

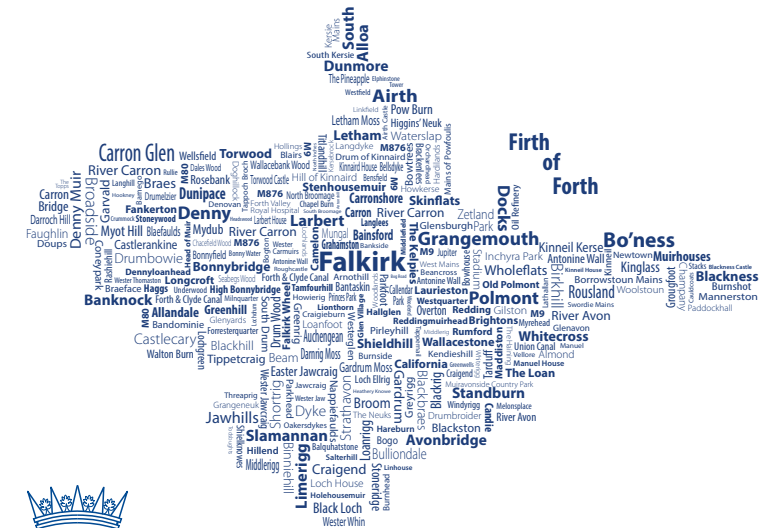
Shopfronts

Supplementary Guidance SG04

November 2020



Falkirk Council














Supplementary Guidance

A suite of 14 supplementary guidance notes (SG's) is currently being produced by the Council in conjunction with LDP2. The number of SGs is reducing from seventeen to fourteen, as three of the adopted SGs are being consolidated to provide a more comprehensive and integrated approach to guidance. The SGs seek to provide more detailed guidance on how particular local development plan policies should be applied in practice.

These SGs form a statutory supplement to LDP2, and are intended to expand upon planning policies and proposals contained in the proposed plan.

A full list of the supplementary guidance in this series is found below.

-  **Development in the Countryside**
-  **Neighbourhood Design**
-  **Residential Extension and Alterations**
-  **Shopfronts**
-  **Green Infrastructure and New Development**
-  **Affordable Housing**
-  **Biodiversity and Development**
-  **Local Nature Conservation and Geodiversity Sites**
-  **Landscape Character Assessment and Landscape Designations**
-  **Trees and Development**
-  **Frontiers of the Roman Empire (Antonine Wall) World Heritage Sites**
-  **Listed Buildings and Unlisted Properties in Conservations Areas**
-  **Developer Contributions**
-  **Renewable and Low Carbon Energy**

Shopfronts

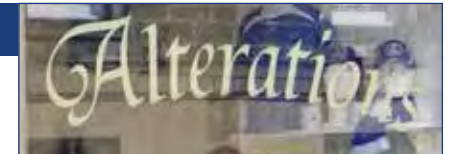
1. Introduction



2. Policy Framework



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4. History of Local Shopfronts



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1. Introduction

What is the purpose of this guidance?

- 1.1 The Falkirk Local Development Plan sets out the following vision for the Falkirk area: “The place to be: a dynamic and distinctive area at the heart of Central Scotland characterised by a network of thriving communities set within high quality greenspaces, and a growing economy which is of strategic importance in the national context, providing an attractive, inclusive and sustainable place in which to live, work, visit and invest”.
- 1.2 This supplementary guidance supports this vision by setting out design aspirations for the design of shopfronts within the Falkirk Council area. Well-designed shopfronts not only add to the attractiveness of an area, they support economic regeneration which in turn brings added footfall and increased sales turnover. Shops with a poor appearance detract from the character and amenity of the townscape and in some cases lead to a downturn in business.
- 1.3 The High Street Report by The Scottish Government, December 2018, recommends that town centres continue to make best use of resources including the re-use of empty shops and existing buildings:
- “Across the country, we have seen the changes facing our high streets and town centres due to the changing nature of retail. Town centres are evolving and retail will not return to the high streets that existed 10 or 20 years ago. A combination of internet shopping, the convenience of out of town retailing and an exceptional number of well-established retail formats reaching the end of their commercial life cycle, has led to a marked increase in empty shops and a decline in footfall. In completing this report I have more hope for the future of our town centres than when we first started gathering evidence.*
- Against the changing environment for traditional retail it is pleasing that some places have bucked the trend. By replanning their town centre space, inspirational local leaders, working in collaboration with all sections of their community have put a buzz back into their town centre, reducing the number of empty shops and increasing footfall. Quite simply: making the town centre a place people want to be.”*

- 1.4 The four policy principles set out in Scottish Planning Policy, June 2014 - A Successful Sustainable Place, A Low Carbon Place, A Natural Resilient Place and A Connected Place - are underpinned by the aspiration to create high quality places by adopting a design-led approach. Proposals for new shop fronts or alterations to existing shopfronts that meet these principles will be supported.
- 1.5 Shops contribute to the social and cultural history of a place; many shops are associated with family businesses, distinctive architecture and signage, all of which enliven our towns and cities.
- 1.6 Traditional shops are those that date back to past eras, such as Georgian, Victorian through to the post war period. Their original details and features bring distinctive character to our streetscapes.

What is contained in the guidance?

- 1.7
- Highlights the local and national policy framework which provides the context for shop front design and signage in Falkirk.
 - Sets out the process in the Falkirk Council area which designers, shopowners and proprietors should follow - includes advice on pre-application consultation, advertisement consent, listed building consent, planning permission;
 - Provides a history of local shopfronts including traditional shopfronts in historic buildings covering a variety of styles and eras from Victorian, Edwardian thro to Art Deco and modern shopfronts in buildings found in the Falkirk Council area;
 - Provides design guidance on traditional and contemporary shop fronts including general principles, restoration and repair principles, advice on adaptations and alterations to traditional shopfronts including fixtures and fittings associated with illumination, blinds and canopies, other modern fittings, security measures, ventilation, internal false ceilings and signage;
 - Through this approach, shop owners, shop tenants, developers and others are expected to adopt best practice in the design of new shop fronts and in the repair, restoration and adaptation of existing shopfronts.

1. Introduction

Where does the guidance apply?

- 1.8 This guidance applies to the design of shopfronts in new buildings and to the repair, alteration and wholesale replacement of existing shopfronts in existing buildings of any age or style.



2. Policy Framework

2.1 The relevant policies of the Falkirk Local Development Plan 2 are as follows:

PE04 Shopfronts

The design of new or altered shopfronts should be well-proportioned and sympathetic to the character of the building of which they are part, according with Supplementary Guidance SG04 'Shopfronts'.

PE07 Listed Buildings

The Council supports the sustainable re-use and management of the historic built environment. Accordingly:

1. The sensitive restoration and re-use of listed buildings will be supported;
2. Proposals to alter or extend a listed building should not adversely affect the character, appearance, or special architectural or historic interest of the building;
3. Development proposals within the curtilage or affecting the setting of a listed building should not adversely affect the character, appearance, special architectural or historic interest of the building, or its setting;
4. Proposals for the total or substantial demolition of a listed building will only be supported in exceptional circumstances where it is demonstrated beyond reasonable doubt that:
 - The existing building is no longer of special interest;
 - The existing building is incapable of physical repair and re-use, as shown by the submission and verification of a thorough structural condition report;
 - The costs of repair and re-use are such that it is not economically viable; or
 - The demolition of the building is essential for the delivery of significant economic benefits for the local or wider community.
5. Proposals affecting listed buildings or their setting should conform with SG12 'Listed Buildings and Unlisted Properties in Conservation Areas'.

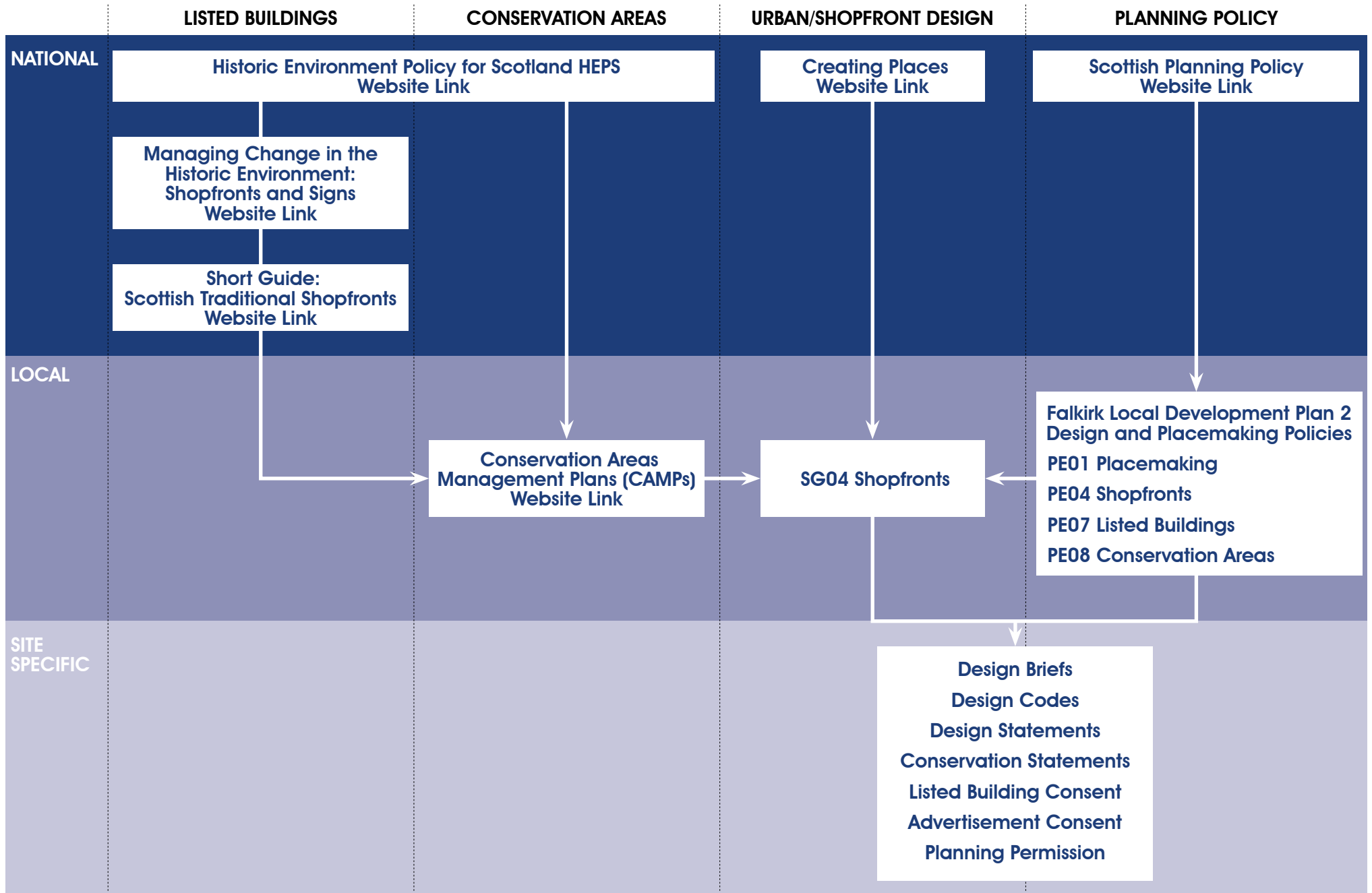
PE08 Conservation Areas

The Council will protect the historic character and visual amenity of each Conservation Area.

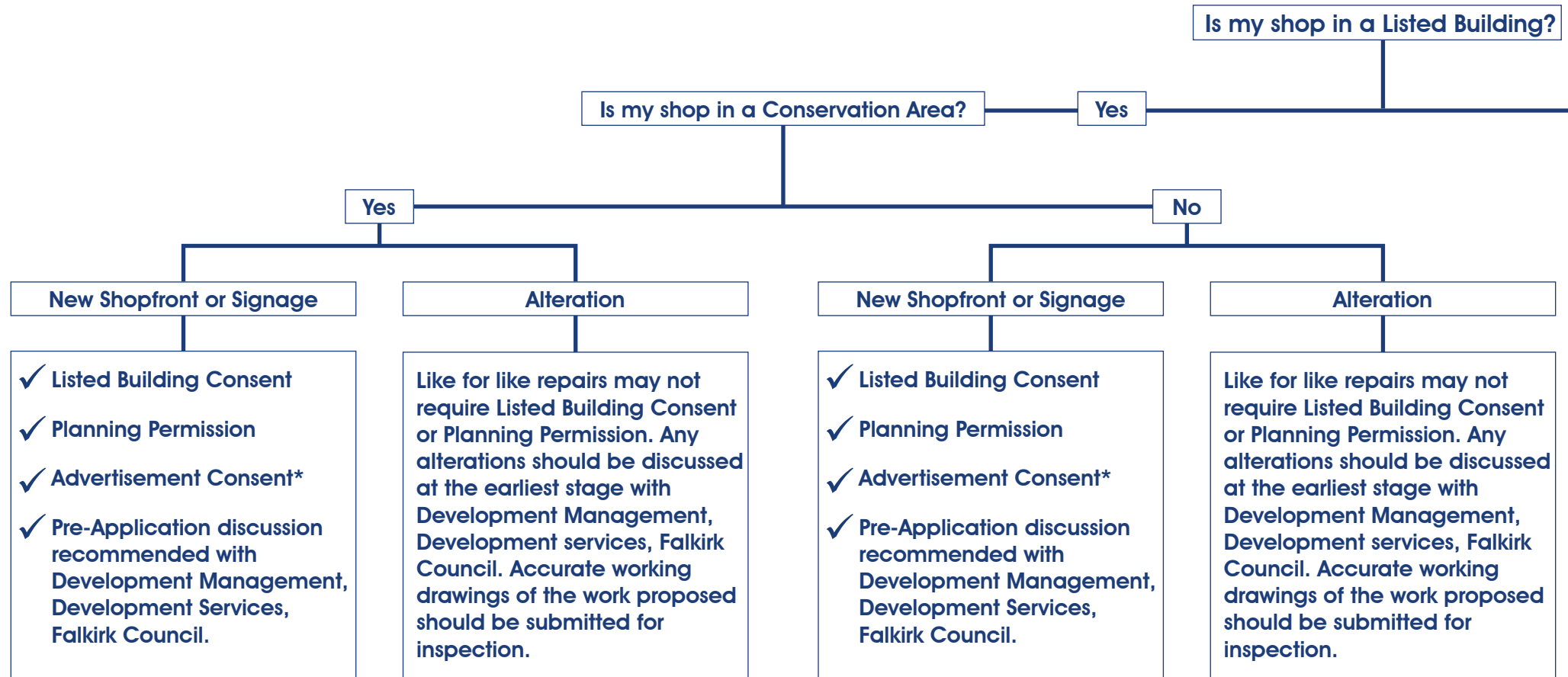
Accordingly:

1. New development in Conservation Areas should preserve or enhance the character and appearance of the Conservation Area;
2. Proposals affecting unlisted buildings in a Conservation Area should respect the character and appearance of the original building;
3. Demolition of unlisted buildings within Conservation Areas which make a positive contribution to the special character and appearance of the area will only be supported where:
 - The existing building is incapable of physical repair and re-use, as shown by the submission and verification of a thorough structural condition report; or
 - The costs of repair and re-use are such that it is not economically viable, as shown by the submission and verification of relevant supporting evidence; or
 - The demolition of the building is essential for the delivery of significant economic benefits for the local or wider community; and
 - Proposals for redevelopment of the site contribute to the character and appearance of the Conservation Area. Existing buildings shall be retained on site until the redevelopment commences;
4. Proposals affecting buildings in Conservation Areas or their setting should conform with SG12 'Listed Buildings and Unlisted Properties in Conservation Areas'.

2. Policy Framework



3. When to seek Listed Building Consent, Advert Consent and Planning Permission



Information on Planning Permission, Permitted Development, Listed Building and Conservation Area control can be obtained from:

Development Management Unit, Development Services, Falkirk Council, Abbotsford House, David's Loan, Falkirk FK2 7YZ Telephone: 01324 504748 Email: dc@falkirk.gov.uk

Building Standards (Scotland) Regulations

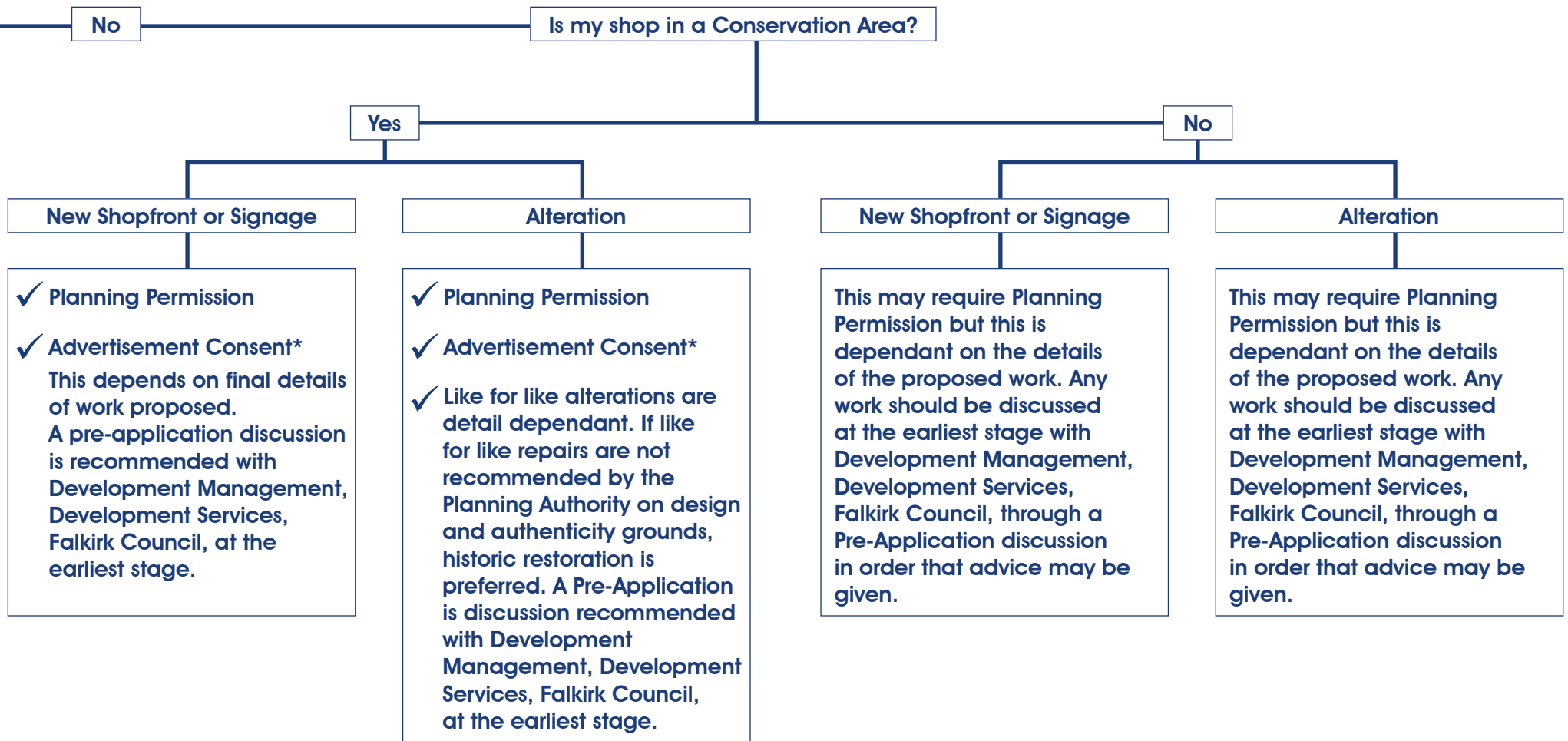
You may require a building warrant for certain works.
Please contact Building Standards, Development Services.

Email: buildingcontrol@falkirk.gov.uk
Telephone: 01324 504985

Critical Information

It is a criminal offence to demolish, alter materially, or extend a listed building without listed building consent. It is also a criminal offence to fail to comply with conditions attached to listed building consent. Planning Authorities have the option to take enforcement action prior to prosecution. A person guilty of an offence shall be liable on summary conviction to imprisonment for up to 6 months or a fine of up to £50,000, or both, and on conviction on indictment an unlimited fine and up to 2 years imprisonment or both. Unauthorised alterations often come to light later as part of the conveyancing procedures when the property is offered for sale.

3. When to seek Listed Building Consent, Advert Consent and Planning Permission



* In all cases advertisement consent is not always required, and depends very much on the lettering, its height and position etc. Discussion with Development Management about signage and advertisement consent is recommended at the Pre-Application stage.

4. History of Local Shopfronts

The History of Shopfronts and Signage in the Falkirk Area

- 4.1 The Falkirk area has a rich commercial history. The earliest form of buying and selling in the Falkirk area was carried out at markets and fairs such as the Falkirk Tryst. By the end of the 18th century, markets and fairs had transformed into fixed shops with identifiable shopfronts.
- 4.2 During the Georgian and Regency period, shopfronts were adapted from ground floors of existing residential/domestic properties. At that time, construction techniques and glass sizes were limited and shopfronts were characterised by domestic sized windows and thick masonry piers, required to support the building above.
- 4.3 As time went on, the formal design of shopfronts signified a means of competition between neighbouring shop owners, displaying their businesses as well as products.
- 4.4 By the early 20th century, shopfront design had become more sophisticated, incorporating curved glass, recessed and decorative entrances with detailed mosaic tiling on the walls or floors, and fine mahogany doorway and window details.
- 4.5 As a result of the Paris Exhibition in 1925, an influx of new shop front styles arrived including Art Deco/Moderne incorporating geometric lines and motifs, culminating in an ultra-modern, streamlined look. Technical innovations in materials played their part in influencing design including Vitrolite coloured structural glass, and other mass produced ceramic, metal and glass products. Many local 1930's shopfronts have survived.



Classically inspired architectural detailing including pilasters, cornice and console brackets was widely applied in the Victorian era as shop front decoration to attract customers. © Courtesy of Falkirk Herald Collections, Falkirk Archives



From the mid 19th century period onwards, shop units began to incorporate cast iron elements. © Courtesy of Falkirk Herald Collections, Falkirk Archives

4. History of Local Shopfronts



The shop entrance lobby became an integral feature of the Victorian shop frontage, where showcase products were advertised, incorporating elaborate panelling and detailing in the ceiling. © Courtesy of Falkirk Herald Collections, Falkirk Archives



Art Deco shop front at Callendar Riggs (1935), designed by James Gavin Callander, a local architect. © Courtesy of Falkirk Herald Collections, Falkirk Archives



The Edwardian shopfront of J. Watson and Sons, located on the High Street, Falkirk, incorporated curved glass into its design. © Courtesy of Falkirk Herald Collections, Falkirk Archives



Awnings and blinds, many of which incorporated company logos or names sewn, printed or painted to attract customers, protected the window displays from sun damage. © Courtesy of Falkirk Herald Collections, Falkirk Archives

4. History of Local Shopfronts

Recent Developments in Shop Front Design

- 4.6 Shop front design has changed dramatically over the last 50 years. As retailing methods have changed, so has the way in which shopfronts reflect these changes. Where shop owners in the past took pride in creating intricate and finely detailed shopfronts designed to please the eye of customers, much modern everyday shop front design practice tends towards simple compositions.
- 4.7 Much of the architectural heritage of the Falkirk Area has been lost as a result of the loss of historic shopfronts. Many traditional shopfronts have been either completely replaced or stripped back to the point where there is very little visual interest. However, some original frontages in the area have been retained and refurbished.
- 4.8 The general decline in the standard of shop front design is also related to changing lifestyles and business practices. Living over the shop has largely disappeared and there has been a significant decrease in family retail businesses such as small shops offering traditional services. Bakers, butchers, fish mongers, and grocers are competing with large corporate stores and out of town retail parks which provide substantial areas of car parking.
- 4.9 This guidance aims to arrest this decline by setting out aspirations for high quality design and vitality in local shops and shopping centres within the Falkirk Council area.



Bo'ness Town Centre witnessed a resurgence in the repair and restoration of original shopfronts through a Townscape Heritage Initiative carried out some years ago.



Callendar Pharmacy, High Street : Contemporary design successfully re-interprets the symmetry and proportions of the historic shop front.

4. History of Local Shopfronts



Falkirk High Street, circa 1900.
© Courtesy of Falkirk Herald Collections, Falkirk Archives



Falkirk High Street, 2019



Kirk Wind, Falkirk, post 1906
© Courtesy of Falkirk Herald Collections, Falkirk Archives



Kirk Wind, Falkirk, 2019

5. Design Guidance - Graphic Glossary of Shopfront Elements



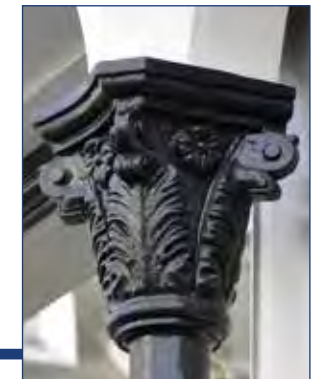
Console Brackets



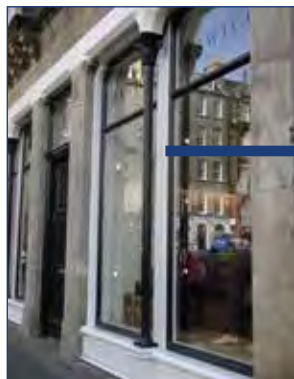
Fascia



Cornice



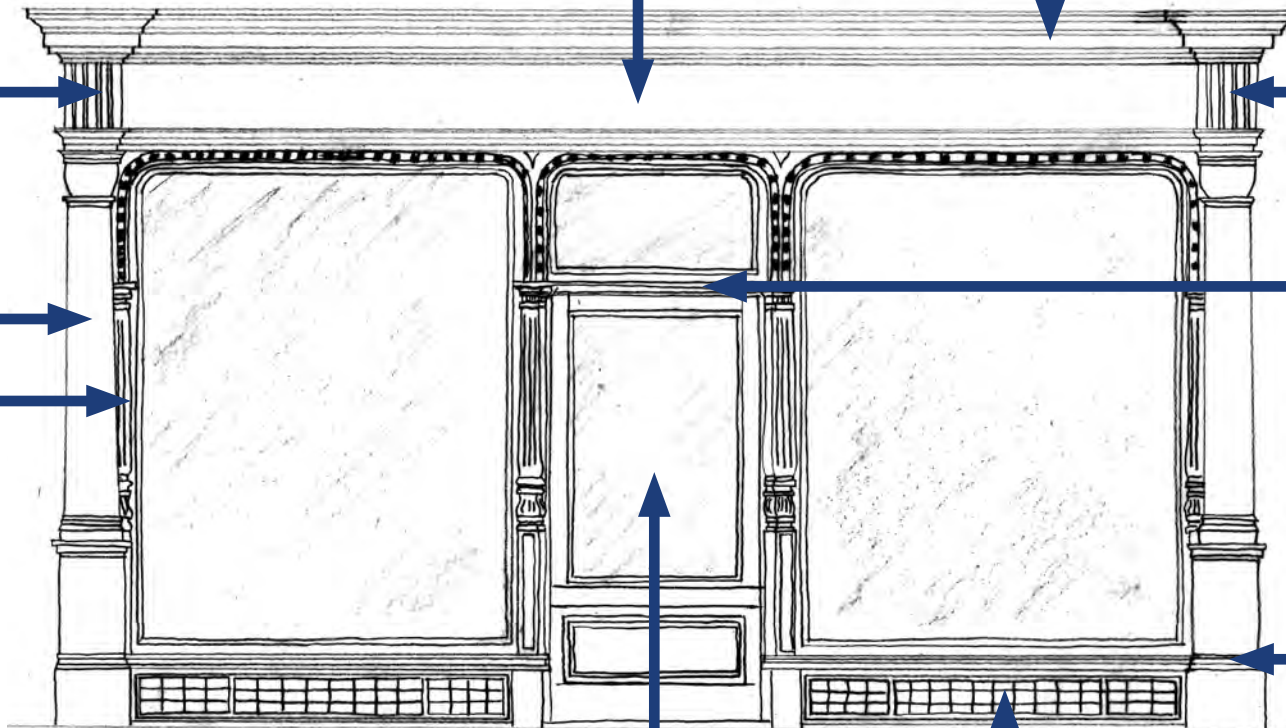
Capitals



Columns & Pilasters



Doors



Transoms



Plinths



Stallriser

5. Design Guidance

Introduction

- 5.1 The greater Falkirk Council area includes a rich diversity of traditional buildings, many of which incorporate retail and other commercial uses at street level and in some cases at upper storeys also.

General Principles

- 5.2 In both traditional and contemporary buildings, best practice in the design of new shopfronts relates to symmetry, careful balance of proportions, use of high quality materials and consideration of the period and architectural style of the overall building as well as the rhythm and character of the street in which the building is located.



The design of this new shopfront demonstrates sensitive use of traditional materials and careful balance of proportions which reflect the character of the historic host building above.



The nature of the retail use also influences design - small scale goods require higher stall risers than larger scale goods where glazing areas require to be maximised.



Pleasing rhythm of shopfronts with balanced and controlled proportions in a modern building, Stenhousemuir.

5. Design Guidance

Contemporary Shop Fronts

- 5.3 Simple designs incorporating large areas of clear glazing are common to shopfronts in modern buildings; uncomplicated designs usually do not detract from the architecture of the surrounding buildings and easily blend with the upper storeys of the host building.



Large areas of glazing in contemporary shop units at Hill of Kinnaird.



A modern shopfront with the proportions and style of a traditional shopfront.



A range of modern shopfronts with unified design elements including fascia position and size at Stenhousemuir.

5. Design Guidance

Restoration and Repair of Traditional Shopfronts

- 5.4 The retention and refurbishment of traditional shopfronts can offer a cost effective and aesthetically appropriate solution.
- 5.5 It is preferable for repair and restoration schemes for traditional shopfronts to be informed by research into the original, historic design of the shop and its parent building. Various sources can provide this type of background information - national collections held by Historic Scotland/RCAHMS, CANMORE, local museums in the Falkirk area, archives run by Falkirk Community Trust <http://collections.falkirk.gov.uk/> where historic Dean of Guild and Building Warrant Drawings can be inspected, local business archives, as well as historic paintings, photographs and drawings and Falkirk Local History Group. <http://www.falkirklocalhistorysociety.co.uk/>
- 5.6 On site dountaking and inspection can be equally informative as, in some cases, original details or even wholly intact shopfronts have survived beneath cumulative constructional layers from later periods. Together with the shop frontage, other existing fabric including decorative plasterwork to original ceilings and walls, ceramic tiling, glass and joinery work is often uncovered during refurbishment works; in such cases, the original detailing should be conserved through repairs to match the original design and materials. It is recommended that any investigative dountaking should be handled with care, preferably under the supervision of building and conservation specialists.
- 5.7 Previous repairs or adaptations are often out of keeping with the original design and materials. Common examples include over-sized fascias and badly proportioned aluminium and plastic framed windows and doors; in such cases, when the opportunity arises, modern interventions should be carefully removed and great care taken to respect the original concept, constructional detailing and integrity of the component elements.
- 5.8 Original colour schemes can be detected through paint scrape and analysis but should only be reinstated where deemed to be appropriate by the Planning Authority.



Original cornices, fascias and stall risers provide an indication of the original shop front proportions and alignment of windows. See page 9 for an image of this shopfront following restoration through the Bo'ness THI.



On-site dountaking of modern layers can reveal historic detailing.
© Courtesy of Lindsay Lennie, Historic Shopfront Conservation

5. Design Guidance

Examples of Inappropriate Alterations and Suggested Improvements



Fascia depth is critical in the design of a shopfront. In the top sketch, the fascia is in the wrong location and is not proportionate to the shopfront design.
(Sketched from archive drawings).

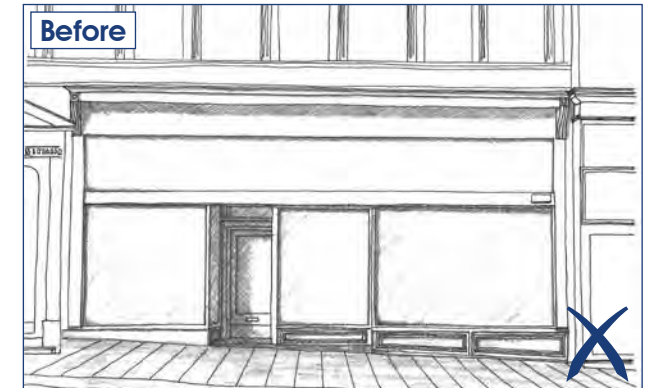


A range of shops contained in a single building should apply a coherent shopfront design.
(Sketched from archive drawings).



The fascia in the top sketch has been extended to conceal a lowered false ceiling. The bottom sketch illustrates an appropriate design in keeping with the character of the building.
(Sketched from archive drawings).

5. Design Guidance



The installation of roller shutters, in the top sketch, is not in keeping with the design and age of the parent building. Shopfronts with less clutter provide a more aesthetically pleasing design.

(Sketched from archive drawings).



The original fascia board is evident underneath the modern signboard. In this case a simple uncluttered shopfront can be uncovered.

(Sketched from archive drawings).



The top sketch shows a range of different modern interventions. The large and dominant fascia is not in keeping with the building. The bottom sketch reflects a period style traditional frontage, appropriate in design and materials in relation to the host building.

(Hypothetical sketch from archive drawings).

5. Design Guidance

Illumination of Shopfronts

- 5.9 Projecting illuminated box fascias are not acceptable as they generally obscure the original fascia underneath and as they project beyond the original building line of the building in a bulky and inappropriate manner.
- 5.10 Where exterior lighting proposals apply to the upper storeys of a building, owners, developers and their agents are advised to consult with the Planning Authority to establish and agree lighting design principles; lighting design requires an individual approach for each building to ensure that the intrinsic architectural character of the building and streetscape are protected and enhanced. Full information on the lighting scheme including detailed drawings and specifications of proposed light fittings is required to be submitted to the council together with site trials to test proposals prior to full implementation.



An Edwardian shopfront with a modern illuminated fascia board, which is not in keeping with the original shopfront design. The original fascia will be located underneath. © Crown Copyright, Historic Scotland



Interior shopfront lighting provides light onto the streetscape.



External spotlights and trough light fittings are discouraged as they disrupt the integrity of the shop front design and are deemed to represent clutter.

5. Design Guidance

Blinds and Canopies

- 5.11 Awnings and canopies are a feature of some traditional shopfronts where they were fitted to provide shade and protection for the goods on display. The introduction of new blinds or awnings will only be acceptable where there is either historic precedent, i.e. records show that the original design incorporated these features, or where the proposed fittings are required for functional purposes and where they are retractable with a fully recessed housing springing directly from below the fascia.

Where remnants of original blinds and canopies survive, they should be restored to working use to match the original design, using traditional fixtures and fittings. These are examples of blinds and canopies.



5. Design Guidance

Ventilation

5.12 Ventilation was often necessary in traditional shops to provide air flow to create a suitable interior environment for perishable goods such as food; designed as an integral part of the shopfront, they include panels below window heads, hopper fanlights above entrance doors, grilles below the stall riser and in rarer cases, opening windows.

In many cases, ventilation features are decorative.



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5. Design Guidance

Security Measures

- 5.13 The incorporation of exterior security measures, often related to the protection of retail premises outwith normal shopping hours, should be carefully considered and sensitively designed to complement the style of the shop front; fixtures and fittings should be located as inconspicuously as possible. In recessed doorways, removable or foldable decorative gates may be acceptable as a means of preventing anti-social behaviour or littering. Ornamental grilles protect goods located behind shop windows.
- 5.14 Solid roller shutters over shop windows and doorways are not acceptable in any case as they deaden rather than animate the streetscape outside shopping hours; they often incorporate clumsy box fittings attached to house various mechanisms and fixings. In some cases internally fixed, open mesh style metal shutters may be acceptable, providing full constructional details are submitted to and accepted by the local council.



Decorative security gates can add detail and attractive appearance.



Burglar and fire alarm boxes should be carefully located in as inconspicuous a position as possible. This image illustrates bad practice.



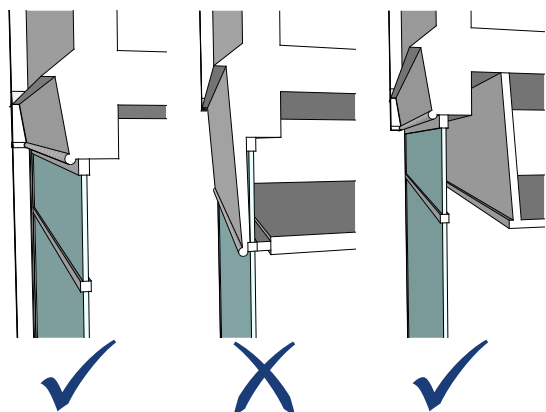
Interior open mesh style shutters may be acceptable in some cases.

5. Design Guidance

ATM's

- 5.15 Modern cash dispensing machines fitted onto or through shopfronts should be carefully located to avoid obscuring architectural features or disrupting the architectural integrity of the design.

Impact of Internal False Ceilings on Shopfronts



- 5.16 The installation of false or lowered ceilings should be carefully designed to avoid disrupting the external appearance of shopfronts; standard solutions which are acceptable include terminating the ceiling well back from the glazed frontage with either a stepped or angled alignment - see sketches above. In some cases, it may be acceptable for false ceilings to abut the transom of the upper window frame, providing the glazing in the upper window area is opaque. Deepening of the original fascia to obscure false ceilings is not acceptable.

Signage

General Principles

- 5.17 It should be noted that the lawful basis for the powers of control of advertisements is found within the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984, which are separate from the Planning Acts and Falkirk Council's LDP2. As stated on page 8 of this guidance, it is recommended that any proposals for signage and advertisement consent are discussed with Development Management at the earliest pre-application stage.
- 5.18 For the purposes of this guidance, signage includes fixtures and fittings associated with advertising the shop name and goods or services available, often incorporating applied or hand-painted lettering; all of the above are located at various locations on a shop frontage.
- 5.19 In every case, over-sized and over dominant signage will be resisted. Graphic styles applied to lettering and other signage should be linked to the architectural style and period of the building. Corporate house styles and motifs/logos will only be permitted where they are deemed to be sensitively designed to suit the design of the shop front in question.



Badly designed and poorly located signage which obstructs architectural detailing detracts from the design quality of contemporary shopfronts and adversely impacts on the special character and appearance of traditional shopfronts.
© Crown Copyright, Historic Scotland

5. Design Guidance



In cases of retail or commercial units in upper storeys of buildings, signage discreetly applied to window blinds or etched on window glazing may be permitted depending on design, scale and location.



Variety in design of fascia signage and exterior colour schemes reflects the individuality of several shops in the same building.



Decorative historic cast iron signage.

© Courtesy of Lindsay Lennie, Historic Shopfront Conservation



Contemporary signage reflects the goods available in the shop below whilst adding to the character and interest of the streetscape.

5. Design Guidance

Signage on Contemporary Shop Fronts

- 5.20 Signage on contemporary shopfronts should be located and designed to complement and enhance the architectural design and materials of the property.

Signage on Traditional Shop Fronts

- 5.21 It should be noted that signage on listed buildings and in conservation areas may require statutory consents - see Section 6 of this guidance for advice.
- 5.22 Fascia signage of traditional appearance using hand painted or other non-illuminated lettering is preferred.
- 5.23 Lettering or logos should be no larger than two thirds the depth of the original fascia.
- 5.24 Surviving original signage relating, for example, to a previous historic use of the building should be preserved in situ whenever possible. In some particular types of historic shops, advertising took the form of decorative hanging signs and mosaic tiles in entrance area walls and floor platts.
- 5.25 Where glazed areas, such as fanlights over doors, side windows, clerestorey and main front facing windows to shop fronts are agreed as being suitable for signage, etched or laser cut applied lettering which is designed and manufactured to resemble traditional acid etched lettering will be encouraged.
- 5.26 Any proposed projecting signs should be no larger than 500 x 500 mm with width no greater than 100mm; all elements including any brackets or other integral fixtures and fittings, should be designed to match the design and detailing of the original building.
- 5.27 Banners and other large scale advertisement displays including new flagpoles should not be located on the front elevations of buildings located in conservation areas or on listed buildings as they have a detrimental impact on the amenity and appearance of these historic buildings and places.
- 5.28 Internally illuminated box section fascias or other applied panels over existing fascias will be discouraged, particularly where proportions, materials and colours are deemed to conflict with the character of the building or area or where levels of illumination detract from local amenity.



5. Design Guidance



Traditional etched lettering may be applied to fanlights over doors, side windows, clerestory and main front facing windows.



This historic decorative mosaic wall mural was the corporate image of the Buttercup Dairy Company. The Fruit Basket, Denny.



Traditional hand painted signage.



Sensitively designed hanging signs enhance a traditional streetscape.

6. Shopfronts and Signage in Conservation Areas and Listed Buildings

- 6.1 In the case of shops located in listed buildings and in unlisted properties in designated conservation areas (see Section 3 for further information on statutory consent process), Falkirk Council will encourage the repair or reinstatement of the original shop front design incorporating traditional detailing, fixtures, fittings and materials as far as is practicable.
- 6.2 On listed buildings and in conservation areas, modern fittings such as security and fire alarms, ventilation and other services fittings such as ventilation and boiler flues will not be permitted on street facing shop facades.
- 6.3 Contemporary shopfronts in designated conservation areas and listed buildings may be acceptable, if design, proportions and materials are appropriate to the host building.
- 6.4 Colour schemes require to be carefully considered. It is likely that corporate colours can be adapted to suit the requirements of the conservation area or listed building; colour changes in the conservation areas will require planning permission.
- 6.5 Within conservation areas and on listed buildings, signage on the main fascia board should be limited to three options; individually cut letters placed on locaters or directly onto the fascia board, vinyl lettering applied directly to the fascia board to give the impression of hand painted lettering directly painted onto the fascia board or traditional hand painted or gilded lettering. It should be noted that all three options make reference to the original fascia board, and in no case should an additional board of any material be placed on-top of the original fascia board.
- 6.6 In terms of illumination, it is preferable that signage is not illuminated, given the level of street lighting in historic town centres which is generally supplemented by escaping light from large windows. Where illumination is acceptable, it should be in the form of LED "halo" lighting around individually cut lettering. No other light sources should be placed on the fascia board.

- 6.7 Main and upper windows should not be fully covered with advertisements; any agreed text or advertisements placed on windows should occupy no more than around 25% of the glazing, comprising vinyl applied material with a traditional acid etched appearance. Windows should in the majority of cases remain clear to ensure an active frontage is maintained onto the street.

Security

- 6.8 Shopfronts in listed buildings and conservation areas should not incorporate roller shutters, although removable gates and grilles that can be put in-place when the shop or building is not in use may be acceptable. Solid roller shutters are not acceptable.



Example of signage with acid etched appearance.



Banners and other large scale advertisement displays including new flagpoles should not be located on the front elevations of buildings located in conservation areas or on listed buildings as they have a detrimental impact on the amenity and appearance of these historic buildings and places.

Appendix 1 : Colours Guide

General Principles

- 7.1 In traditional shopfronts, original paint colours can be revealed during shop front refurbishment works; historic colours may inform decisions on new colour schemes if deemed appropriate by the Planning Authority.
- 7.2 Unpainted natural stonework and other unpainted high quality materials such as brickwork, marble and granite integrated with or adjacent to a shop front should generally not be painted.
- 7.3 Fascia signage and lettering should respect and complement the original historic shopfronts in colour. Subtle colour contrast between lettering and background fascia can be highly effective.
- 7.4 Fascia signage and lettering should respect and complement the original historic shop fronts in colour. Subtle colour contrast between lettering and background fascia can be highly effective. Metallic gold paint can be applied to reflect a historic fashion for gilded lettering that was associated with prestigious shops.
- 7.5 Suggested pairings offering tonal variations of colours within the same colour 'family' include:
BS 08B229, Bitter Chocolate with BS 08B15, Magnolia
BS 18C31, Fathom Blue with BS 18C31, Ice Blue
BS 08B29, Bitter Chocolate BS 20C40, Duchess Blue
- 7.6 It should be noted that many paint manufacturers now produce proprietary ranges which include colours outwith the British Standard Reference Numbering System. Alternative colours not specified above may be acceptable providing they are deemed to meet the general principles of this guidance.

Colour Changes to Existing Shop Fronts and Statutory Consents

- 7.7 Proposals for re-painting existing shopfronts in the Falkirk Council area should be discussed with the Planning Authority, who will advise what planning permission may be required. See Appendix 3 for contact details.
- 7.8 In some cases, like for like repainting of an existing colour scheme may be deemed to represent repair and maintenance work; in this case, this work would not require applications for statutory consent, providing the application of colour is not for the intention of advertisement.



Metallic gold paint can be applied to reflect a historic fashion for cut and gilded lettering that was associated with prestigious shops, as illustrated above.

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Appendix 1 : Colours Guide



An exterior colour scheme which complements the architectural style of a shopfront or its host building will enhance the appearance of the streetscape.
© Courtesy of Lindsay Lennie, Historic Shopfront Conservation



A wide range of colours in matching shop front designs in one building or street is discouraged; co-ordinated colour schemes are encouraged.



Corporate and business colour schemes will be deemed to be secondary to what the Planning Authority considers to be an appropriate design and colour scheme for the building form, architectural detailing and street context.



Many traditional shopfronts used two colours, one highlight colour picking out the decorative architectural detailing of the frontage.

Appendix 2 : Exterior Finishes

Ventilation

- 8.1 Choice of external materials should be governed by durability as well as appearance; some materials such as upvc, coated foam boards and aluminium have shorter life spans; some materials dull quickly and fail to retain their original appearance over time. High quality natural materials such as timber, sandstones and granites can be easily maintained and can endure over long life spans.



Appendix 3 : Useful Contacts

Information on Planning Permission, Permitted Development, Listed Building and Conservation Area control can be obtained from:

Development Management Unit

Development Services
Falkirk Council
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Telephone: 01324 504748
Email: dc@falkirk.gov.uk

Historic Environment Scotland

Head Offices:
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Telephone: 0131 668 8600
Website: www.historicenvironment.scot

John Sinclair House
16 Bernard Terrace
Edinburgh
EH8 9NX

Information on design guidance, pre-application discussion and planning policy can be obtained from:

Planning and Environment Unit

Development Services
Falkirk Council
Abbotsford House
David's Loan
Falkirk FK2 7YZ
Telephone: 01324 504950
Email: planenv@falkirk.gov.uk

Building Warrant Information can be obtained from :

Building Standards Unit

Development Services
Abbotsford House
David's Loan
Falkirk
FK2 7YZ
Telephone: 01324 504985
E-mail: buildingstandards@falkirk.gov.uk

Archive drawings and building warrant files can be obtained from:

Falkirk Archives

Callendar House
Callendar Park
Falkirk
FK1 1YR
Telephone: 01324 503779
Email: archives@falkirkcommunitytrust.org

Information on the history of the Falkirk Area can be obtained from:

Falkirk Local History Society

11 Neilson Street
Falkirk
FK1 5AQ
Telephone: 01324 627692
Email: falkirkhistory@virginmedia.com
Website: www.falkirklocalhistory.club

A list of architects and advice on employing a Chartered Architect can be obtained from:

The Royal Incorporation of Architects in Scotland (RIAS)

15 Rutland Square
Edinburgh
EH1 2BE
Telephone: 0131 229 7545
Email: info@rias.org.uk
Website: www.rias.org.uk

Information on Roads and Pathways can be obtained from:

Roads and Development Development Services

Falkirk Council
Abbotsford House
David's Loan
Falkirk
FK2 7YZ
Telephone: 01324 504950
Email: roads@falkirk.gov.uk

Further Reading and Guidance:

Scottish Traditional Shopfronts :
A Short Guide for Shop Owners,
Historic Environment Scotland, 2017
(<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationid=7d8b-f9b6-40f3-4f4e-90e3-a75900c6f49d>)

Managing Change in the Historic Environment:
Shopfronts and Signs, Historic Scotland, 2010
(<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationid=2d527106-f23e-4465-a2a3-a60b009db916>)



