

SUPPLEMENTARY PLANNING GUIDANCE:

# REPAIRS AND ALTERATIONS TO LISTED BUILDINGS



ISSUED BY THE  
PLANNING  
SERVICES  
DIVISION

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## INTRODUCTION

Newport has a wide variety of historic buildings representing a fascinating diversity of architectural history including a Norman cathedral many parish churches with thirteenth and fourteenth century origins, medieval castles, the finest Baroque country house in Wales, many fine vernacular rural farmhouses and manor houses, through to a rich industrial heritage which also spawned some fine civic pieces of Victorian and Edwardian urban architecture.

If the rich historic building stock of Newport is to survive it is essential that it is managed and cared for in a sensitive and appropriate way.

The following guidance contains general advice and information about historic buildings and their repair. It is important to stress that any unauthorised works to a listed building are a criminal offence. If in any doubt about works that affect a listed building please contact The City Council's Conservation Officer for further information who can advise on programmes of repair or alteration to listed buildings.



# 2

## THE CITY COUNCIL'S POLICIES RELATING TO LISTED BUILDING

### Introduction

The main legislation concerning listed buildings is contained in the Planning (Listed Buildings and Conservation Areas) Act 1990. Further government advice is contained in the Welsh Office Circular; 61/96 Planning and the Historic Environment, Historic Buildings and Conservation Areas. Detailed policies are set out within the Unitary Development Plan.

### Development control and listed building control

In considering whether to grant planning permission for development which affects a listed building or its setting, the City Council has a statutory duty as defined by section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the **desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.**

Government advice is that there should be a general presumption in favour of the preservation of listed buildings, except where a convincing case can be made out for alteration or demolition. The City Council will therefore endeavour to preserve listed buildings, their settings and those features of special architectural or historic interest that they possess.

# 3

## THE LISTING OF BUILDINGS

### The statutory list

The listing of buildings is the responsibility of the First Secretary of the National Assembly, who is required by law to compile lists of buildings of special architectural and historic interest. The City Council has a copy of the list of such buildings in Newport which can be inspected at the Civic Offices.

### Principles of Selection

The principles of selection cover four criteria:

**Architectural interest:** buildings which are of importance for the interest of their architectural design, decoration, and craftsmanship, also particular building types and techniques and significant plan forms;

**Historic interest:** this includes buildings which illustrate important aspects of the nation's social, economic, cultural or military history;

**Close historical associations:** with people or events of importance to the Welsh Nation;

**Group value:** especially where the buildings comprise an important architectural or historic unity or a fine example of planning (for examples, squares, terraces or model villages).

In considering whether to list a building, the First Secretary of the Assembly is advised by Cadw, Welsh Historic Monuments who makes the assessment in the light of these principles.

## Grading

Listed buildings are divided into three grades; grade I, II\* and II. Grade I buildings are of exceptional interest and make up less than five per cent of Wales's historic building stock. Grade II\* are particularly important and of more than special interest while grade II buildings are of special interest which warrant every effort to be made to protect them. The grade does not affect the degree of protection afforded by listing.

## What does listing mean in practice?

As well as providing a list of buildings of historic or architectural interest listing confers added protection. This means that alterations can not be undertaken without listed building consent. Before a listed building can be altered, extended or demolished, listed building consent must be obtained from the City Council.

**It is a criminal offence to alter, extend or demolish a listed building without listed building consent.**

## Additions to the list

A national resurvey of historic buildings is currently being undertaken by Cadw, Welsh Historic Monuments, which is likely to result in significant additions to the statutory list of buildings of special architectural or historic interest. Newport City Council has been partially resurveyed (approximately 30%), and the remainder including the Town Centre and Caerleon is to be resurveyed before the year 2005. The City Council may recommend to the First Secretary additions to the list as further buildings are recognised as being of special architectural or historic interest. A Building Preservation Notice may be placed on a building if necessary, pending its addition to the list.

## The extent of listing

The list descriptions are intended mainly for identification purposes and are rarely a comprehensive record of all features of interest. They should not be relied upon to determine whether or not listed building consent is required for works to a listed building.

**It is important to note that the whole of the building, including its interior, is listed. Most buildings which lie within the curtilage of a listed building are also subject to listed building control,** even if they are not specifically mentioned in the list description. In addition, objects fixed to the building may be considered to be part of the listed building (see section 6).

## The effect of listing

Once a building is listed, listed building consent is required for any works of total demolition, or for the alteration or extension of the listed building in any manner which would affect its character as a building of special architectural or historic interest. Listed building consent is required for internal as well as external works.

## Enforcement

**To carry out work to a listed building without consent is a criminal offence and can result in severe fines and even imprisonment.** Works to listed buildings, therefore, should never be carried out without consent. Where alterations to a listed building have been carried out without consent and are found to be unacceptable, the City Council Council may either seek to prosecute those responsible or serve a listed building enforcement notice. Reports of unauthorised works to a listed building will normally result in a site visit by a Council officer within 24 hours of the report.

# 4

## MAKING AN APPLICATION FOR LISTED BUILDING CONSENT

### How to make an application

Applications for listed building consent are made to the City Council. There is no fee. Some works may also require planning permission or advertisement consent. Forms are obtainable from Planning Reception at the Civic Offices, or by telephoning 01633 232730

### Application drawings

Applications should be supported by drawings showing clearly and accurately using a metric scale, the existing building and the proposed alterations. In most cases plans and elevations at a scale of 1:50 will suffice. These should be clearly annotated to show the extent of retention and/or removal of the existing features and fabric of the building. Alterations to decorative features such as windows, doors and railings usually require drawings at a smaller scale such as 1:20 or even full size. Additionally, some works may best be described in a method statement, specification or schedule of works. The existing building, including any features of interest, should be clearly recorded. Good quality dated photographs of historic features, cross-referenced to drawings are helpful. These should always be included with proposals for major alterations or refurbishment.

## Supporting information

Proposals for major refurbishment may need to be supported by a report on the history and development of the building. This should identify the age of the building, evidence of original floor plans and elevations, the physical development of the building, and any other relevant information such as evidence of past repairs. Schemes for alterations to listed buildings should be prepared by professionals with appropriate expertise.

**Applicants may be asked to justify their proposals, especially where a change of use or demolition is proposed. It may be necessary to provide clear and convincing evidence about the viability of existing and proposed uses or about technical and economic constraints on the use of a building.**

## How the application is processed

Applications will be dealt with by the City Council Council's Conservation Officer who has expertise in historic building matters he/she will be able to give advice regarding the need for consent, and may visit the building either before or after the application is made in order to assess whether the proposals are acceptable. Where an application is considered partially unsatisfactory the applicant or agent will be contacted to discuss revisions.

The listing grade is clearly a material consideration in the exercise of listed building control. **However, it is important to note that the statutory controls apply to all listed buildings, of whatever grade. This includes the control over internal and external alterations of all grades including grade II buildings.**

## Consultations

The Council will consult national and local amenity societies and other interested parties as appropriate. Applications for listed building consent may be advertised in the local newspaper, and may be the subject of a notice displayed outside the property. Further guidance to the procedures for dealing with listed building applications is set out in Welsh Office Circular 61/96, Historic Buildings and Conservation Areas.

## Special procedures

Certain categories of listed building, namely ecclesiastical buildings, crown buildings, and buildings owned by the Council, are subject to special procedures. Ecclesiastical buildings of certain denominations are exempt from listed building control, where these are in use for ecclesiastical purposes. The extent of ecclesiastical exemption is defined in The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994, and further guidance is set out in Section 5 of Circular 61/96. The following denominations have set up internal systems of control which qualify for the exemption of normal statutory control through the 1990 Act. These include: Church in Wales, The Roman Catholic Church, the Methodist Church, the Baptist Union of Wales, and the United Reformed Church. All other denominations and faiths are to be controlled by the secular system in the usual way.

## Investigative works

In some cases investigative works may be necessary to establish the condition of the building before proposals can be finalised. Consideration should always be given to non-destructive techniques such as the use of fibre-optic tubes, and boroscopes. Where these are not sufficient, the extent of opening up works should be clearly defined and agreed in advance with the City Council before any works are undertaken.

## The decision

In the majority of cases a recommendation will be made between six and eight weeks after a valid application has been made. Delays may occur where insufficient information has been included with the application, or where negotiations are necessary to amend the proposals. In all applications where the local planning authority is minded to grant listed building consent, except for internal alterations to grade II buildings, the application must be referred to the National Assembly. Cadw has twenty eight days to consider the application. In very exceptional cases the First Secretary may require that the decision be "called in" for determination.

If consent is granted it is likely to include conditions. These may require the submission of further information before work commences. All conditions should be read carefully and must be complied with. If consent is refused, the applicant has the right to appeal to the National Assembly.

## Variations to approved schemes

In cases where a variation is required to an approved scheme of works during the course of construction, for example where the extent of demolition or replacement works found necessary exceed the approved works, consent will be required. In all cases the actual variations proposed should be identified clearly on a drawing, and the City Council's view obtained in writing, before work is carried out on the relevant part of the scheme. In the case of very minor variations the City Council may decide that the variation is non-material. However, in all other cases a formal application for listed building consent will be required.

# 5

## GENERAL PRINCIPLES APPLIED WHEN CONSIDERING WORKS TO LISTED BUILDINGS

### Evaluation of listed buildings

Circular 61/96 sets out the general criteria to be taken into account in considering all listed building consent applications:

- i) the importance of the building**, its intrinsic architectural and historic interest and rarity, in both national and local terms;
- ii) the particular physical features of the building** (which may include its design, plan, materials or location) which justify its inclusion in the list: list descriptions may draw attention to features of particular interest or value, but they are not exhaustive and other features of importance (e.g. interiors) may come to light after the building's inclusion in the list;
- iii) the building's setting and its contribution to the local scene**, which may be very important, e.g. where it forms an element in a group, park, garden or other townscape, or landscape, or where it shares particular architectural forms or details with other buildings nearby;
- iv) the extent to which the proposed works would bring substantial benefits for the community**, in particular by contributing to the economic regeneration of the area or the enhancement of its environment (including other listed buildings).

## Uses for listed buildings

The best use for a listed building is very often that for which it was originally designed. In many cases this use can be continued satisfactorily, but some buildings were purpose designed for uses that are no longer required and if left empty, neglect becomes a considerable threat. In these circumstances, change of use of a building may be suitable, if it will result in the preservation of an historic building and if it can take place without significant alteration or loss of character and is consistent with other policies of the development plan.

## Demolition of listed buildings

**The general presumption is that all buildings on the statutory list will be preserved because of their architectural and/or historic interest.** There may, however, be a few exceptional cases where permission for demolition may be granted. Circular 61/96 sets out the criteria to be used by the City Council in assessing proposals for the total demolition of a listed building. Proposals involving total demolition of a listed building will be subject to consultation with the national amenity societies, as well as being referred to Cadw.

## Alterations to listed buildings

In general, works to listed buildings should:

- a) RETAIN historic fabric and features of architectural or historic interest in situ.
- b) REPAIR all damaged historic fabric or features, rather than replace them.
- c) REINSTATE missing architectural features where there is clear evidence of their original appearance.

The City Council will generally expect to see the original structure of any listed building preserved. Alterations must often be restricted to a modest scale, and the Council will not necessarily accept that minor defects are a justification for major reconstruction works. Where repair, alterations or extension works are necessary, they must relate sensitively to the original building and will require craftsmanship and professional skill of a high standard. In almost all cases the materials used for alterations, extensions or repairs should match the original. The use of non-traditional materials will not normally be acceptable.

Detailed guidance regarding repairs and alterations to listed buildings is set out in Section 6.

## Maintenance and protection of listed buildings

Regular maintenance is essential to the long-term preservation of listed buildings. Prompt action to remedy minor defects will prevent costly and disruptive repairs at a later stage. Routine maintenance is the responsibility of the owners of a listed building, and most owners undertake such works in a careful and responsible manner.

However, some listed buildings in Newport suffer from neglect, especially where they are vacant and with no immediate prospect of a new use. If the necessary repairs are not carried out, then the City Council may intervene to ensure the preservation of a building either by issuing a repairs notice, or in the case of a vacant building, by carrying out emergency repairs, and seeking reparation from the owner by placing a charge against the property. Grants are available as resources permit from a number of sources, including the City Council, where special work or materials may be beyond the means of owners.

All buildings are at some risk of fire, theft or accidental damage. The theft of architectural features is a particular problem with empty buildings, and owners are advised to take special precautions against such loss. Valuable architectural features should always be carefully recorded and insured for their full replacement value. Owners are advised to carry enough insurance cover to meet their statutory and contractual responsibilities to reinstate and repair damage after fire, theft or other catastrophes.

## Extensions to listed buildings

Where extensions to listed buildings are proposed these should relate sensitively to the original building. Proposals for roof extensions may be unacceptable where the form or fabric of the roof is of specific architectural or historic interest. In some cases listed buildings are capable of being extended without damaging their character, subject to sensitive handling of scale and detail. In other cases extensions would detract from the uniformity of a formal group of buildings, or from the integrity of a particular design, and will therefore be unacceptable in principle.

## The setting of listed buildings

The setting of a listed building is often an essential part of the building's character, especially where it stands in its own garden or grounds. The City Council will pay special regard to the desirability of preserving the setting of listed buildings in considering applications for planning permission or listed building consent which affect listed buildings.

# 6

## REPAIRS AND ALTERATIONS DETAILED GUIDANCE

Note: The guidance that follows is concerned principally with works which require listed building consent, and reflects guidance set out in appendix to Annex D of Circular 61/96. There is a great variety in the character, period and materials of buildings in Newport, and the advice given will not be applicable to every situation that arises.

### ROOFS

The detailed form, structure and materials of historic roofs are almost always of interest, and the presumption will be in favour of their retention.

### ROOF COVERINGS

Original roofing materials such as natural Welsh slate, stone and clay tile and lead should always be retained and repaired. Their replacement by modern substitute materials is almost always unacceptable. Any decorative features such as cresting, decorated ridge or hip tiles, finials etc. should be retained and repaired as necessary.

Leadwork to gutters, flat roofs, flashings and weatherings should

be carefully specified in terms of its thickness, sheet size and jointing to ensure durability,



## CHIMNEY STACKS

Chimney stacks are important features which normally should be retained, even if no longer in use, particularly where they form part of the original structure or contribute to the roofscape.

Chimney pots should generally be retained in position and replaced where missing. Surviving eighteenth and nineteenth century pots can be of historic interest in their own right, and should be carefully retained and repaired.



## EXTERNAL DECORATIVE FEATURES

Original decorative features (and later features which add to the architectural or historic interest of the building) should be retained.

The City Council will encourage the reinstatement of missing architectural features, where there is clear evidence of their original appearance. Features such as porches, parapets, balconies, verandahs and architectural mouldings are important, and their original form should be respected. Carved details in stone or timber; moulded brickwork and terracotta, statuary, murals, mosaics, ornamental ironwork should be retained. Where decorative features require repairs, these should be carried out by suitably skilled conservators and/or craftsmen.



## MASONRY

The original facing materials with which a building was constructed should remain exposed. Recladding in general including pebble and spar-dashing, the rendering of brickwork and the painting of brick, stone, terracotta or composite stone will not normally be permitted. Repairs to brickwork should accurately match the bond, colour, texture, dimensions and pointing of the original brickwork. Any features such as rubbed brick arches or decorative mouldings should be retained, and where necessary repaired or reinstated.



## LIME RENDER

Rerendering with hard cement-based render is one of the principal causes of decay in historic masonry, and can cause irreversible damage to external wall surfaces. Cement-based renders are less porous than those made with lime, and can trap moisture in the wall or drive it elsewhere, thereby accelerating decay.

Repairs to renders should normally be based on the mix and appearance of the original work. Traditional renders were almost always based on lime which had been slaked to a putty. These renders are more vapour permeable than modern cement-based renders, but can be equally durable. The choice of aggregate is critical in achieving a suitable mortar. The City Council may require details of proposed render mixes to ensure that they are appropriate for the circumstances.



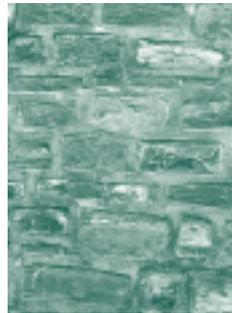
## STUCCO AND RENDER

Existing stucco or render should not be stripped off to expose brick or stone where these were never historically exposed. Some buildings in Newport are finished in stucco or Roman cement renders. These exhibit smooth surfaces, sharp angles, and mock joints in imitation of stone ashlar, and are generally enriched by architectural mouldings run or cast in plaster. Repairs or alterations to such materials should retain as much as possible of the original fabric, and should faithfully reproduce the form, texture and materials of the original work.



## POINTING

Pointing can significantly affect the appearance and durability of masonry. Poorly done it can damage masonry beyond repair and ruin it for ever. Repointing should be restricted to those areas where the existing pointing is substantially decayed; wholesale repointing is rarely necessary. The old mortar should be carefully cut out with hand tools as the use of mechanical cutters or disc grinders can be highly damaging. Repair mortars should normally be based on the mix and appearance of the original work. Mortar should always be weaker and more permeable than the masonry in which it is placed. The joint finish should match the original and weather struck and ribbon pointing should be avoided. The City Council may require details of proposed mortar mixes to ensure that they are appropriate for the circumstances. Sample panels of pointing work may also be necessary to establish an agreed standard of work. Any change in the character of the existing pointing may require listed building consent.



## EXTERNAL PAINTING

Painting the outside of a listed building requires consent where this affects the special architectural or historic character of the building. Previously unpainted surfaces should not normally be painted over. Cement based masonry paint should never be used.

## EXTERNAL CLEANING

Masonry surfaces can easily be damaged by inappropriate cleaning, and in many cases it is best to leave them undisturbed. External cleaning of buildings with water and brushes does not normally require listed building consent. All the same, cleaning with water can lead to saturation of the walls and outbreaks of dry rot in built-in timbers. Other methods of cleaning stone or brickwork may be appropriate but can have a marked effect on the character of the building and will generally require listed building consent. The Council therefore require that cleaning methods are carefully specified and appropriate for the circumstances. Where proprietary methods are to be used a method statement should be submitted for approval. Cleaning should only be carried out by specialist firms and under close supervision.

## DOOR AND WINDOW OPENINGS

Door and windows openings should retain their original size, proportions and detailing, including historic cill and lintel details. The depth to which window frames are set back from the face of the building is a significant historical feature which should be maintained.



## EXTERNAL DOORS

Original and historic doors should be retained, together with any associated features such as doorcases, surrounds, fanlights and door furniture.

Doorways which become redundant should be maintained as dummy doors where they contribute to the architecture or historic interest of the building.

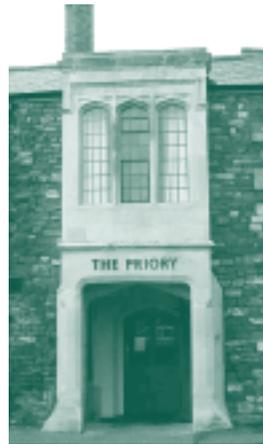
Where historic doors are beyond repair they should be carefully reproduced to match the original design, re-using the original mouldings and decorative features if possible. Modern mass-produced doors are almost always inappropriate, and painted doors should not be replaced with stained or varnished doors.



## WINDOWS

Original and historic windows should be retained, or where beyond repair, they should be replaced with purpose-made copies. These should accurately match the dimensions, details, materials and finish of the original windows. It is often proposed to replace existing windows in order to return to a more consistent or historic window pattern. Such

proposals will be judged according to the historic value and condition of the existing windows and the evidence for the preferred glazing pattern.





Decorative elements associated with windows such as shutters, blinds, hoods and cill-guards should be retained and repaired. Historic glass, whether decorative or plain, should be retained, and carefully protected from damage during building works.

The installation of double glazed units is usually incompatible with the retention of historic windows types due to the thicker glazing bars required. Secondary glazing is more likely to be acceptable, although this too may be damaging to the fabric and appearance of some interiors. Listed building consent for such works will only be granted where these can be carried out without damaging the external appearance of the building or the integrity of historic interiors.

## SHOPFRONTS

Traditional shopfronts should always be carefully preserved. Proposals to replace modern shopfronts with a more historic style of shopfront will be judged according to the quality of the existing shopfront and the evidence for the preferred pattern.

Proposals for the introduction of security measures will be judged according to their impact on the appearance of the shopfront, and on the architectural or historic character of the building. Solid metal shutters are almost always unacceptable. The use of security glass and/or internal brick-bond grilles are more likely to be acceptable. See the Newport Shopfront Design Guide for further detailed information.

Alterations to listed shopfronts usually require planning permission as well as listed building consent. In many cases signs will require advertisement consent in addition to listed building consent.



## PAVED AREAS

Areas of historic paving, such as Pennant stone flags, should be carefully repaired. They have a patina of age which can easily be destroyed by thoughtless replacement. Natural stone steps, pavings and kerbs should not be replaced by artificial substitutes or by inappropriate alternatives.

## IRONWORK

Some listed buildings in Newport are enlivened by the use of wrought iron or cast iron for items such as railings, balconies, lamp brackets and coal hole covers. These features should be retained and regularly maintained. The repair of ironwork is always preferable to replacement, but requires specialist guidance and craft skills.

Where replacement of ironwork is necessary, great care should be taken to ensure that the new work accurately replicates the original in all details. This normally requires careful measurement and survey of the existing work,

the preparation of clear working drawings, and accurate specification of the techniques, materials and finishes to be used. Mild steel should not be used to substitute surviving wrought ironwork.



## EXTERNAL SERVICES AND FITTINGS

Pipes, ducts and cables should always be carefully routed and located in the least obtrusive locations. External services or fittings will require listed building consent where they affect the character of a listed building. These include satellite dishes, burglar alarms, meter boxes, security cameras, light fittings, flues and trunking. The Council will need to be satisfied that such additions are necessary, and have been designed and located to minimise their impact. Where such proposals are considered to harm the appearance or character of a listed building, consent will be refused.

## INTERIORS

Consent must be obtained for all internal alterations which affect the special architectural or historic character of a listed building, whatever the grade.

Proposals for the refurbishment of listed buildings should be supported by drawings which clearly identify all features of interest, and confirm their retention. Such features may include chimney pieces, plasterwork, panelling, doors and door surrounds, staircases and balustrades. These should always be fully protected from damage during the course of any works on site.



## PLAN FORM

The plan form of a listed building is usually of great importance. It provides evidence of how a building was used and its radical alteration will almost always destroy significant elements of historic fabric. Even comparatively minor alterations such as the introduction of new internal doors can alter the character of a room and the ways in which a building is used. In general, original partitions should be preserved.

There may, however, be more flexibility in areas of secondary importance than in the main rooms and spaces.

## ROOM PROPORTIONS

The size and shape of rooms are fundamental characteristics of listed buildings. The sub-division of rooms, the introduction of fire lobbies and the installation of suspended ceilings or raised floors should be avoided where a room is of architectural or historic interest.

## PARTITIONS

Original lath and plaster partitions are an important element in historic interiors and should normally be retained. They may also be important structurally and they should not be altered without a full understanding of their significance in the structure of the building. New partitions, if acceptable, should be scribed around any ornamental plaster mouldings or skirtings.



## STAIRCASES

Staircases are frequently the most important feature of an interior, and their form, position and detailing should always be respected. The extension or relocation of historic staircases will in most cases be unacceptable. Secondary staircases may also be of interest and should normally be retained.

In retail premises, staircases providing direct access to upper floors from street level should be retained to facilitate the re-use of accommodation.



## CHIMNEY PIECES

The fireplace is frequently the visual focus of a room and should always be retained. Chimney pieces vary from the extremely lavish to the very modest.

Both, in their own way, are important. Chimneypieces may also have historic grates and firebacks. These should be retained. Even if the chimneypiece itself is missing, the chimneybreast is an important feature and should not be removed. Historic fireplaces are particularly vulnerable to theft and the Council recommends that they should be photographed, measured, adequately insured and protected from theft or accidental damage during building works. If historic fireplaces are removed or stolen from listed buildings the Council may insist on their replacement with facsimile reproductions or suitable historic replacements of proven legitimate provenance.



## PLASTERWORK

Decorative cornices, ceilings and wall decorations should be retained in situ. In some cases, where they are badly damaged, they may be replaced in facsimile, but an approximate copy will not be acceptable. Plain mouldings can also be important and should not be removed or altered without good reason. Where removal is unavoidable, they should generally be replaced in facsimile. Plain plasterwork to ceilings and walls should not be stripped out. It is frequently capable of an indefinitely extended life, and unless it is damaged, it should be retained. Original lime plaster should be repaired using matching materials. Gypsum based plasters lack the durability of traditional lime plasters.



## JOINERY

Original panelling, doors, window shutters, window and door architraves, skirting boards, dados and picture rails should be retained, or if missing, reinstated. Historic shelving, cupboards, bed recesses or linen stores should also be retained where these are of importance.



## FLOOR FINISHES

Historic floor finishes such as, stone flags and old boarded floors, especially early wide oak or elm boards, should be maintained and repaired. Where new floor boards are needed they should match the width, thickness and materials of the original boards. The laying and relaying of stone flagged floors can be highly damaging to the historic appearance of old floors. Where this cannot be avoided the original floor should be carefully recorded before work commences, and relaid to the original pattern.



## FIXTURES AND FITTINGS

Any object or structure which is fixed to a listed building is treated as part of the listed building and normally cannot be removed without consent. Examples may include door and window furniture, chimneypieces and grates or

fixed furniture which forms part of the decorative ensemble. In all cases, if these fixtures and fittings contribute to the architectural or historic interest of the building, they should be retained.



## INTERNAL SERVICES

The installation of new services such as modern heating systems, rewiring, security systems, smoke detectors, air conditioning and computer ducting, must be carried out in a way which does least damage to the fabric and appearance of historic interiors.

Proposals for the introduction of new kitchens, bathrooms and toilets should show clearly the routing of all sanitary pipework. Consent will not be granted unless it can be demonstrated that new pipework can be introduced without damaging historic interiors.

## BUILDING REGULATIONS

In exercising its responsibilities under the Building Regulations, the City Council will deal sympathetically with proposals for the restoration or conversion of historic buildings. In some cases the strict application of the Building Regulations may be incompatible with the sensitive repair or adaptation of a listed building. For example, the introduction of fire lobbies to protect the principal staircase in a listed building would in many cases harm the character of the interior. In such cases a joint site visit or meeting may be necessary attended by the Building Control Officer; and the Conservation Officer. The City Council will seek a solution which provides a building which is safe and tolerable to use, and which retains its historical and architectural character:

Works should be carried out sensitively, and should relate sympathetically to the historic character of the building. The City Council may ask for detailed drawings to show, for example how doors are to be upgraded for fire protection, or how floors are to be upgraded for sound insulation. Applicants are advised to check that their proposals conform to the requirements of the Building Regulations and Environmental Health regulations, so that any difficulties can be identified and resolved at an early stage. Failure to do so may result in costly delays.

## ACCESS

The City Council recognises the importance of dignified easy access for disabled people to and within historic buildings. Applicants will be expected to demonstrate that accessibility issues have been taken into account in planning applications affecting existing buildings, including buildings which are listed. In many cases improved access can be provided without harming the historic or architectural character of the building, for example by careful positioning of handrails. In those cases where there is conflict, professional skill and judgment are essential to assess the relative importance of access in an historic building. Such decisions must take into account the degree of historic importance of the building, both in its design and fabric, relative to the benefit of the improved access.

## STRUCTURAL ALTERATIONS

Alterations to the historic fabric of a listed building require consent, even where these are not visible. The original structure of floors and roofs are often of considerable interest and should always be maintained and repaired. Poorly considered structural works can lead to the partial or total collapse of listed buildings, and where major alterations are necessary the City Council may ask for a method statement to ensure that the techniques used and the sequence of works are appropriate. Proposals for structural alterations to listed buildings, such as underpinning, rebuilding, floor strengthening and replacement of structural members, should always be supported by a detailed assessment of the problem by a suitably experienced engineer.

## DAMP AND TIMBER DECAY

Regular maintenance is the key to the long-term survival of historic building fabric. Failure to prevent water ingress including leaks from gutters, downpipes and internal services, and poor ventilation of hidden voids can lead to the presence of dry rot. Proposals for dry rot eradication should always be discussed with the Council, and in some cases may require listed building consent. Wholesale stripping out of the affected areas combined with the intensive use of chemical fungicides can be highly damaging to historic interiors, and may not be effective in the long term. Consideration should always be given to the root causes of the problem, such as poor maintenance, and the need for future monitoring.

The eradication of decay is best achieved by environmental control. The elimination of sources of dampness can successfully treat dry/wet rots and Beetle infestations. Historic timber should never be removed unless its structural integrity has been affected beyond repair.

For further information on alterations to listed buildings  
contact:

The Conservation Officer

Planning Services

Civic Centre

Newport

South Wales NP20 4UR

or telephone on 01633 232163