attributes and Outstanding Universal Value. A World Heritage property may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes. A set of general attributes which may be conveying or expressing the property's Outstanding Universal Value is suggested and includes:<br>• form and design;<br>• materials and substance;<br>• use and function;<br>• traditions, techniques and management systems;<br>• location and setting;<br>• language and other forms of intangible heritage;<br>• spirit and feeling; and<br>• other internal/external factors. |
| BALUSTRADE | A parapet or stair rail composed of uprights supporting a coping or rail. |
| BIODIVERSITY | The variability in living organisms and the ecological complexes of which they are part. This includes diversity within species, between species and of ecosystems (UN Convention on Biological Diversity, 1992). |
| BLIND WINDOW | Were originally designed to maintain the pattern and symmetry of window openings in the external elevations of a building, or sometimes to provide a visual trick or 'trompe l'oeuil'. They are often faced in large stone slabs but sometimes glazed or painted to resemble sashes, introduced for reasons of symmetry or architectural balance. Often fireplaces, chimneys, or other internal features prevented the creation of working windows in some locations. Windows specifically blocked to avoid paying window taxation are rarer. (QV dummy window). |
| BLUE INFRASTRUCTURE | Water environment features within the natural and built environments that provide a range of ecosystem services. Blue features include rivers, lochs, wetlands, canals, other water courses, ponds, coastal and marine areas including beaches, porous paving, sustainable urban drainage systems and raingardens. |
| BROACHED | Of masonry, stonework worked to a horizontally or diagonally furrowed surface, usually on ashlar with a margin draft at the edge. See also droved |
| CASEMENT | In windows, a side-hung hinged light. |
| CHIMNEY/CHIMNEYHEAD | That part of a chimney which rises above the level of the roof; contains one flue. |
| CHIMNEYSTACK | A number of chimneys grouped together one structure: contains more than one chimney. |
| CHIMNEY POT | A cylindrical or other shaped earthenware or metal pipe, often flared at the top, which is fitted to the top of a chimney to improve ventilation and prevent smoke from blowing back into the building. |

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| CLIMATE CHANGE ADAPTION/ADAPTABILITY | Is about responding to the changes that we have seen in our climate over the last few decades and preparing for the challenges that we will face as our climate continues to change. |
| CLOSE | Passageway giving access to a number of houses or buildings; in an urban context usually but not always pedestrians. |
| CONSERVATION AREA | Areas which have special architectural or historic interest that are considered worthy of protection. Their selection, assessment and designation is carried out by the planning authority. To be designated as a conservation area it must meet the criteria of 'special architectural or historic interest the character or appearance of which is desirable to preserve or enhance', as set out in Section 61 of the Planning Listed Buildings and Conservation Areas (Scotland) Act 1997. |
| CONSERVATION AREA CONSENT | consent granted under the above-mentioned that for demolition of an unlisted building within a conservation area. |
| CORNICE | the projecting uppermost member of the classical entablature; in isolation used as the crowning feature of external walls, or as the demarcation of an attic storey; or at windowheads, over shops; and internally at the junction of wall and ceiling. |
| COVE | in building, is a concave moulding, often used at the junction of a wall and ceiling to create a smooth transition and a decorative effect. |
| CROWN GLASS | glass blown in large circular discs and then cut into panes (QV historic glass). By the middle of the 18th century the familiar Georgian window with 6 panes to each sash had become commonplace and crown glass was used to glaze these windows, recognisable by its distinctive curved ripples and the slight bellied effect often visible in individual panes when viewed in sunlight. |
| CULTRAL SIGNIFICANCE | aesthetic, historic, scientific or social value for past, present or future generations. Cultural significance can be embodied in a place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. |
| CUMULATIVE EFFECT | impact in combination with other development. That includes existing developments as appropriate, those which have permission, and valid applications which have not been determined. The weight attached to undetermined applications should reflect their position in the application process. |
| CUPOLA | small domically roofed structure crowning a roof or dome. |
| CURTILAGE | land which is used for the comfortable enjoyment of a building, and which serves the purpose of that building in some necessary or reasonably useful way. It need not be marked off or enclosed in any way. Normally the curtilage would relate to the property boundary of the dwellinghouse. |
| CYLINDER GLASS | from around 1700 onwards, cylinder or broad sheet glass was made by forming cylinders of molten glass that were then cut and flattened into thick panes. These glass types are characterised by straight ripples and by occasional 'seeds' or bubbles in the glass. (QV historic glass). |
| 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. |
| DIMINSHING COURSES | of slating, relatively small and thick Scottish slates of a variety of lengths and widths, laid in courses (rows) with the largest slates at the base of the roof, with the smaller ones at the top. (QV graded). |
| DORMER WINDOW | a window that projects vertically from a sloping roof. |
| DROVED | of masonry, horizontally furrowed finish, usually on ashlar, poplar in the later 18th and early 19th centuries. See also broached. |
| DUMMY WINDOW | windows originally designed to maintain the pattern and symmetry of window openings in the external elevations of a building, or sometimes to provide a visual trick or 'trompe l'oeuil'. They are often faced in large stone slabs but sometimes glazed or painted to resemble sashes, introduced for reasons of symmetry or architectural balance. Often fireplaces, chimneys, or other internal features prevented the creation of working windows in some locations. Windows specifically blocked to avoid paying window taxation are rarer. (QV BLIND WINDOWS). |
| EAVES | overhanging edge of a roof. |
| ETCHED GLASS | etched glass was introduced in the latter half of the 19th century and was developed to provide a highly detailed decorative finish, using techniques which are commonly still in use today. Etching is undertaken by blasting an abrasive material against the surface of the glass through a stencil to achieve the desired effect. |
| FANLIGHT | glazed area above door, if rectangular rather than semi-circular, semi-elliptical or segmental, more correctly a transom-light. |
| FLOOD | the temporary covering by water from any source of land not normally covered by water but not including the overflow of a sewage system. |

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| FREESTANDING STRUCTURE | A building that is not attached to anything else and stands on its own. It implies independence and self-sufficiency, not needing support or attachment from surrounding structures or surfaces. |
| FRONT/FRONTAGE | an elevation which faces onto a road. |
| GARDENS AND DESIGNED LANDSCAPES | the Inventory of Gardens and Designed Landscapes recognises sites where garden grounds and landscapes have been intentionally laid out for artistic effect which are of national importance. Their selection, assessment and designation is carried out by Historic Environment Scotland. Designed landscapes are managed primarily through the planning process by the appropriate planning authority. |
| GENERAL PERMITTED DEVELOPMENT ORDER (GDPO) | A statutory instrument granting permitted development rights. |
| GREEN INFRASTRUCTURE | features or spaces within the natural and built environments that provide a range of ecosystem services. |
| HARL | Scottish for roughcast in which the mixture of the aggregate (small even-sized pebbles) and binding material (in traditional harl, sand and lime) IS dashed onto a masonry wall. In traditional harls the aggregate is in the mix (wet dash). In the non-traditional 20th century harls the aggregate is dashed on separately (dry dash). |
| HISTORIC ENVIRONMENT | the physical evidence for human activity that connects people with place, linked with the associations we can see, feel, and understand. |
| HISTORIC GLASS | forms of early glass, of which two predominated until the later nineteenth century. Crown glass was made by hand-spinning molten glass into a thin circular disc which was then cut into individual panes. From around 1700 onwards, cylinder or broad sheet glass was made by forming cylinders of molten glass that were then cut and flattened into thick panes. Both these methods had a restricted pane size and produced distortions and bubbles in the glazing that add character and identify the production process. |
| HORNS | small upstands or downstands from the meeting rails at the vertical members of the sash frame. Horns, are not very common in Scotland and often do not appear until late in the C19th, if at all. |
| INDENT | in masonry, the insertion of a new stone to replace a decayed or damaged one. |
| INGOES | the inner or return faces of a wall around an opening, such as a window, door, or niche. The term is used to describe the surfaces of the wall that are visible within the opening itself, essentially the sides of the wall that form the reveal. |
| INSULATED GLAZING | window or glazing unit made of two or more glass panes separated by a space filled with air or a gas like argon. |
| JIB DOOR | a concealed or secret door designed to blend seamlessly with a wall, creating a visually uninterrupted surface. It is often used in formal rooms to hide storage, secret passages, or maintain a room's symmetry and aesthetic. Jib doors are typically flush with the wall and disguised by continuing the wall's finish, such as wallpaper or panelling, across the door. |
| LISTED BUILDING | a built structure of 'special architectural or historic interest'. The term 'building' can be defined as 'anything made by people' such as houses, schools, factories, boundary walls, bridges, and sculptures. Their selection, assessment and designation is carried out by Historic Environment Scotland under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. Listed Buildings are managed primarily through the Listed Building Consent process by the appropriate planning authority. |
| LOUVERED | treatment of overlapping boards angled to allow ventilation but to keep the rain out; used at belfry stages, persiennes, tanneries, barns etc. |
| MEWS | stabling, in an urban context. |
| MODERN WINDOW | relates to the design, style, opening method and materials of a widow that is not original to a traditional building. Modern windows come in all types of materials, most commonly uPVC. Opening methods vary and include casement, awning and tilt and turn operation. Modern windows can often mimic features of traditional windows. Differences between traditional and modern windows are generally discernible. |
| MULLION | upright member dividing the lights of a window. |
| NARROW GLAZING | sometimes referred to as slim glazing, is double glazing, only much thinner. It was created to fill the need for modern, efficient windows that mimic single glazed windows. It consists of two panes of glass separated by a cavity that is either a vacuum or is filled with Argon or Krypton gas. |
| OUTSTANDING UNIVERSAL VALUE (OUV) | according to UNESCO, Outstanding Universal Value means cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity. |

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| PATINA | refers to the natural changes in a material's surface appearance due to aging and environmental exposure, often enhancing the building's character and historical value. |
| PEND | open-ended passageway through a building; usually vehicular as against close which is usually pedestrian. |
| PERMITTED DEVELOPMENT | planning permission granted for certain classes of development by the 1992 Order. Also known as Permitted Development Rights (PDR). |
| PETROGRAPHICALLY MATCHED | of building materials, the process of identifying and characterizing the mineralogical and textural properties of stone to determine its suitability for a specific application, often in restoration or construction, and to compare it with other potential materials. |
| PIANO NOBILE | Italian for "noble floor" or "noble level", also sometimes referred to by the corresponding French term, bel étage) is the architectural term for the principal floor of a building/house. This floor contains the main reception and bedrooms of the house. |
| PLATE GLASS | large sheet of glass in plates and polished, introduced from 1838 onwards. |
| PLATT | platform, broad doorstep, landing on stair, cantilevered stone gallery access to tenement flats. |
| POINTING | the treatment of exposed mortar joins in masonry or brickwork. |
| PRESS DOOR | a door to a cupboard or storage space, often built into a wall recess. It is a broad term encompassing various types of cupboards, from those for linen to larger, free-standing storage units. |
| PRINCIPAL ELEVATION | the elevation of the original dwellinghouse which by virtue of its design or setting, or both, is the principal elevation. It is the elevation that is typically designed with the most prominent architectural features and where the main entrance is usually located. |
| PRINCIPAL ROOM | generally the main public reception rooms - dining rooms located to the front at ground floor level - perhaps the most proportionally pleasing and decorative with dado panelling and decorative plasterwork ceilings being easily read from the public footway. Drawing rooms, again generally located to the front at first floor level and often extending the full width of the property with higher 'piano nobile' floor to ceiling heights and windows are also in most case considered the principal reception room of the property. There is much variation and often, in retained full Georgian and Victorian townhouses, the stairs and corridors including the evolution of spaces into smaller and less grand secondary spaces are also considered important. In many cases drawing rooms in Georgian properties would often occupy the entire first floor with grand double doors and decorative architraves linking the front and rear spaces of the drawing room – often with a smaller anteroom (service room) off them at the rear. These rear rooms are often converted into bedrooms, with en-suites where the anteroom was located – but still considered as 'principal'. |
| RAL | a colour matching system widely used in various industries, particularly in paints, coatings, and plastics. Originating in Germany in the 1920s, it provides a standardized way to communicate and match colours, ensuring consistency across different applications. |
| REAR ELEVATION | the elevation of the original dwelling that is opposite its principal elevation. |
| RENDER | smooth coating of cement or stucco over masonry. |
| REVEAL | the inward plane of a door or window opening between the edge of the external wall and the door or window frame. |
| RUBBLE | masonry which is not fully dressed; can be boulders, or random rubble retaining in some degree the natural shape of the stone; or of squared rubble in which the stones are roughly squared in which the stones are roughly squared and may be either coursed or sneaked i.e. with variations in the coursing brought about by the use of small filler stones or sneaks. |
| SASH AND CASE | a form of window in which the glazing slides in two parallel frames within the case, the upper sliding outward of the lower. |
| SETTING | is more than the immediate surroundings of a site or building, and may be related to the function or use of a place, or how it was intended to fit into the landscape or townscape, the view from it or how it is seen from areas round about, or areas that are important to the protection of the place, site or building.<br>'Setting' is the way the surroundings of a historic asset or place contribute to how it is understood, appreciated and experienced. |
| SETTS | square blocks, usually of granite or whim forming street furniture. |
| SCHEDULED MONUMENT | are archaeological sites or monuments of national importance that are legally protected under the Ancient Monuments and Archaeological Areas Act 1979. Their selection, assessment and designation is carried out by Historic Environment Scotland who maintains the schedule. Works to Scheduled Monuments are regulated by Historic Environment Scotland through their Scheduled Monument Consent process. |

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| SIDE ELEVATION | the elevation of the original dwelling linking the principal elevation with the rear elevation. |
| SKEW | sloping tabling, sometimes coped, finishing a gable which is upstanding from the plane of the roof. |
| SNECKED | form of rubble construction composed of squared stones in which the coursing is varied by small filler stones or snecks. |
| STUGGED | of masonry stonework picked to a consistent pattern, commonly employed from the mid-19$^{th}$ century onwards. |
| SUDS | Sustainable Drainage Systems (SUDS) refer to drainage systems that manage surface water that take into account water quantity and quality (flooding and pollution) as well as biodiversity and amenity. Trees can help surface water management trough transpiration, interception, and filtration. |
| TRADITIONAL BUILDING | buildings constructed before 1919, utilizing natural, breathable materials like stone, lime mortar, and timber. These buildings are characterized by their construction methods and materials, which allow for moisture movement and ventilation. |
| URBAN GRAIN | refers to the pattern of streets, blocks, and plots in a city or urban area, essentially the "texture" of the built environment. It is a way to describe the arrangement of buildings and open spaces, and whether the area has a fine-grained or coarse-grained structure. |
| WET DASH | traditional type of harl in which the aggregate of small evenly sized pebbles is incorporated into the mix. |
| WORLD HERITAGE SITES | internationally important cultural and/or natural heritage sites which have been inscribed for their “Outstanding Universal Value”. Though no additional statutory controls result from world heritage designation, the impact of proposed development upon the outstanding universal value, including its authenticity and integrity of a World Heritage Site and its setting, is a material consideration in determining planning applications. Their assessment and designation is carried out by United Nations Educational, Scientific and Cultural Organisation (UNESCO) based on advice from State Parties and the relevant devolved Government. |

**Acronyms**

HES Historic Environment Scotland

IHBC Institute of Historic Building Conservation

LDP Local Development Plan

OUV Outstanding Universal Value

RAL (see glossary) Reichs-Ausschuss für Lieferbedingungen und Gütesicherung

RIAS Royal Incorporation of Architects in Scotland

RICS Royal Institution of Chartered Surveyors

UNESCO United Nations Educational, Scientific and Cultural Organisation

# Listed Buildings and Conservation Areas

September 2025


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