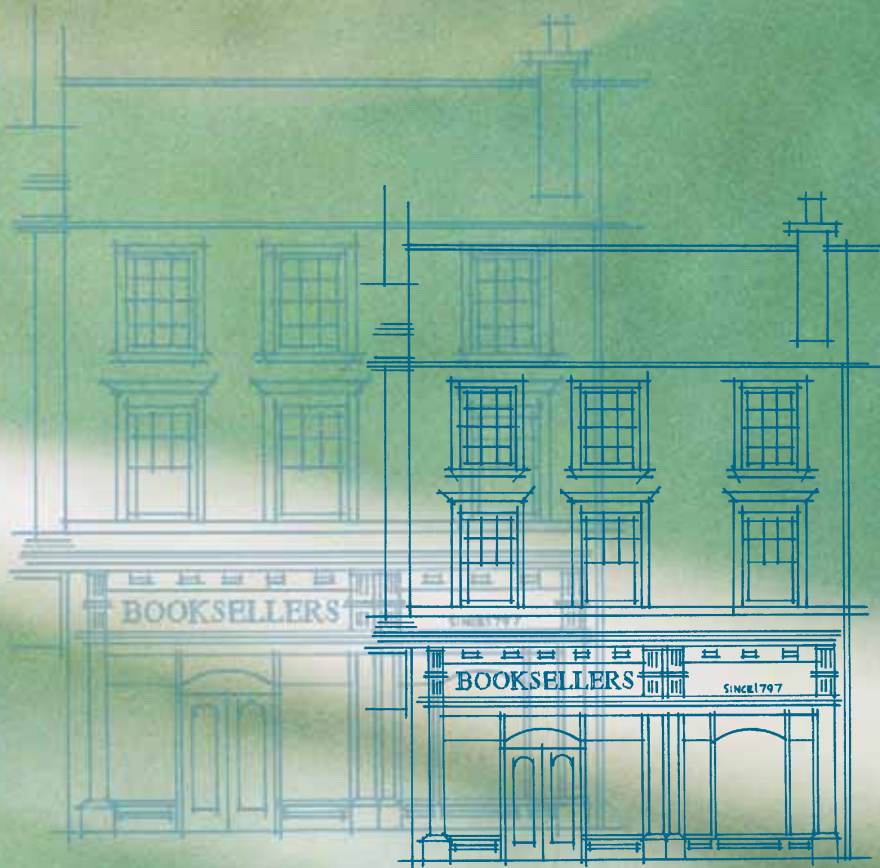


Shopfront Design

Guide



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Contents

Introduction

This guidance sets out the standards that the Council expects to be met when dealing with applications for alterations to shopfronts and other commercial premises such as banks, public houses, hot-food shops etc. The guidance deals with the following:

- 👉 Installation of new shopfronts and alteration of existing.
- 👉 Erection of signage and advertisements.
- 👉 Erection of canopies and installation of security features.

The guidance applies throughout South Lanarkshire, although additional information is given for properties within Conservation Areas and Listed Buildings. In these cases higher standards of design will be required.

The purpose of the guidance is to encourage high standards of design and the use of appropriate materials in both new shopfronts and the renovation of existing.

Good design can make an important contribution to the character and appearance of the commercial streets and buildings in the towns and villages throughout South Lanarkshire.

Shopfronts should always be designed to complement and enhance the rest of the building and the local environment. This can be achieved through either a traditional design or a well proportioned modern design which integrates sympathetically with the surrounding townscape.

The quality of shopfronts can contribute significantly to helping create an attractive shopping environment.

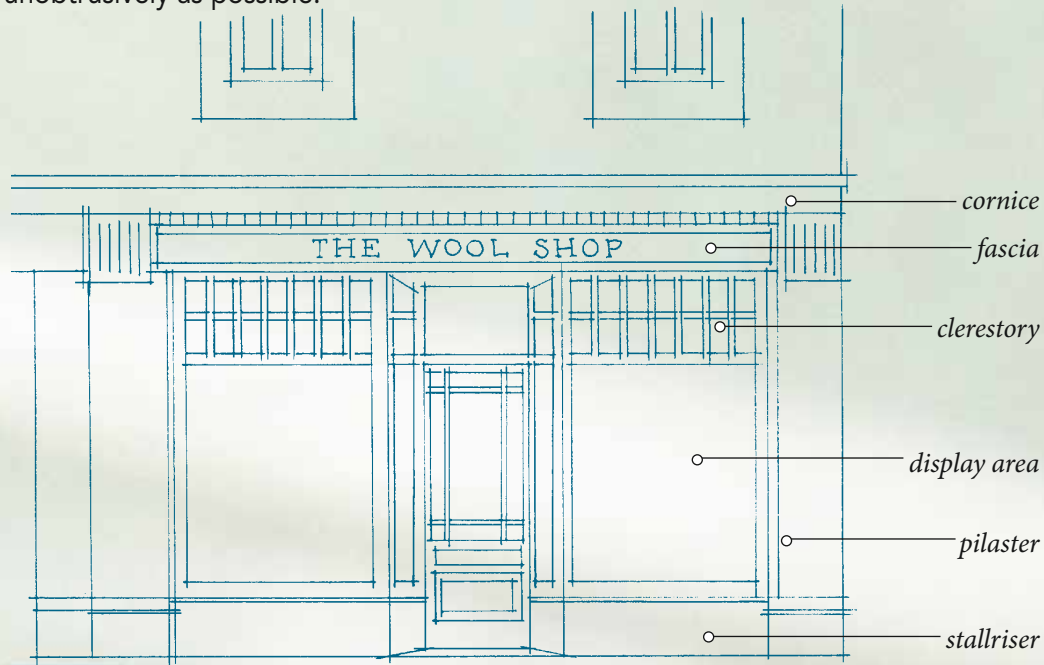
General design principles

New shopfronts or alterations to frontages should be individually designed to take account of the age and style of the particular building in which they are located.

Attention should be given to the proportions, colour and materials of the new frontage which should reflect and complement the design characteristics of the building and the street elevation.

When a frontage is being renewed, the opportunity should be taken to restore the frontage to its original proportions and design features where these can be established.

Any modern additions such as security features or alarm boxes should be incorporated in the design at the start of the process and should be located as unobtrusively as possible.



General design principles

for Listed Buildings and Conservation Areas

There will be a presumption in favour of the retention of existing traditional shopfronts within Listed Buildings and Conservation Areas. The removal of a traditional frontage and its replacement with a new shopfront will only be permitted where both the following apply:

- 👉 The Council is satisfied that the design of the new shopfront will not detract from the appearance of the building or surrounding area.
- 👉 It is not feasible to adapt or retain the existing frontage.

Proposals for shopfronts in Conservation Areas or listed buildings will be carefully assessed in order to preserve and enhance their traditional character and appearance. The design should be compatible with the individual style of building and with local design traditions. It should sympathetically incorporate any original features and must always use traditional colours and materials.

Specific design issues

Fascias

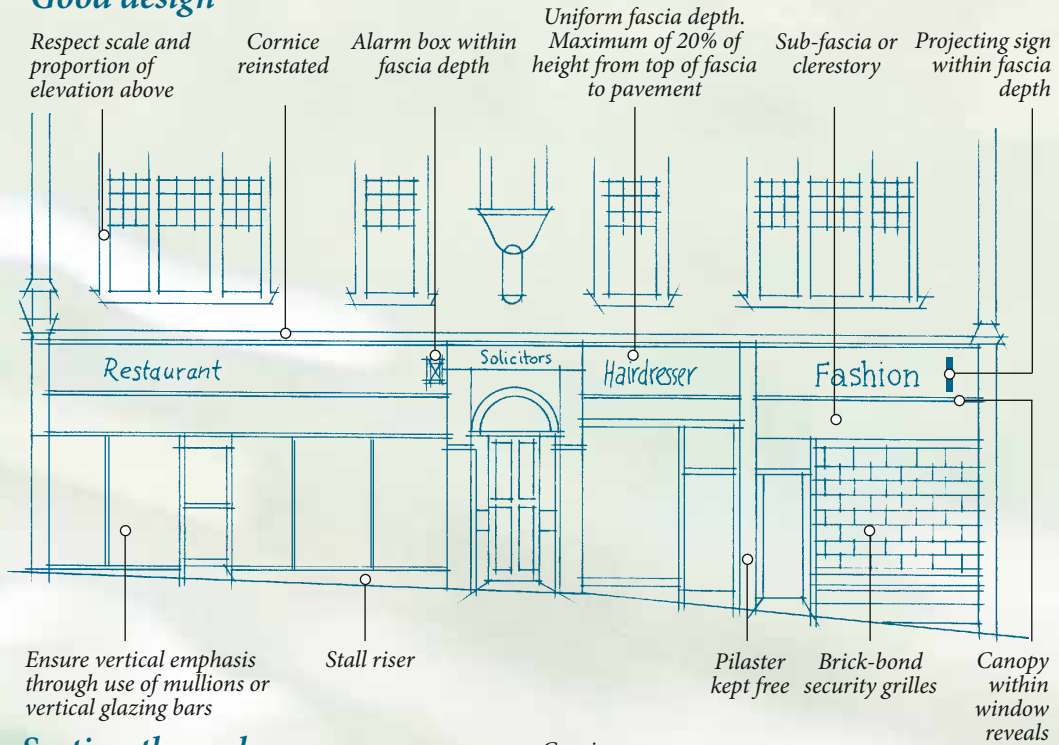
- ☞ Some modern fascias are excessively deep and do not relate to the shopfront design or to adjacent buildings. Where an existing fascia is very deep, it is preferable to remove it and restore it to its original level and depth – the original fascia may be behind.
- ☞ In all cases, the maximum fascia depth should not exceed 20% of the total ground floor shop height.
- ☞ Fascias should be located directly below the corniceline on traditional street frontages and must never extend above it. In modern buildings, fascias should not extend above the floor level of first floor accommodation.
- ☞ If a shop unit extends across two adjacent buildings at different levels, the fascia should be stepped rather than carried through.
- ☞ Fascia boards angled downwards are more visible to pedestrians.
- ☞ Sub-fascias should be distinct from fascias, preferably by being recessed by use of coloured, opaque glass or by use of timber as an infill material.

Pilasters

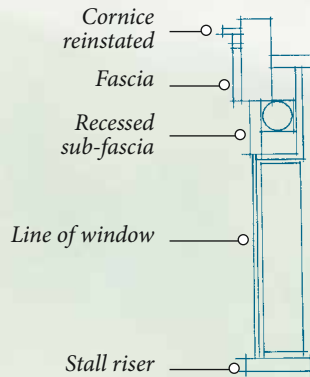
- ☞ Pilasters are vertical columns between shops and help separate one shopfront from another. This gives each shop unit a distinct identity.
- ☞ Pilasters should be retained and left as natural stone or painted an appropriate colour. Unity and harmony of appearance should be sought with adjoining properties.
- ☞ Tiles are unacceptable for pilasters.
- ☞ Pilasters should be kept clear of both fascia and projecting signs.

Design examples

Good design



Section through shopfront



Poor design

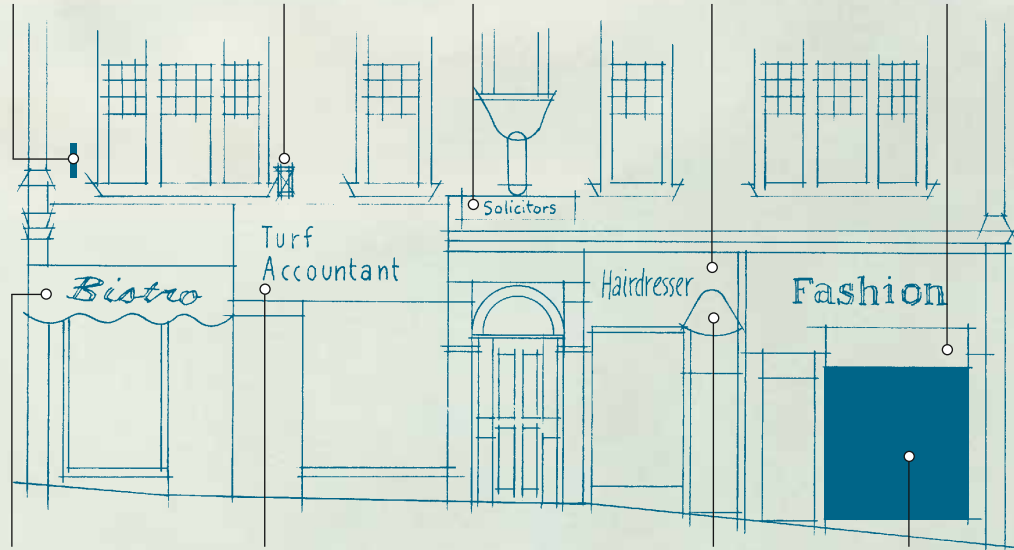
Projecting sign
above fascia level

Alarm box above
fascia level

Signage above
ground floor

Fascia too deep

Projecting roller
shutter housing box



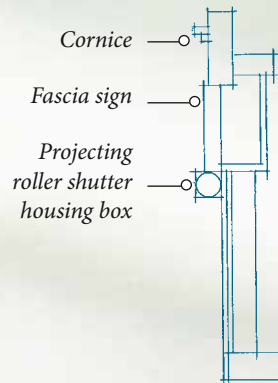
Canopy fixed
over pilasters

Fascia too deep

Inappropriate
canopy

Solid roller
shutter
(dead frontage)

Section through shopfront



Stallrisers

- 👉 A stallriser is the base of the shopfront and runs from below the shop window to the pavement. It protects the display windows from street level damage.
- 👉 In traditional areas, a stallriser should always be included as part of the design of the shopfront. In modern developments, although it is preferable to incorporate a stallriser, glazing may run from the bottom of the fascia down to the pavement.
- 👉 Stallrisers vary in size and care should be taken to ensure that they are in proportion to the shopfront as a whole.
- 👉 Stallrisers should be finished in a hard wearing material resistant to the general wear and tear that these areas experience. They may be finished in stone, panelled timber or smooth render, sympathetic to other materials used on the shopfront.

Windows and doors

- 👉 Window and door proportions should be appropriate to those of the building and adjoining premises in the street. Where large display areas are proposed, they should be divided into traditional vertical proportions by vertical glazing bars or mullions (vertical strips dividing the panes of a window). This adds interest and variety to shopfronts, something which is generally lacking in large undivided areas of glazing.
- 👉 Where possible, doors should be recessed to provide visual interest and shelter to a frontage.
- 👉 There will be a presumption against the blocking up or infilling of windows where this will create a 'dead frontage'.

Colour and materials

- ☞ Materials should be chosen that relate sympathetically with the external materials of the building as a whole. Traditional materials are stone or timber.
- ☞ Shopfronts should be finished in one predominant material and colour. Additional details and colours should be kept to a minimum.
- ☞ Display areas should be framed and sub-divided using timber or anodised aluminium of a colour and finish compatible with the design and features of the building. In modern buildings, materials will be considered on the individual merits of each case, although matt finishes should be used.
- ☞ In buildings where timber-framed shopfronts are still predominant, timber should be used to reinstate a frontage.
- ☞ In Conservation Areas and Listed Buildings, it is preferable to finish the shopfront with dark, gloss paint of traditional colours, rather than using a stained finish.
- ☞ There will be a presumption in all cases against the use of mosaic tiling or trattoria-style plaster work.
- ☞ In general, the reinstatement of original stonework or suitable stone cladding will be strongly encouraged.

Alarm boxes and emergency power switches

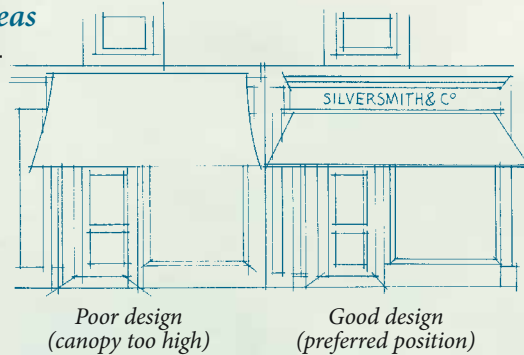
- ☞ If required, these should be located so as not to obscure any architectural feature and should be as unobtrusively sited as possible. They should preferably be fitted on the door return or, alternatively, within the depth of the fascia.

Canopies and awnings

Canopies and awnings protect goods from sunlight and provide shelter.

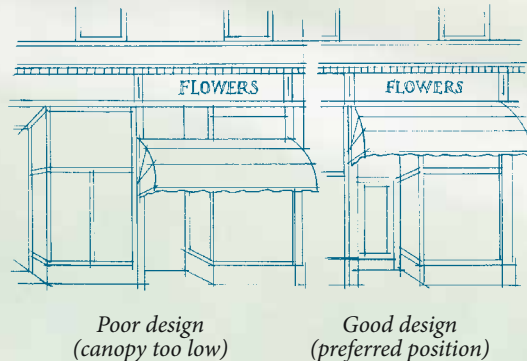
Listed Buildings and Conservation Areas

- Traditional retractable awnings or sun-blinds will be acceptable on Listed Buildings or in Conservation Areas provided that the premises have a traditional frontage and the housing for the awning can be recessed flush with the frontage.
- Awnings should be located directly below the original fascia and should be made from traditional canvas material.
- They should not obscure architectural details nor extend across pilasters.
- Curved Dutch canopies are not traditional features and will be unacceptable on Listed Buildings or within Conservation Areas.



All other properties

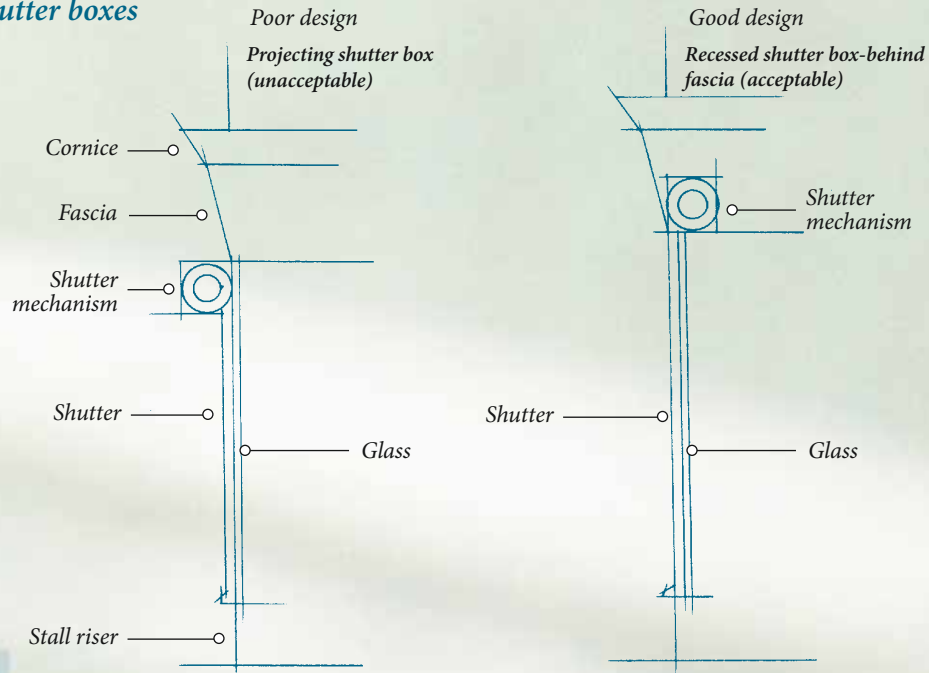
- Canopies should be recessed within window reveals directly below the fascia. They should not obscure architectural details nor extend across pilasters.
- Canopies should be finished in a non-reflective material and lettering is discouraged. Where it is considered justifiable, any lettering should be small and the wording minimal.
- Canopies with a reflective surface will be unacceptable.



Security features

- ❏ In all cases, solid roller shutters and projecting roller shutter boxes are unacceptable. Solid shutters have a 'deadening' effect on an area when the shops are closed. They obscure the window display, attract graffiti and have a negative impact on the whole street.
- ❏ Where a roller shutter is permitted, the shutter box must be recessed behind the frontage of the property and fitted directly below the lintel or structural steelwork.
- ❏ Only in the light of evidence of an exceptionally high security risk which cannot be addressed by non-solid or other reasonable means, will solid roller shutters be considered.

Roller shutter boxes



Listed Buildings and Conservation Areas

In order to protect the character of properties within these categories, the following may be acceptable:

- 👉 Demountable mesh grilles (manually placed over windows and doors and padlocked into position). The design, material and colour must be acceptable to the Council.
- 👉 Laminated glass (planning permission/Listed Building Consent not required).
- 👉 Internally mounted non-solid (lattice/brickbond/openweave) shutters placed between the display and the window. The design, material and colour must be acceptable to the Council (refer to note below*).

All other properties

In all other properties, the following may be acceptable:

- 👉 Demountable mesh grilles.
- 👉 Laminated glass (planning permission not required).
- 👉 Internally or externally mounted non-solid (lattice/brickbond/openweave) shutters. The design, material and colour must be acceptable to the Council (refer to note below*).

Signs and advertisements

Signs and advertisements are an integral part of commercial streets and properties. However, a balance must be struck between the impact of numerous signs of different character on the appearance of an area, and on the need for premises to advertise themselves.

Acceptable grille/shutter design



General principles

- (i) These should be at the original fascia level with no advertising on any sub-fascia or on pilasters unless an alternative location in keeping with the shop front's original design can be found or it is in keeping with the design of the neighbouring signage, if that signage is considered to be acceptable.
- (ii) Painted lettering or non-illuminated individual letters on timber or matt perspex fascia board or stone frieze is preferable to panel or box signs. The use of reflective perspex fascias will generally be unacceptable.

Fascia signs

- (i) These should be at the original fascia level with no advertising on any sub-fascia or on pilasters.
- (ii) Painted lettering or non-illuminated individual letters on timber or matt perspex fascia board or stone frieze is preferable to panel or box signs. The use of reflective perspex fascias will be unacceptable.
- (iii) Relate the size of the lettering to the overall size of the fascia in a style appropriate to the shopfront and the building as a whole.
- (iv) Each sign should be located across the whole fascia within the pilasters and should not extend over two or more properties.

- (v) Internally illuminated fascia signs are generally discouraged and are unacceptable on Listed Buildings or in Conservation Areas. Internal illumination should be in the form of individually illuminated letters. External illumination should preferably be provided by trough lighting extending the full length of the fascia, rather than by spotlights which can be obtrusive.
- (vi) In some instances, a fascia may not be appropriate. In these cases, consider applying lettering directly to the building or to the display window.

Upper floor signage

- (i) Signs above ground floor level will generally be unacceptable (including projecting or fascia signs), other than lettering applied directly to windows. This may be supplemented by appropriate signage at ground floor level. Signage for a separate business will be assessed on a site-by-site basis in light of the site's context and on the individual merits of the case.

Projecting signs

- (i) Only one projecting sign per shop frontage will normally be permitted in order to avoid visual clutter.
- (ii) Projecting signs should preferably be non-illuminated or trough lit from above. Internally illuminated projecting signs will be unacceptable on Listed Buildings or in Conservation Areas.
- (iii) As a general rule, projecting signs should not exceed 0.5 square metres in area nor project more than 1.0 metre from the face of the building.



What permissions are required?

Four different permissions may be required when carrying out frontage alterations:

1. **Planning Permission** – this is needed for any alteration that would change the character or external appearance of the building. This could include the installation, replacement or alteration of a shopfront if the proposed design or materials are different from those existing. It would also include the installation of roller shutters, canopies, blinds or a change of materials.
2. **Advertisement Consent** – this may be needed for the replacement or erection of signs or adverts on a property. Always check with your Area Planning & Building Standards Office to see if consent is required, because some advertisements of a limited size may be permitted without the need to apply for permission.

Advertisements include any words, letters, signs, boards, notices or any other device (such as flagpoles) used wholly or partly for advertising, announcements or giving directions.

3. **Listed Building Consent** – where a frontage is part of a Listed Building, then any alteration or signage which affects the character of the building may require Listed Building Consent (in addition to planning permission and advertisement consent). This includes both internal and external alterations.

If your property is listed or is in a Conservation Area, the Council will expect a high standard of design for shopfronts and signage. Your Area Planning & Building Standards Office can advise you if your property is listed or in a Conservation Area.

4. **Building Warrant** – depending on your proposals, you may require a building warrant to ensure that your alterations are structurally acceptable and comply with the Building Regulations. You should therefore contact the Building Standards Service at an early stage to determine if a warrant is needed.

Submissions

In order that proposals can be fully assessed, application drawings should include elevations of the existing building in its entirety and its relationship with frontages on both sides.

Planning and Building Standards contacts

If you need application forms or have any questions about the need for planning permission or building warrant, or if you simply want to discuss your proposals, please contact your local area Planning and Building Standards office:

Clydesdale Area Office

(Lanark, Carluke, Law, Biggar, Coalburn, Crossford, Douglas, Forth, Leadhills, Carnwath, Lesmahagow, Carstairs)

Council Offices

South Vennel

Lanark ML11 7JT

Planning and Building Standards

Phone: 0303 123 1015

Email: planning@southlanarkshire.gov.uk

Hamilton Area Office

(Hamilton, Larkhall, Stonehouse, Ashgill, Blantyre, Bothwell, Uddingston, Rosebank)

Montrose House

154 Montrose Crescent

Hamilton ML3 6LB

Planning and Building Standards

Phone: 0303 123 1015

Email: planning@southlanarkshire.gov.uk

East Kilbride and Cambuslang/ Rutherglen Area Office

(East Kilbride, Strathaven, Glassford, Chapelton, Sandford, Drumclog, Cambuslang, Rutherglen, Shawfield, Newton, Hallside, Halfway)

Council Offices

Andrew Street

East Kilbride G74 1AB

Planning and Building Standards

Phone: 0303 123 1015

Email: planning@southlanarkshire.gov.uk

Glossary of terms

Brick-Bond shutters – lattice/ openweave/slatted style shutters that do not have a solid appearance.

Canopy – a projection or hood over a door or window.

Clerestory (or sub-fascia) – a window (usually narrow) placed in the upper part of the shopfront directly below the fascia. It can provide extra light, ventilation or proportion to a shopfront.

Conservation Area – an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Cornice – any projecting ornamental molding that finishes or crowns the top of a building, wall or arch. It separates the ground floor from the floors above.

Dead frontage – a solid frontage created by having no shop window display or by the use of solid roller shutters.

Fascia – a horizontal piece (such as a board) covering the joint between the top of a wall and the projecting eaves; also called fascia board.

Listed Building – a building which because of its special architectural or historic interest is included in the Scottish Minister's statutory list.

Mullion – a vertical post or other upright that divides a window or other opening into two or more panes. Sometimes only ornamental.

Pilaster – a rectangular column projecting only slightly from a wall. Primarily decorative. Usually separates one shopfront from another.

Stallriser – the area below the shop window which gives protection and visually attaches the shopfront to the ground.

Sub-fascia – see 'Clerestory'

Trough lighting – usually track-mounted lighting using small reflector bulbs hidden behind a board.

If you need this information in another language or format,
please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1015

Email: equalities@southlanarkshire.gov.uk

www.southlanarkshire.gov.uk



Community and Enterprise Resources

Planning and Building Standards

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