

York Place

Design Guide

Advice on alterations and repair for Article 4(1) Directions



An Article 4 Direction allows local authorities to restrict permitted development rights in certain areas. These directions can control small-scale change that might gradually erode the character of a conservation area, such as alterations to windows and doors. Where an Article 4 Direction applies, planning permission is required for the specified works.

York Place has been under the protection of an Article 4 Direction since 1986. Buildings included in the York Place Article 4 Direction are Nos. 1-63 York Place and No.24a Albany Terrace. The Article 4 Direction means that planning permission is required for all improvements, replacements or other alterations to the front elevation, i.e. fronting on to York Place, plus the south gable of No.63 York Place. The aim of the Article 4 Direction is to conserve the special character of the area by ensuring that advice can be given on any proposed changes, so that these do not harm the historic and architectural qualities of the houses.

Even minor changes to the appearance of houses can destroy the character and appearance of the area, and potentially lower the value of the house. The basic principle underlying all this advice is to:

- Keep your historic property in good repair
- Retain and repair historic features rather than replace them

This guide is intended to help householders, architects, developers, surveyors and others concerned with giving advice to or working on properties within the area covered by the Article 4(1) Direction.

THERE IS CURRENTLY NO FEE FOR APPLICATIONS MADE AS A RESULT OF THE ARTICLE 4(1) DIRECTION.

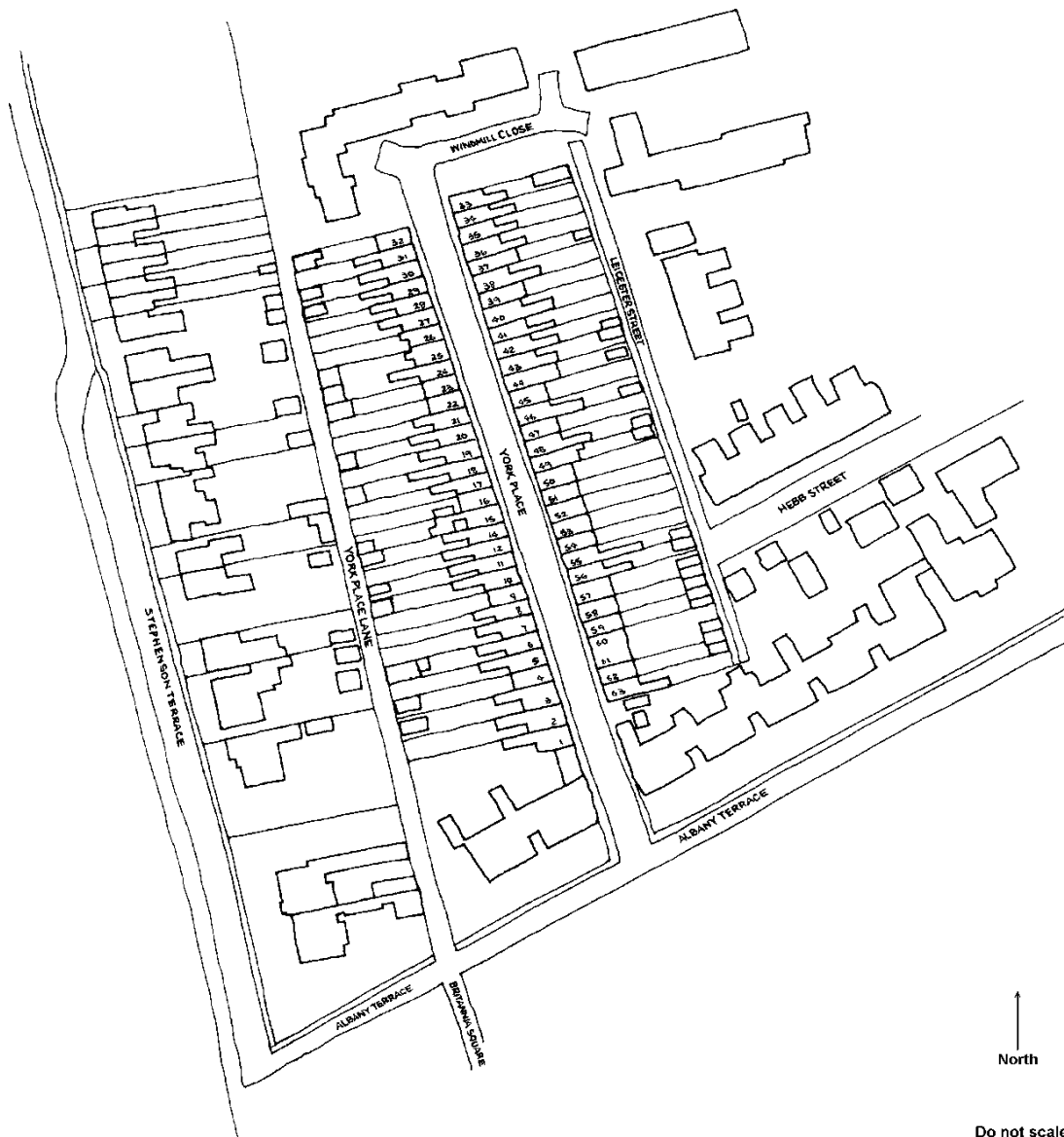
You should show this guide to your builder.

Alterations which are not carried out in accordance with this Guide may be subject to enforcement action by the council.

Article 4 (1) Direction applies to the fronts of properties, and the sides of properties which face the street, and includes single family dwelling houses and houses converted to flats. The following works to the fronts of properties, and sides of properties which face a road need planning permission:

- Any works to enlarge, alter or improve your property including replacing part or all of any window or door, the alteration in shape or size of any window or door openings including any window or door recess or reveal.
- The alteration to any decorative feature forming part of the fabric of the front elevation including their removal including the alteration to any door or window surround, fanlights and canopies.
- Painting the front of a property if it will differ from the traditional surface treatment, excluding joinery.
- Additions or alterations to the roof or chimney, including the installation of a roof-light or solar panel, or the alteration of existing dormers or skylights.

The Article 4 Direction applies only to the fronts of houses and the sides of houses which face the street, and includes single family houses and houses converted to flats. It seeks to prevent harmful work from taking place to ensure that York Place retains its historic character and appearance and remains an attractive and desirable place to live for this and future generations.



York Place is a unique terrace of early nineteenth century tradesmen's houses in Worcester. It was planned and built as part of the Britannia Square suburb and shares many of the architectural features which make buildings of this period so distinctive. A collection of 62 houses, developed speculatively; construction commenced in 1831 at the northern end, and the street was completed in 1835.

This guide explains why York Place holds special interest and gives advice on what works are suitable and what will require planning permission. It encourages owners and occupiers to undertake sensitive repairs and to reinstate historic features where they are lost.

The following sections give more information on each of these categories.

Like-for-like replacement and repair does not need planning permission.

What does like-for-like mean?

If existing features are beyond cost-effective repair you may wish to replace them with like-for-like replacements. Like-for-like replacement and repair does not need planning permission.

Like-for-like are those that:

- Match in materials, colour and surface finish (e.g. bricks and mortar)
- Have the same dimensions and
- Have the same pattern and detailed profile
- Replicate original details such as window catches, handles, pulleys etc, (these can sometimes be transferred from the old feature to the new).

For example, if you are rebuilding sections of a boundary wall to match the existing, using matching bricks, matching mortar and matching the profile of the mortar pointing, this will not need planning permission.

Replacement windows should match the glazing bar/frame sill dimensions and way of openings; - for example vertically sliding sash windows or side or top-hinged casements can be replaced like-for-like without planning permission.

There is currently no fee for applications made as a result of the article 4(1) direction.

1. Enlargement, alteration or improvement

1.1 Windows



Historic windows and doors can last indefinitely if they are properly maintained by the homeowner with the occasional assistance of a joiner. It is also cheaper in the long run to repair timber features than to replace them because the replacements will have a shorter life span than well maintained historic joinery. Untraditional replacement windows and doors are the biggest threat to property values in conservation area (source: Historic England). The conservation of traditional windows is very important in the context of heritage assets. In addition, original, historic or traditional features often add value to a property.

Any replacement or alteration of traditional windows should be with windows of an identical appearance. These must be eight-paned, double-hung, vertically sliding sash type. Care must be taken with replacements to match the proportions and pattern of the narrow glazing bars. Plain clear glass must be fitted, if possible retaining and re-using any original glass. Double-glazing cannot be satisfactorily installed in these sashes because it needs the support of larger-section glazing bars. However secondary double-glazing may be fitted but care needs to be taken to ensure that any central division aligns with the meeting rails or central glazing bars of the timber sashes. The Council will refuse permission to alter the shape of, or brick-up, original window openings. The



correct recess depth of 114mm (4½") from the outer face of the brickwork to the front face of the wooden sash frame must be retained.

Replacing original or traditional windows on the front elevation (or side elevations where these front the street) now needs planning permission.

In the case of windows which have previously been altered, consideration should be given to restoring a window of a traditional appearance to the property. When replacing modern windows or doors with ones more sympathetic to a historic building, it will be important that the design and detailing of the new windows is correct. Historic photographs may show what the original windows were like or, for properties in a terrace, neighbouring properties

may still retain the original windows. The use of windows which are of a similar appearance but have a different opening mechanism may be acceptable in some cases.



For example a traditional (a) or modern (b) replacement window can be restored to an eight-over-eight timber sash window (c) but a uPVC sash window would not be acceptable. Replacement glazing (d) which alters the character of the window will not be acceptable and sash horns should be avoided.

1.2 Double Glazing

The replacement of historic Georgian and Victorian windows with untraditional modern alternatives is likely to detract from the appearance and reduce the value of your home, so you should think carefully before replacing your original windows. Some traditional glazing patterns are difficult to replicate with thicker double glazed units, so repair, rather than replacement, should always be first choice. Installation of secondary glazing is usually preferable to replacement: this can insulate effectively whilst also limiting draughts.

Well-designed secondary glazing units can be both discreet and reversible while the installation of double glazed units would usually require replacement of the whole window. This now needs planning permission.

1.3 Doors

The original period design of doors is one of the most important features of a property and contributes significantly to the overall character and appearance of the conservation area. Where original timber doors survive in a property they should be retained and repaired wherever possible. Any replacement or alteration of traditional doors should be with doors of an identical appearance. Where historic door furniture survives this should also be retained. The original design of doors in York Place is of panelled timber construction, made up of five panels. The correct recess depth of 114mm (4½") from the outer face of the brickwork to the front face of the door frame must be maintained.

Traditional cast-iron or brass door furniture should be fitted. Please note that a letter-box should always be fitted in the mid-rail of the door, **not** in the panels. Where the original door has been removed, a reclaimed or purpose-made timber replacement door with five panels should be fitted (composite doors are not acceptable). Ensure that the correct panel mouldings are incorporated. The mouldings to the lower and upper panels are not always the same. It is quite common throughout the City to see doors to historic buildings with the lower panels flush with the frame and with a single, double or even a triple-beaded edge; the upper panels are usually surrounded by a more ornate moulding that stands proud of the door framing; this is known as a bolelection moulding.

The original fluted pilasters (the vertical parts), door canopies, and decorative corner roundels (or paterae) should be retained or reinstated. These features can be quite easily reproduced if replacement is necessary. Plinths should also be retained or reinstated; these can be of timber, stone or pre-cast in concrete.



Acceptable original, historic and traditional door styles

Above the door head on most properties is a flat canopy consisting of a shallow horizontal board with shaped moulding and lead flashing; this should be retained as should the alternative pitched design fitted to some houses. The lead flashings should be carefully dressed over the timber and into the brickwork joints to ensure protection from the ingress of water. The door recess should not be altered, either by recessing the door further back or by bringing it forward.

Replacing original or traditional doors on the front elevation (or side elevations where these front the street) now needs planning permission.

1.4 Reducing heat loss through historic windows and doors

Simple measures such as heavy curtains and blinds will retain heat, whilst mending cracks and eliminating gaps in your windows and doors and fitting draught proof strips and brushes (available from any DIY store) can reduce air loss by as much as 86%. Secondary glazing used with well-fitting shutters can cut heat loss by 60%. When fitting secondary glazing you should ensure that the meeting rails on the secondary glazing units match the location of the glazing bar/meeting rail of the existing windows. *None of these works needs planning permission.*

Other measures to reduce energy use, such as roof insulation and turning down the heating by one degree, will also help make savings, as will the installation of a high-efficiency condensing boiler with individual thermostatic controls on each radiator.

1.5 Overlights/ Fanlights

These should be retained where they were fitted, including any glazing bars present. (Scraping paint locally from the frame will show if glazing bars have been removed, their positions, and possibly cross-section.)

Any original glass should also be retained. (The techniques employed in early glass-making which was hand-crafted introduced imperfections and distortions which are not present in modern machine-made glass.) Although only a small point in itself, such subtle details when added together help give older buildings their pleasing individual character. Where replacement glazing is necessary, it should be clear, not patterned.



Where there is no fanlight (semi-circular window) or over-light (rectangular window) above the door, the top two panels of the door could be replaced with six millimetre float-glass but this is a non-preferred alternative and does have repercussions on security and privacy. The glass can be clear or obscure either by being ground or lightly textured such as 'Stippolyte'. Where there is

an over-light/fanlight, permission to partially glaze the door will not be given. In general over-lights should be clear-glazed but there may be scope to incorporate small areas of coloured or etched glass.

Replacing original or traditional fanlights/overlights on the front elevation (or side elevations where these front the street) now needs planning permission.



1.6 Decorative details

Features such as Fire Insurance Marks and numbers (as on no. 11), 'Albany Cottage' (on no. 1) and the decorative plaque (on 24a Albany Terrace) must be preserved. Care in design should be exercised with the selection of house names or numbers. Shutters were originally fitted to some ground-floor windows. They were probably of framed timber with two panels. Where fittings remain they should be kept; if necessary new ones should be made to match an original. Decorative details should be preserved or reinstated where lost or damaged.

The whole or partial removal of decorative details now needs planning permission and is likely to be resisted.

1.7 Rainwater goods

Although not included in the Article 4 Direction, these can have a significant visual impact on the street and therefore care should be taken with replacements. The original 'ogee' - profile gutters are still available in either cast-iron or cast-aluminium. Both these materials are more expensive than plastic but are also much more serviceable and longer-lasting. Dark colours are preferable for all rain-water goods, whether in plastic or metal.

Replacing rainwater goods does not need planning permission

2 Painting the front of a property

2.1 Brick fronted properties



The properties of York Place are fronted in red brick, which gives a depth of character to the street particularly when combined with traditional details such as painted timber windows and doors and slate roofs. Unpainted brickwork should never be painted over, even in a matching colour.

The painting over of unpainted brickwork on the front elevation (or side elevation where this fronts the street) now needs planning permission and will be resisted.

Where brickwork has been painted, re-painting should always be carried in a matching colour.

2.2 Rendered properties

A small number of properties in York Place are rendered. Where render needs re-painting, this should be done with traditional permeable paints in matching paint colours, which conform to a traditional palette.

Re-painting render does not need planning permission



3 Additions and alterations to the roof or chimney

3.1 Roofs



Unaltered roofs and chimneys play an important role in defining the character of York Place with roofs covered in traditional slate. Roof materials are particularly important on terraced houses. The consistency in material is a key feature and where new or modern roofing materials have been introduced the effect is one of an interruption to the roof scape. Re-roofing should only be carried out using new or

good quality second-hand slates to match the existing colour. As very much a non-preferred alternative, an approved grey artificial slate may be agreed to. Many artificial slates fade relatively quickly, whereas the appearance of real slate tends to improve with the passage of time. This mellowing with age is a characteristic of most of the traditional building materials. The size of the slates should be 508mm x 254mm (20" x 10").

3.2 Chimneys



Where chimneys of the original height remain, applications to make any reduction will be refused. In those cases where they have been lowered or altered, the Local Planning Authority will encourage rebuilding a chimney to the original height and design. Chimney pots must be retained. Replacements should be of terracotta, ideally circular although alternative square pots are acceptable.

Where pots have been removed, the Council will encourage fitting new pots, even where a flue has been capped-off or is not used, in order to restore the correct appearance. An open flue provides useful ventilation, essential in helping to control condensation problems.



It is recommended that capped flues are provided with through-ventilation to prevent possible dampness in the stack. (NB: Where a stack is capped-off and a pot put on, a gap must be left in the flaunching to prevent rainwater collecting within the pot.)

3.3 Roof lights

Dormer windows on the front elevation roof slope are not acceptable. Conservation style 'Velux' roof windows will be allowed as a replacement to existing skylights without the need for specific consent. This is provided there is only one such window on the front slope. Any other changes will require planning permission. It is important to preserve the roof form, materials and details where they survive as they contribute significantly to the overall character and quality of the area.

The following works now need planning permission on a roof slope or a side roof slope where it faces the street:

- *Re-roofing in a material which differs from the original or existing material;*
- *The removal without reinstatement of any decorative details such as decorative ridge tiles;*
- *The installation of a rooflight, including a 'flush' conservation style roof light;*
- *The installation of a solar panel or other micro-generation equipment;*
- *The alteration, demolition or partial demolition of a chimney.*



Frequently Asked Questions

What about minor alterations?

Minor changes which do not detract from the character or appearance of your building such as painting your doors or windows, installing a single light to the porch, or fitting a burglar alarm box *do not need planning permission*. Other periodic general maintenance and repairs such as repointing and cleaning *do not need planning permission*, however, when improving houses owners are encouraged to use appropriate methods in order to preserve the character of the area. The basic underlying principle is to keep your historic property in good repair and retain/repair historic features rather than replace them.

If in doubt contact the conservation and heritage team before starting work by email: planning@worcester.gov.uk

Unsure if you need planning permission?

This guide only covers those works which now need planning permission due to the introduction of Article 4(1). To check for other works which might require planning permission such as rear extensions, dormer windows and garden sheds please contact the planning department by email: planning@worcester.gov.uk

For more information on the existing requirement for planning permission please visit <https://www.worcester.gov.uk/do-i-need-planning-permission> or refer to the Planning Portal: www.planningportal.gov.uk

Will I need to pay a fee for planning permission?

Worcester City Council does not charge a fee for any planning application that is required as a result of the Article 4 Direction. All other applications for planning permission still require a fee.

Making a planning application

The City Council actively encourages the use of the [Planning Portal](http://www.planningportal.gov.uk) for online submission of Planning Applications. The service is free and registration is easy. Whilst we strongly recommend that you submit your application online via the [Planning Portal](http://www.planningportal.gov.uk), we appreciate that in certain circumstances this may not be appropriate, in this instance, you will need to download the appropriate [application form](#).

Contact details: Development Management, Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY

Contacting York Place Residents Association

For more information, please visit our website: <http://www.ypra.org.uk/>
To contact the YPRA, please email: ypra@mail.com