

## **PORT SUNLIGHT VILLAGE LOCAL LISTED BUILDING CONSENT ORDER 2025**

This order is made pursuant to the Listed Building Act 1990; the Enterprise and Regulatory Reform Act 2013; the Planning (Local Listed Building Consent Order)( Procedures) Regulations 2014 ; the Planning (Listed Building and Conservation Areas)(Heritage Partnership Agreements) Regulations 2014; the Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014 and the Enterprise and Regulatory Reform Act 2013 (Listed Buildings Certificates of Lawfulness) (Hearings and Inquiries Procedures) (Consequential Amendments) (England) Order 2014

THE PORT SUNLIGHT VILLAGE LOCAL LISTED BUILDING CONSENT ORDER is made on the 26 day of November 2025.

### **1. LISTED BUILDINGS COVERED BY THIS ORDER**

- 1.1 All grade II Listed terrace, semi-detached or detached residential houses in the Port Sunlight Conservation Area are covered by the Local Listed Building Consent Order (LLBCO or Order). These properties are shown on a Site Plan (Appendix 1).
- 1.2 Applications submitted under this LLBCO that are deemed by the Local Planning Authority to constitute substantial harm to the special architectural or historic interest of the building (its significance and component heritage values of a listed building or buildings) will fall outside the provisions of this LLBCO. (Applicants may choose to submit a Listed Building Consent application in such cases.)

### **2. SUMMARY OF SIGNIFICANCE OF PROPERTIES IN PORT SUNLIGHT VILLAGE**

- 2.1 Port Sunlight was founded in 1888 by William Hesketh Lever (later the first Lord Leverhulme) for the employees of his Lever Brothers soap works. He wanted to provide a place where they could live in above average conditions and at a rent they could afford.
- 2.2 Today Port Sunlight is considered to be one of the finest surviving examples of early urban planning in the United Kingdom. Nearly every period of British architectural history is represented here as a revival style domestic design. Over 30 different architects were involved in the creation of the workers' cottages, public buildings, monuments and memorials, which are set in 130 acres of parkland and gardens.
- 2.3 The village has remained largely intact since its foundation 145 years ago. It became a Designated Conservation Area in 1978 and is the largest of the 26 Conservation Areas on Wirral. Most of the 900 houses and public buildings in the Village were Grade II Listed in 1965. Christ Church (Church Drive) is listed as grade II\* and the post war Church Hall (Bridge Street) is not listed. Two sections of the landscape are included in English Heritage's Register of Parks and Gardens of Special Historic Interest and the War Memorial is Grade I listed.
- 2.4 While the fronts of the houses were designed to impress in a wide variety of revival style architectural designs, utilising a rich assortment of traditional building materials,

the backs of the houses were notably more uniform in both design and material palette. Their defining architectural characteristics are this consistency and repetition of key features such as the back doors, rear windows, yards and outbuildings. Although more uniform in overall appearance, the details and profiles of the features at the backs of the houses reflect the overall character of each block.

2.5 See Appendix 2 for a list of addresses included in the LLBCO with their descriptions.

### 3. DESCRIPTION OF THE CONSENTED WORKS UNDER THIS ORDER

3.1 Wirral Council hereby grants consent for the following alterations to the properties which are covered by this Order. Consent is granted for alterations as specified below (3.2 – 3.5) and subject to the Conditions set out within this Order and its appendices 3, 4, 5, 6 and 7.

3.4 Replacement of severely deteriorated or inappropriate rear windows, these works may include replacement of: -

3.5 Severely deteriorated rear windows, including:

- Timber casement, double-hung, or Yorkshire sliding windows without leaded lights

3.6 Inappropriate rear windows:

- uPVC or aluminium windows
- picture windows
- windows with 'false' glazing bars
- mass-produced 'heritage' style windows that bear no relation to the character of the listed building

3.7 Replacement of severely deteriorated or inappropriate rear doors, these works may include replacement of: -

- uPVC or aluminium doors
- patio doors or French doors installed without Listed Building Consent
- mass-produced 'heritage' style rear doors that bear no relation to the character of the listed building

3.8 Replacement of severely deteriorated or inappropriate yard gates.

3.9 Replacement of severely deteriorated or inappropriate outbuilding doors.

3.10 Definitions with regards to the above consents:

- "Deteriorated" shall mean beyond economic repair and more than three fifths (3/5th) beyond repair.
- "Inappropriate" shall mean detrimental to the character of the listed property.



#### **4 GENERAL CONDITIONS**

- 4.1 The following General Conditions should be complied with in full. Work Specific and Prescriptive Conditions can be found in Appendices 2-7, inclusive. Guidance on the procedure relating to Notice of works under this Order can be found at Appendix 8.
- 4.2 Prior to the implementation of works permitted under this Order, a Local Listed Building Consent Order Notice Form shall be submitted to and approved in writing by Wirral Council.
- 4.3 The LLBCO Notice Form shall contain the applicant's (and where relevant the agent's or contractor's) contact details, the address of the building to which the works relate, and nature and scope of the works to be undertaken.

#### **5 WORK SPECIFIC CONDITIONS**

- 5.1 This section sets out specific conditions for alterations carried out in relation to this Order.
- 5.2 Replacement of Rear Windows
- 5.3 To qualify for consent under this Order, the rear windows to be replaced **must** satisfy one of the following conditions:
- A. More than 3/5th of the original rear window (frame, stiles, rails and glass) is deteriorated beyond repair or
  - B. The rear window is inappropriate and not of historic interest.
- 5.4 If the replacement relies on **Condition 'A'** above (Deterioration) replacement windows will be approved subject to ALL of the following conditions being met:
- 5.5 *Rear Windows - **Conditions A***  
The replacement rear window matches the window **TYPE** specified in Appendix 3: Rear Window Schedule and the existing original window in all details; profiles and dimensions, configuration, grouping, operation, position, location and exterior finish paint or coating.
- 5.6 The submitted replacement rear window scale drawing must comply with the specifications, materials and construction details of the schematic drawings in Appendix 4. For further information refer to Appendix 8: Procedure and the Guidance Notes for Completing a LLBCO Notice Form.
- 5.7 If the replacement relies on **Condition 'B'** above (Inappropriateness) then, replacement windows will be approved subject to ALL of the following conditions being met:
- 5.8 *Rear Windows - **Conditions B***  
The replacement rear window matches the window **TYPE** specified in Appendix 3: Rear Window Schedule and the existing original window in all details; profiles and dimensions, configuration, grouping, operation, position, location and exterior finish

paint or coating.

5.9 The submitted replacement rear window scale drawing must comply with the specifications, materials and construction details of the schematic drawings in Appendix 4. For further information refer to Appendix 8: Procedure and the Guidance Notes for Completing a LLBCO Notice Form.

5.10 The details (dimensions, profiles and sections) of the replacement windows must match original extant windows found at either:

- The rear of your property, or
- If no original windows remain at the rear, then the replacement windows must match the profiles and dimensions of original, comparable windows found elsewhere in your property or your terrace.

5.11 If there are no appropriate comparable windows this Order must not be relied upon for the replacement of rear windows.

5.12 Installing Secondary Glazing with single glazed windows

- The secondary glazing is to be designed so far as practicable to minimise its visibility from the exterior of the building.
- No parts of the existing window construction, including frames, cills, sub cills, jambs, aprons, casings, shutters or shutter boxes, ironmongery or other window furniture is to be altered or removed and frames and shutter boxes shall not be cut to accommodate the secondary glazing unless agreed otherwise in writing by the local planning authority.
- Timber/aluminium framing elements of the secondary glazing system shall have a painted finish or powder coated finish.
- Ventilation measures should be incorporated in the secondary glazing as necessary to avoid the build-up of condensation in the air space between the two.
- The glass is not to be tinted.
- UPVC is not to be used.

5.13 Slimline Double Glazing & Vacuum Insulated Glass

- New windows are to be in timber, with a hand-painted finish to match the consented colour of the existing windows.
- Glazing bars are to be solid and integral to the window construction and not applied.
- There shall be no changes to the size of window openings and no alteration or removal of existing features surrounding the window including cills, sub cills, jambs, aprons, casings, shutters or shutter boxes.
- The slimline double glazing or the vacuum insulated glass should be no greater than 11mm in thickness.
- The spacer bar in double glazed windows or insulated glass units is to be coloured to match the paint colour of the windows.
- The glass is not to be tinted.



5.14 Replacement of Rear Doors, Yard Gates and outbuilding doors.

5.15 To qualify for consent under this Order the rear doors, yard gates or outbuilding doors **must** satisfy at least one of the following conditions:

- A. More than 3/5th of the existing rear door (frame, stiles, rails and glass) and/or yard gate and/or outbuilding door should be deteriorated beyond repair.
- B. The existing rear door and/or yard gate and/or outbuilding door is inappropriate and not of historic interest.

5.16 If condition A or B applies, then only the approved replacement rear doors, yard gates and outbuilding doors drawn and specified in Appendices 5, 6 and 7 can be used under this Order.

## **6 STATEMENT OF REASONS FOR THE CONSENTED WORKS**

6.1 The Council wishes to encourage greater take up of energy saving measures within the borough without the disincentive of the listed building consent process to discourage their installation. We are nonetheless aware of the need to balance this with our statutory duty to preserve the special architectural and historic interest of our listed buildings.

6.2 Buildings are listed for their special architectural and historic interest, and listed building consent is required for works which affect this special interest. The law requires that in drawing up the Order the Council has special regard to the desirability of preserving listed buildings 'of a description to which the Order applies', their setting or any features of special architectural or historic interest which they possess.

6.3 Many of the listed buildings in Port Sunlight comprise terraces, semi-detached or detached, where the special interest resides in their architectural composition as a whole and their contribution to the character and setting of the conservation area. Nonetheless other aspects, including features of the individual buildings within the terraces, may also be of interest, including internal plan forms and the surviving original features, important among which are windows and doors (rear doors, yard gates and outbuilding doors).

6.4 Following a review of the current Listed Building Consent Order (2015–2025), we have examined records relating to its use and effectiveness. On average, the Council has received approximately 10 Notices of Intended Works per year, resulting in a total of 87 Notices to date. This consistent level of engagement clearly demonstrates that property owners are making appropriate use of the LLBCO, and that there remains an ongoing need for a proportionate and well-defined mechanism to support minor works within the Port Sunlight Conservation Area.

6.5 This evidence provides a strong justification for this new LLBCO upon the expiry of the current Order. This presents an important opportunity to refine and update the scope of permitted works, in line with evolving conservation practice, resident needs, and advancements in building technology. This new LLBCO includes additional categories

of consented works—such as the replacement of outbuilding doors and the use of Vacuum Insulated Glazing (VIG)—alongside those already permitted.

- 6.6 The inclusion of VIG is particularly significant. This technology provides substantial improvements in energy efficiency while closely replicating the visual characteristics of traditional single glazing. Unlike standard double glazing, VIG units are extremely slim and can be fitted within slender timber frames, preserving historic detailing such as window proportions and sightlines. When sensitively detailed and appropriately specified, VIG can be introduced without harming the special architectural or historic interest of listed buildings. Its inclusion within the new LLBCO would help meet growing demand for improved thermal performance and comfort in historic homes, supporting long-term sustainability and reducing reliance on visually intrusive alternatives. This aligns with national heritage and climate objectives, ensuring a balance between conservation and modern living standards.
- 6.7 Another key addition proposed for the revised LLBCO is the inclusion of outbuilding doors. This reflects a practical and proportionate response to a recurring type of minor alteration that residents frequently seek advice about through the Port Sunlight Village Trust. Outbuildings form part of the historic character and architectural rhythm of Port Sunlight. While modest in scale, they contribute meaningfully to the overall significance of the conservation area.
- 6.8 Many of these outbuildings remain in regular use, and over time, their doors often require repair or replacement due to age, wear, or weathering. However, the need to seek formal listed building consent for routine like-for-like replacements to these doors can pose an unnecessary administrative burden for both residents and the Local Planning Authority, especially where proposals are sympathetic in material, design, and detailing.
- 6.9 By including works to outbuilding doors within the new LLBCO, subject to appropriate conditions and design parameters, the Council can provide greater clarity and certainty for residents, while ensuring that such changes do not harm the significance of the listed buildings. This approach supports timely maintenance and continues use of historic structures, helping to avoid deterioration or inappropriate interventions that might otherwise arise from uncertainty or delay.
- 6.10 Conversely, as part of this review, a decision has been made to remove the current consent for the installation of satellite dishes from the updated LLBCO. This decision is based on both a lack of evidenced demand and changing technological needs. Over the past ten years, only 11 Notices for satellite dishes have been deemed acceptable. Moreover, satellite dishes are no longer considered essential for receiving television or internet services, with many packages now delivered through telephone lines and fibre-optic networks. Their continued inclusion within the LLBCO is therefore no longer justified, particularly given the potential visual impact such installations can have on the character and appearance of listed buildings.
- 6.11 Taken together, these revisions ensure that the new LLBCO for Port Sunlight remains fit for purpose, supporting appropriate and sustainable change, while continuing to



preserve the significance of the conservation area. This approach reflects best practice in heritage management and ensures the Order remains responsive to both current and future needs.

- 6.12 The Planning (Listed Buildings and Conservation Areas) Act 1990 sets out a clear presumption that gives considerable importance and weight to the desirability of preserving a heritage asset and its setting. Section 16.2 states that: in considering whether to grant listed building consent for any works, the local planning authority or, as the case may be, the Secretary of State must 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. This section emphasises the importance of preserving heritage assets and their settings when making decisions about development proposals.
- 6.13 NPPF para 212. When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.
- 6.14 The government's guidance in the NPPF states that "when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation". Any development should therefore seek to conserve and enhance the special qualities of the historic asset. This approach is also taken by policies WD2 and WP4 – Port Sunlight CON-SA4.1 of the Wirral's Local Plan 2022-2040 which states - "promote the enhancement of the built environment through the use of high standards of design, sustainable materials; and adequate provision is made for the preservation of the special architectural or historic features of the building or structure."

## **7 JUSTIFICATION FOR MAKING THE ORDER**

- 7.1 The main issue to be considered is the impact of the alterations on the visual appearance and character of the listed building, and its setting in the Port Sunlight Conservation Area. While the fronts of the houses were designed to impress in a wide variety of revival style architectural designs, utilising a rich assortment of traditional building materials, the backs of the houses were notably more uniform in both design and material palette. Their defining architectural characteristics are consistency and repetition of key features such as the back doors, rear windows, yards and outbuildings. Although more uniform in overall appearance, the details and profiles of the features at the backs of the houses reflect the overall character of each block. When considering building conservation, retention of historic fabric is an important aspect to consider.
- 7.2 Windows are often a key element of a building's significance. Their character, including the style of framing, framing materials, and the glazing itself, contributes enormously to the overall appearance and character of historic designated assets especially where the fabric is original or of historic interest. The alteration of windows

can cause serious harm to the character and appearance and the special interest of the listed building.

**7.3 Rear Windows:**

Replacing rear windows which are either severely deteriorated or inappropriate are to ensure appropriate design and to prevent the inadvertent removal of original elements of window surrounds. Where it can be demonstrated that the original, historic rear window is in a poor condition and more than three fifths beyond repair, a replacement is acceptable provided that the details are copied like for like in terms of profiles, architraves, and number of panes, operation and configuration. This complies with the NPPF and local policy.

**7.4** In the worst case where significance has been harmed or lost through alteration with the installation of inappropriate windows, for example uPVC, aluminium or the wrong configuration, for example picture windows instead of double hung windows, these elements are unsympathetic to the historic character of the property. The proposal to re-instate the correct window configuration and material using original profiles taken from original windows elsewhere in the property or terrace is acceptable. Overall, the external changes proposed to the building would safeguarding the special architectural and historic interest of Port Sunlight. All new windows will be fitted with the choice of:

- *Single glazed with an option of secondary glazing.* Secondary glazing involves adding a second pane of glass to the inside of existing single-glazed windows. This creates an air gap that acts as an insulator, reducing heat loss and noise transmission. It's a cost-effective alternative to replacing windows with slim-line double glazing, particularly in situations where the exterior appearance needs to be preserved.
- *Slim-line profile double glazing or VIG systems* allow either retention of the existing frame or a new frame with the same dimensions as the original. By using slim-profile double glazing in timber frames there is minimal or no alteration to the profiles or sight lines of the windows and therefore minimal adverse impact to the historic building. The use of slim-line double glazing represents an opportunity for thermal improvement without compromising historic fabric.

**7.5** The justification for these options is to achieve a significant increase in the thermal performance, an objective in accordance with national policy to achieve greater degrees of energy efficiency to address climate change, and an objective also recognised in paragraph 164 of NPPF; in this context, as a public benefit, the proposals should be afforded significant weight.

**7.6 Rear Doors, Yard Gates and Outbuilding Doors:**

Where it can be demonstrated that the original, historic rear door, yard gate or outbuilding door is severely deteriorated, or is an inappropriate replacement, these features would adversely affect the heritage character and appearance of the listed house. The installation of one of the approved designs illustrated and specified in –



- Appendix 5: Rear Doors,
- Appendix 6: Yard Gates.
- Appendix 7: Outbuilding Doors,

7.7 is acceptable provided that the details are copied like for like in terms of profiles, architraves, number of panes, operation and configuration, subject to existing dimensions of openings.

## **8 PURPOSE OF THE ORDER**

8.1 The purpose of this Order is to:

- i. Streamline and clarify the consent process for the most common listed building consent applications for owners in Port Sunlight Village.
- ii. Provide clear and reliable information to empower property owners to address enforcement issues.
- iii. Reduce capacity issues on the Council by reducing time spent on reviewing repetitive listed building consent applications.
- iv. Support sustainability while protecting heritage significance.
- v. Ensure consistency with national heritage and climate policies.

8.2 Statistics gathered from the previous LLBCO 2015-2025 over the past 10 years, and the consistent level of engagement demonstrates both the effectiveness of the LLBCO. It is a mechanism for managing minor works, and the continued demand for a proportionate and well-defined process to support appropriate change within the Port Sunlight Conservation Area.

## **9 TERM OF THE ORDER**

9.1 This Order shall be effective from 26/11/2025 and to 26/11/2040 (a period of no more than 15 years from the starting date of the Order).

9.2 Works begun under this Order during the term of this Order may be completed subsequent to the termination of this Order.

## **10 OTHER PARTICULARS - OPERATION OF THE ORDER**

10.1 The Order has been made in accordance with the requirements of the Planning (Local Listed Building Consent Orders) (Procedure) Regulations 2014, including a public consultation of at least 28 days, and consultation with Historic England of at least 28 days. Representations received in response to these consultations have been considered in drawing up the final version of the Order.

10.2 The Council will review the operation of the Order on a 5-year basis both quantitatively, in terms of the instances where rear window and door works have been carried out under its provisions, and qualitatively, in terms of the effects on the listed buildings affected. If at any time during the life of the Order it is considered that it is either ineffective in facilitating the implementation of the consented works or is giving rise to

unexpected and unacceptable harm to listed buildings to which it applies, it will be varied or revoked.

10.3 If the Council revokes this Order at any point prior to the end date given above, any works authorised by the Order which have been started but not completed may be completed within six months of the date of revocation. Works which have been started but not completed at the end date given above may also be completed within six months of that date. However, once the Order expires or is revoked, any works previously covered by the Order which have not been started, will no longer benefit from the consent granted through the Order.

10.4 If at the end of the term of the Order it is considered that it is operating effectively and does not give rise to undue harm, it will be renewed, and a longer term considered.

10.5 As an Order confers listed building consent for specified works, a breach of the Order by carrying out works not authorised by the Order may lead to enforcement action.

**THE COMMON SEAL of**

**WIRRAL BOROUGH COUNCIL**

was hereunto affixed

in the presence of

*CSB Hughes*  
Authorised Signatory



*Seal number 661104*