

## Port Sunlight Local Listed Building Consent Order (LLBCO)

### A Guide to Understanding and Using the LLBCO

**Efficient, transparent consent for changes to the listed houses of Port Sunlight.**

This brochure introduces the LLBCO, provides definitions of key words and describes each class of work included in the LLBCO, the general and specific conditions for doing works under the LLBCO and the required documents to support a Notice to do works under the LLBCO.

# Introduction

Wirral Council and Port Sunlight Village Trust have worked in partnership, with financial support from Historic England, to develop a Local Listed Building Consent Order (LLBCO) for Port Sunlight to streamline the consent process for residents, to more effectively manage change and to regain lost heritage features in the village.

This section explains the LLBCO basics – where it came from, why we have developed and adopted a LLBCO, what works are covered, and what it means for property owners in Port Sunlight.

## What is a Local Listed Building Consent Order (LLBCO)?

A statutory tool established by the Enterprise and Regulatory Reform Act of 2013 (the Act) that enables local planning authorities to adopt ‘blanket’ Listed Building Consent for specific items of work in a set area.

## Why was a LLBCO developed for Port Sunlight?

- Port Sunlight has a high concentration of Grade II Listed properties in private ownership.
- Analysis of Listed Building Consent applications for Port Sunlight showed frequent consent applications for the same three classes of work.
- The majority of enforcement issues in Port Sunlight cover the same classes of work.
- The strong partnership between the building conservation team at Wirral Council and the Trust, including investment by both organisations, enabled the development of proactive planning tools for Port Sunlight.

## What works are included in the Port Sunlight LLBCO?

The following works are included in the LLBCO:

- Replace inappropriate or severely deteriorated
  - Yard gates
  - Rear doors
  - Rear windows
- Install or relocate a satellite dish in an appropriate location.

## I would like to use the LLBCO. What procedure should I follow?

- First you'll need to determine if the works you propose qualify (meet the criteria) for the LLBCO. Contact the Trust's Conservation Adviser and/or Wirral Council's Conservation Officer for informal advice.
- If the works you propose appear to qualify for the LLBCO, then you will need to complete a LLBCO Notice Form and submit it to Wirral Council with all required supporting documents. (See sections below for information regarding required supporting documents.)

### Definition:

**Listed Building Consent** is formal written permission from a local planning authority to carry out works to alter, extend or demolish a listed building and site or any protected part of that building or site.

- Once Wirral Council has confirmed receipt of a completed LLBCO Notice Form (including all required supporting documents), then the Council will have 28 calendar days to make a decision regarding the proposed works.
- You will then receive a notice to proceed and works can commence.

Any works carried out prior to receiving notice from the Council are done at your own risk and enforcement action may be taken if the works completed before a Notice decision is made are not found to be appropriate.

## What will it cost to submit a LLBCO Notice Form to the Council?

There is no application or filing fee.

## What if the works I propose are not covered by the LLBCO?

If works you propose are not covered by the LLBCO (i.e. replacement of front windows or replacement of inappropriate or severely deteriorated rear windows with a window type **not specified** under the LLBCO), then you must make an application for Full Listed Building Consent.

## The LLBCO sounds great, but the works I would like to do are not included. Are there plans to adopt more LLBCOs for Port Sunlight or to amend or expand the existing one?

The LLBCO will be reviewed annually. If the LLBCO proves successful for Port Sunlight and Wirral Council, then the Trust will work with the Council to develop and adopt new LLBCOs to cover additional classes of work.

## How do I apply for Listed Building Consent?

Applications for Listed Building Consent are made through the planning department at Wirral Council. You can complete an application on-line and view guidance documents at [www.wirral.gov.uk/planning-and-building/planning/listed-building-consent](http://www.wirral.gov.uk/planning-and-building/planning/listed-building-consent). The Council's Conservation Officer can provide pre-application advice for a fee. The Trust's Conservation Adviser is available to provide advice for free, but the final decision to grant consent is with the Council.

Below:  
Severely deteriorated windows were replaced at the ground and first floor with new wood windows to match the originals, 2015.

## New tool, still a last resort

Traditional features should be repaired, not replaced.

Replacement is a last resort option.

On-going maintenance of original features is the best management practice.



## Is the Work I Want to do Included in the LLBCO?

The following section is designed to help you better understand how to use the LLBCO. Specific details for each class of work are found on the pages to follow.

### Is your property included in the LLBCO?

Only listed houses (detached, terrace and semi-detached houses) in the Port Sunlight Conservation Area are included in the LLBCO. To find out for certain if your property is included, please refer to the LLBCO Appendix 1, Site Plan and Appendix 2, Schedule of Addresses.

### Does the proposed work effect the front or sides of your house?

If the proposed work effects the front or sides of your house, or any features aside from rear windows, rear doors, yard gates or satellite dishes, then you must apply for full Listed Building Consent. You cannot use the LLBCO for works other than those specifically described in the LLBCO.

### I would like to replace an inappropriate rear window, but not with the one specified in the LLBCO. Is this work covered under the LLBCO?

No. Only the window types, door types and yard gate specified in the LLBCO can be used. If you would like to use something other than what is specified in the LLBCO, you **MUST** apply for full Listed Building Consent.

### Does my rear window/rear door/yard gate qualify to be replaced under the LLBCO?

Rear windows, rear doors and yard gates to be replaced under the LLBCO must meet one of the following threshold criteria to qualify:

- The existing features are **inappropriate**.
- The existing features are **severely deteriorated** (more than 3/5<sup>th</sup> beyond repair).

### I am still uncertain if my rear windows/rear door/yard gate meets the criteria for replacement under the LLBCO.

#### Can I get a second opinion?

Yes! In fact, both the Council and the Trust recommend that you seek advice prior to making a LLBCO Notice. Get in touch with the Conservation Officer at the Council or the Conservation Adviser at the Trust to get advice on whether the feature to be replaced qualifies under the LLBCO.



#### Definition:

**Inappropriate features** are those that do not contribute to the heritage character of the Listed property. For most Port Sunlight houses, these are features which are not original to the property or which are not appropriate replicas of original features. Examples of inappropriate features include uPVC windows, mass-produced 'heritage' windows that do not replicate original details, picture windows, poorly detailed yard gates and aluminium doors.



uPVC windows are inappropriate and were installed without consent. To address this enforcement issue, these windows could be replaced under the LLBCO.



Left: Photograph of the construction of a terrace block on Primrose Hill, c. 1906. Port Sunlight Museum Collection.

**A note about windows**

**Not ALL rear windows are included in the LLBCO. For more information on rear window replacement and to find out if your rear windows are included in the LLBCO, please see Appendix 3: Rear Window Types Schedule and pages 9 to 11 of this brochure.**

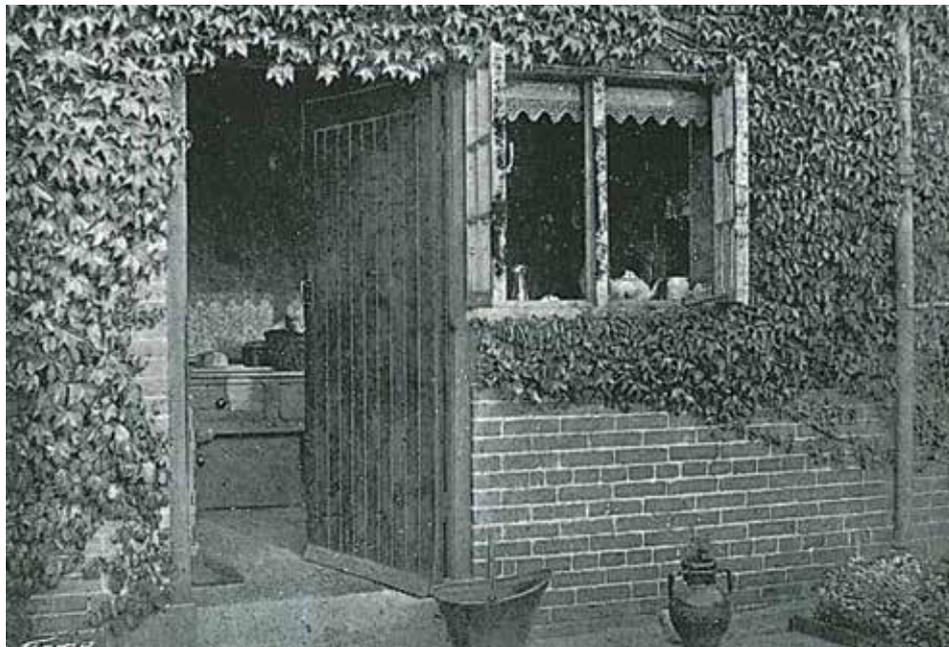
Below: Aluminium windows with false glazing bars are inappropriate. To address this enforcement issue, these windows could be replaced under the LLBCO.

**Definition:**  
**Severely Deteriorated** features are those where more than 3/5<sup>th</sup> of the total unit are beyond repair. If a window, door or yard gate deteriorates to this point, it is no longer cost effective to repair the feature. When assessing the deteriorated conditions of windows and doors, all of the following elements must be taken into consideration: frame, sill or threshold, glazing bars, rails and stiles, glass, and ironmongery.



Above and right: Examples of severely deteriorated casement windows. These windows could be replaced under the LLBCO.

## Rear Doors



### Are rear doors in the listed houses of Port Sunlight protected features?

Yes! Alterations, additions, demolition or replacement of rear doors in Port Sunlight requires consent from Wirral Council and permission from the Trust.

### What did the original rear doors look like? How will I know if I have one?

Most Port Sunlight houses were built with solid framed wood doors. Some houses were built with partially glazed, framed wood doors.

If your door looks like either one of the doors shown on this page, you might have an original or an appropriate replica of an original Port Sunlight door. Contact the Trust's Conservation Adviser or the Council's Conservation Officer for advice.

### My door doesn't look like either one of the original Port Sunlight doors shown on this page. Is it inappropriate?

No, not necessarily. Wirral Council and the Trust have given consent to property owners to install wood framed doors with 3, 4, 6, and 9 panes of glass. Your property might have one of these doors. Contact the Trust's Conservation Adviser or the Council's Conservation Officer for advice.

### I would like a partially glazed rear door. Can I replace my existing inappropriate or severely deteriorated rear door with a partially glazed door?

Yes! The way we use our homes has evolved. Where yards were once utilitarian places, they are now considered outdoor 'reception rooms.' In recognition of this fact, Port Sunlight Village Trust and Wirral Council have developed five different options for replacement rear doors that can be used under the LLBCO. Four doors have glazed units in the upper half of the door. Please see Appendix 5 for the approved rear door types.

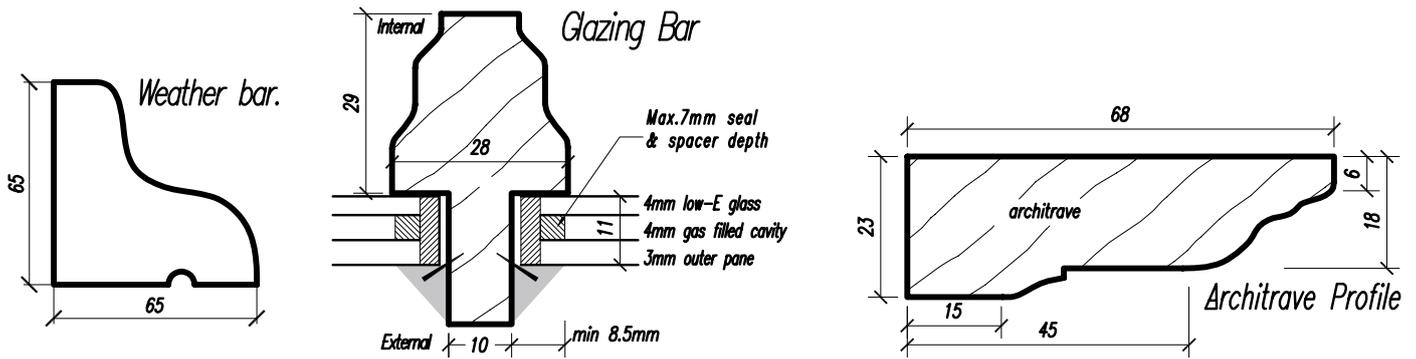
### I would like to install a pair of French doors. Can I do so using the LLBCO?

No. Only rear doors drawn and specified in Appendix 5 can be used under the LLBCO. Furthermore, no work to doors at the front or sides of the house can be done under the LLBCO. If you would like to install a door other than what is specified in the LLBCO, then you will need to make an application for full Listed Building Consent.

Above: Period photograph of original, solid, timber framed rear door from Port Sunlight, 1901. Port Sunlight Museum Collection.

Below: An architectural technologist measures an original glazed door at a Bolton Road house.





Above:  
Rear door drawing (profiles)

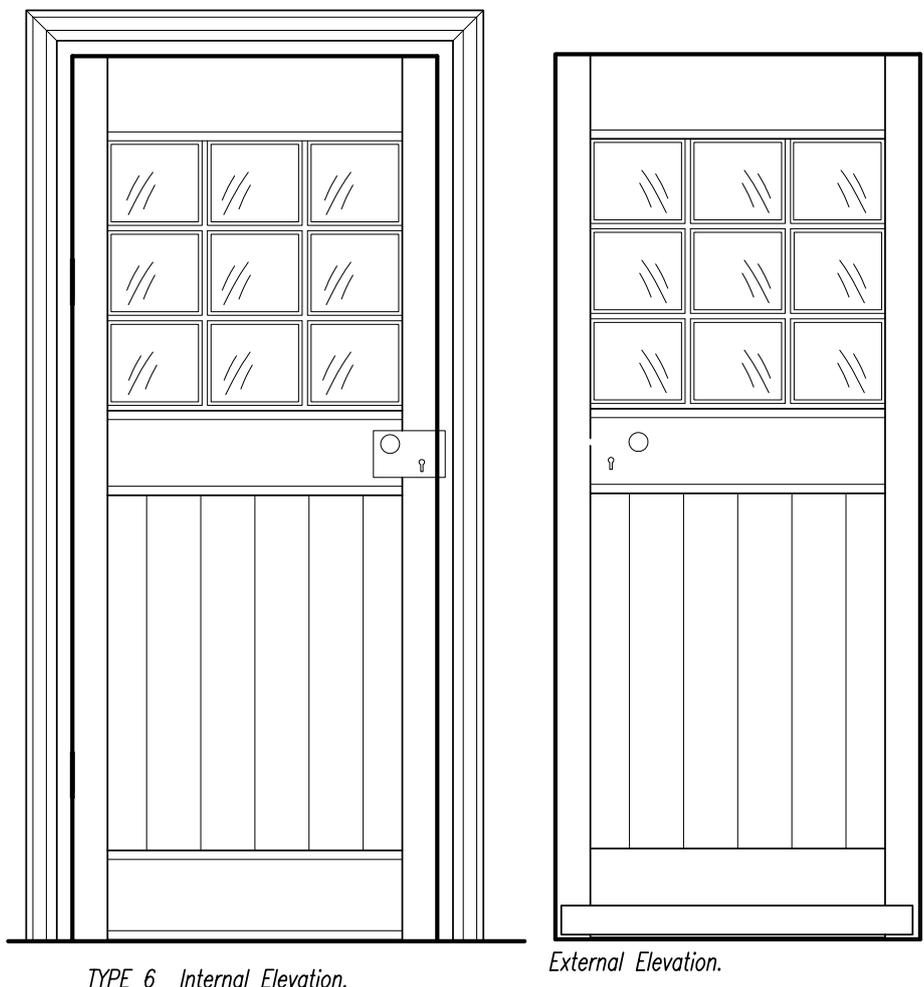
Below:  
Rear door drawing (elevations)

**Can I replace my inappropriate or severely deteriorated rear door with any of the doors drawn and specified in Appendix 5?**

Yes! You may install any of the five designs illustrated and specified in Appendix 5. The overall width and height of replacement rear doors will vary from house to house, but all other details should be reproduced as shown in Appendix 5.

**What documents are required to make Notice to Wirral Council to use the LLBCO to replace a rear door?**

- A completed LLBCO Notice Form.
- Colour Photographs. You must submit colour photographs (interior views, exterior views and details of profiles and deteriorated conditions) of the existing door with your completed LLBCO Notice form. These photographs will be used to determine if your door qualifies for replacement under the LLBCO.



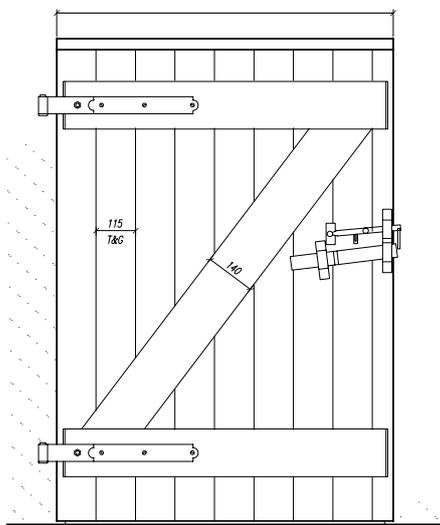
**Definition:**

**Weather Bar:** An applied wood moulding at the exterior base of the door, used to move water away from the base of the door. Should be detailed with a drip edge.

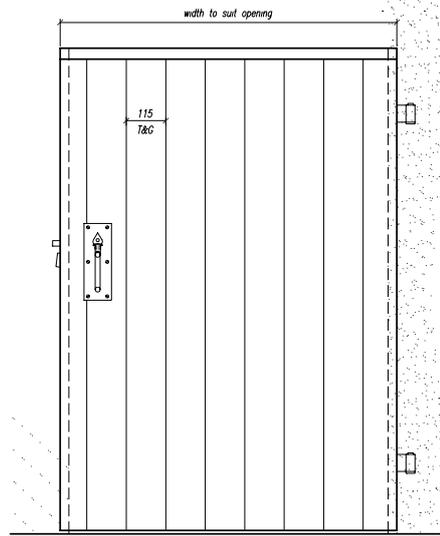
**Glazing Bar:** Wood sections that hold panes of glass in place for windows or doors.

**Architrave:** Interior window or door surround.

# Yard Gates



Internal Elevation.



External Elevation.

## What is a yard gate?

When they were originally built, nearly every house in Port Sunlight village had a yard gate. They were (and still are!) situated in the brick or stone boundary wall of your property, enclosing the yard at the rear or side of your property.

## Are yard gates protected features?

According to current planning policies, both the yard gate and the boundary walls are protected features as they are within the curtilage (boundaries) of the listed property. Alterations, additions and demolition of the yard gates and boundary walls require consent from Wirral Council.

## My house does not have a yard gate or a back boundary wall. Why?

In the middle of the last century, Unilever Merseyside Limited (UML) carried out extensive alterations to Port Sunlight, including demolition of back boundary walls and provision for gardens. Many original boundary walls and yard gates were removed at this time. UML installed chain link fencing with concrete posts to mark the boundaries of these new gardens.

Only yard gates installed in boundary walls are included in the LLBCO. Chain link fencing, wood fencing and garden

gates are not included. Any work to alter boundary treatments in gardens may require planning permission. Contact Wirral Council.

## What yard gate is approved under the LLBCO?

Only the yard gate illustrated and specified in Appendix 6 to the LLBCO can be used to replace severely deteriorated or inappropriate yard gates under the LLBCO. The overall width and height of replacement yard gates will vary from house to house, but all other details should be reproduced as shown in Appendix 6.

## What documents are required to make Notice to Wirral Council to use the LLBCO to replace a yard gate?

- A completed LLBCO Notice Form.
- Colour Photographs. You must submit colour photographs (interior views, exterior views and details of profiles and deteriorated conditions) of the existing yard gate with your completed LLBCO Notice form. These photographs will be used to determine if your door qualifies for replacement under the LLBCO.

Below: Typical boundary wall c. 1960 (top)

Chain link fence/garden added in the middle of the 20<sup>th</sup> Century (below)



## What should my yard gate look like?

Typical Yard Gate in brick boundary wall.



## Inappropriate yard gates



## Rear Windows

### Are rear windows in Port Sunlight's listed houses protected features?

Yes! Alterations, additions, demolition or replacement of rear windows in Port Sunlight requires consent from Wirral Council and permission from the Trust.

### What did the original windows for my house look like?

Unlike rear doors and yard gates, which were fairly consistent throughout the village, the original rear windows for Port Sunlight houses varied considerably. Field work and archival research was done to determine original rear window types for each terrace block.

The results of this work are found in Appendix 3: Rear Window Types Schedule. If your windows match the description found in the appendix, they are either original windows or replicas of the original designs.

### My windows do not look anything like the windows described for my property in Appendix 3: Rear Window Types Schedule. How were replacement windows selected?

In some instances, no original windows remain in a terrace block. Archival drawings and records were reviewed for these properties. If a window type could be determined from archival sources, then the window type was included in the LLBCO.

### My windows are not included in the LLBCO. Why?

- Based on the large scope of work required to identify and specify rear window types for Port Sunlight less common window types were excluded from the LLBCO.
- The following window types are not included in the LLBCO: leaded windows, metal windows and awning windows. The Trust and Wirral Council hope to adopt LLBCOs in future to include these window types.

- For some terrace blocks, no original rear windows remain and no reliable archival evidence could be found to specify rear window types. Full Listed Building Consent will be required to replace inappropriate or severely deteriorated windows in these terrace blocks. If new evidence becomes available, then the existing LLBCO could be amended to include these windows.

### What do the codes mean in the Rear Window Types schedule found in Appendix 3?

The Rear Window Types Schedule is arranged alphabetically by street name. For rear windows that are included in the LLBCO, there is a code for material (what the window is made from), operation (how the window opens), panes of glass (how many panes of glass are in each window or sash) and grouping (how many windows make up an assembly).

In addition to the codes, there are tick boxes to show if the appropriate replacement windows should be leaded and to show if the proposed replacement windows are excluded from the LLBCO.

### I know the window type approved under the LLBCO. Now what?

Once you understand the window type approved for your property (shown in Appendix 3: Rear Window Types schedule) under the LLBCO, check the window drawings in Appendix 4 for the materials and construction approved under the LLBCO. There is one sample drawing for each type (operation or how the window opens) of window included in the LLBCO.

HOWEVER, the windows drawn in Appendix 4 are technical samples. Although replacement windows must use **the materials and construction**

### LLBCO Appendix 3: Rear Window Types Schedule Codes Explained

#### Operation

This describes how the replacement windows open.

**CT:** Casement (side hung windows).



**DH:** Double-hung (vertically sliding sash windows).



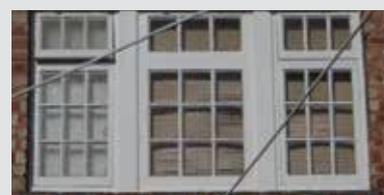
**YS:** Yorkshire sliding sash windows (horizontal sliding sash windows).



**FXD:** Fixed windows that were not designed to open.



**AWN:** Awning (top hung windows). These windows are not included in the LLBCO.



specified in the drawing, appropriate replacement windows for your property may look different.

Your windows may have more or fewer panes of glass, the profiles and dimensions of the rails, stiles and glazing bars may have different shapes and dimensions, and they may be in larger or smaller groupings.

### How will I know what my replacement windows should look like?

If you have severely deteriorated original windows, your replacement windows must match the details, dimensions and profiles of the existing original windows.

If you are replacing an inappropriate window, then your new windows must match the details, dimensions and profiles of existing original windows (of the same type) found elsewhere in your house.

The most reliable windows will be those found at the rear of the property

(since front and side windows were often more ornamental than those found at the rear).

For example, if you are replacing ground floor rear windows and no original ground floor windows remain, use original windows found at the first floor rear of your property for the dimensions, details and profiles for your proposed replacement windows.

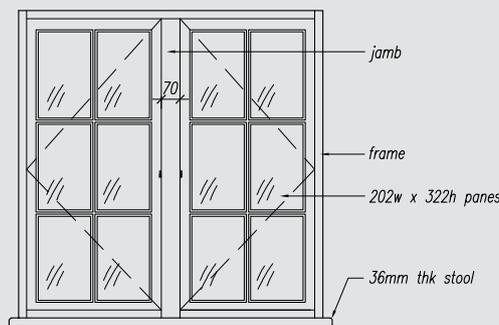
If no original windows (of the type specified for your property under the LLBCO) remain at the rear, you may use an original window at the side or front of the property if the windows in these locations match the replacement windows specified in Appendix 3: Rear Window Types schedule.

In some instances, there will not be a suitable window to copy for your replacement windows. The LLBCO cannot be used to replace windows in these circumstances and you will need to make an application for full Listed Building Consent.

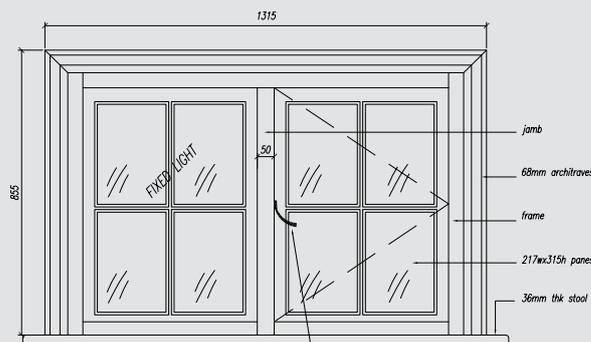
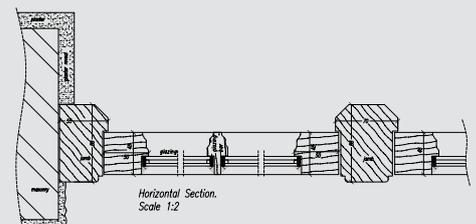
### What documents are required to make Notice to Wirral Council to use the LLBCO to replace rear windows?

- A completed LLBCO Notice Form.
- Colour Photographs. You must submit colour photographs (interior views, exterior views and details of profiles and deteriorated conditions) of the existing windows with your completed LLBCO Notice form. These photographs will be used to determine if your windows qualify for replacement under the LLBCO.
- Drawings: You must submit drawings showing the proposed details, dimensions and profiles for your replacement windows with your LLBCO Notice form.
- A heritage joiner, architect, window manufacturer or keen property owner can measure and sketch the details for replacement windows. The sketches must show dimensions and be drawn to scale. The following drawings are **required to use the LLBCO and to manufacture the windows.**

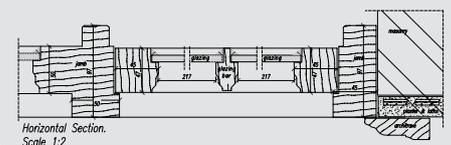
Compare the casement window and sample drawing from LLBCO, Appendix 4 (shown to the right) to the appropriate replacement windows for a Port Sunlight house on Bolton Road (shown below). Note the difference in the number of panes of glass, the dimensions and the profiles.



Internal Elevation. Scale 1:20  
NB: No internal architraves, frame set into brick reveal



Internal Elevation. Scale 1:10

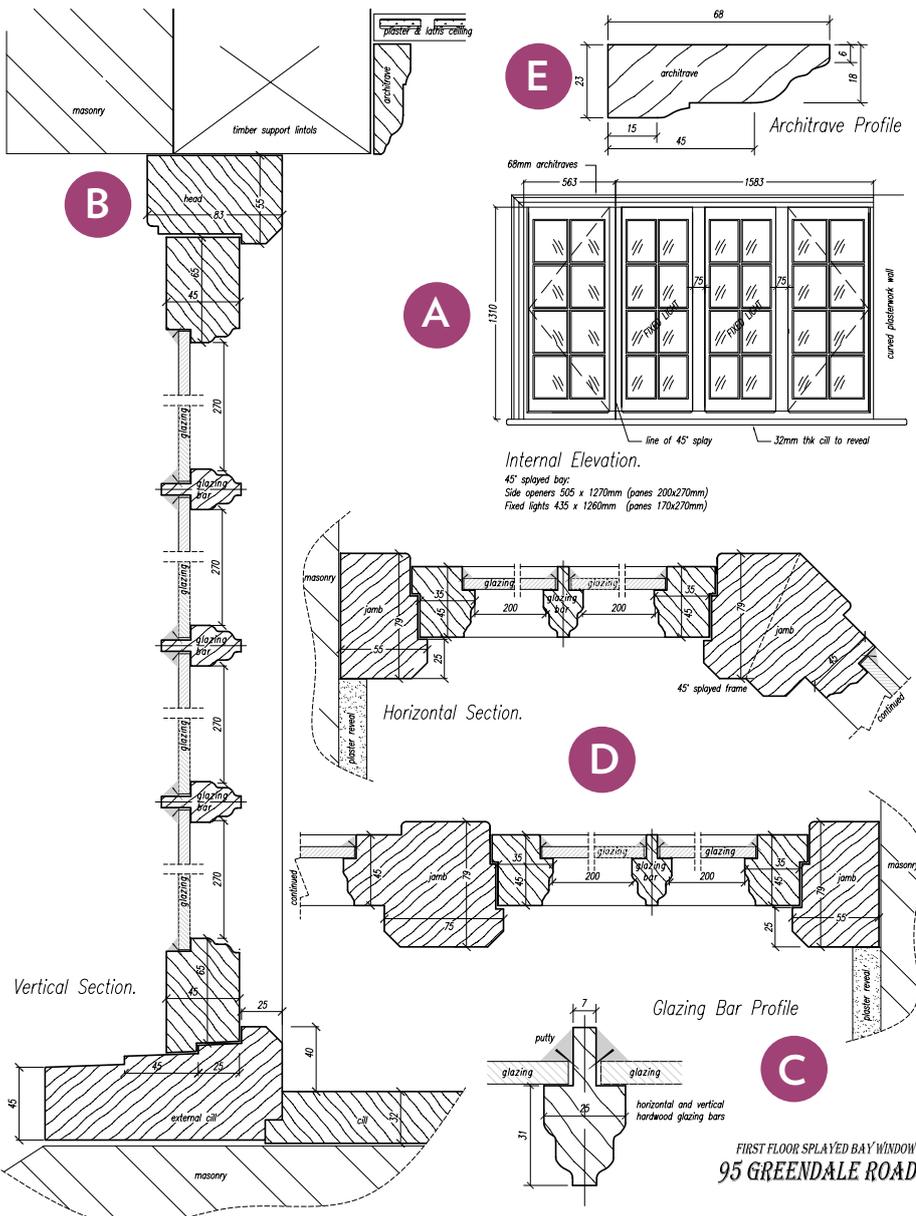




Paul Hetherington, Architectural Technologist and Building Surveyor, Wirral Council, is shown measuring the 8 light casement windows at 95 Greendale Road. Paul used the measurements to make the drawings shown below. Your drawings need not be computer generated. Hand drawn sketches are fine as long as they are clear, to scale, and show key dimensions.

Paul's drawing includes all of the required information to support a Notice to replace windows under the LLBCO.

- A: Interior Elevation
- B: Vertical Section
- C: Glazing bar profile
- D: Horizontal sections
- E: Architrave section



### LLBCO Appendix 3: Rear Window Types Schedule Codes Explained

#### Material

The options are Wood or Metal. Metal windows are not included in the LLBCO.

#### Panes of glass

The number describes the panes of glass in each sash (for double-hung or Yorkshire sliding sash windows) or window (for fixed or casement windows).

#### 8 light casement windows



#### 6-over-6 double-hung window (below left)

#### 8 light Yorkshire sliding sash (below right)



#### Grouping

The number of windows in each group.

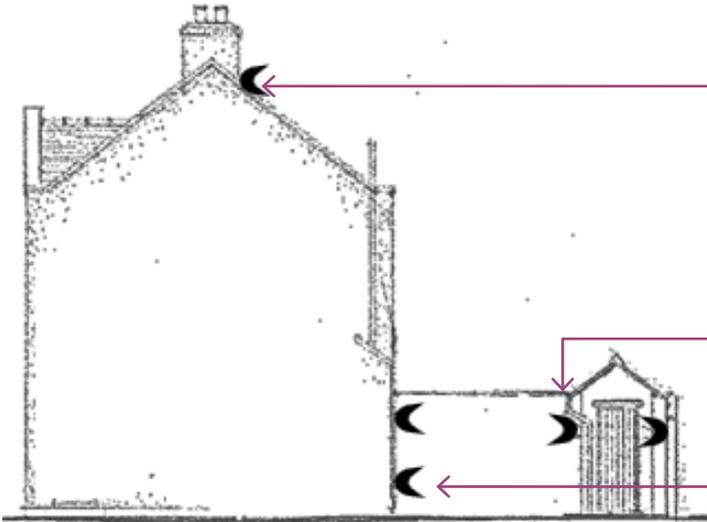
#### Pair and a single



#### Five



# Relocation or installation of a satellite dish



In the internal valley of a roof, provided that no part of the dish projects above the ridge and not visible from the front of the property and the highway.

Attached to an outbuilding to the rear of the building, providing that no part of the dish is higher than the boundary wall.

Close to the ground to the rear of the building.

To qualify for consent to install or relocate a satellite dish under the LLBCO:

The replacement or new dish must be located at the **REAR** of the property and positioned at a **LOW** level so as **not to be visible from the highway or any access roads**.

Suitable locations are shown in the image above.

When a suitable position for the satellite dish has been allocated, then **ALL** of the following conditions must be satisfied:

- The dish must be as small as possible and in no instance larger than 60 centimetres in any linear dimension.
- The colour of the dish shall harmonise with the fabric of the building.
- Installation shall not harm or destroy character-defining features. No screws or brackets should be drilled into the bricks or windows.

- A maximum of two cable runs is permitted at the exterior.
  - Cables should be secretly located.
  - When satellite dishes are located on the roof or by a chimney, where possible cables should be located within the roof void.
- Redundant satellite dish/dishes must be permanently removed from the property.

## Useful Links:

[www.portsunlightvillage.com](http://www.portsunlightvillage.com)  
[www.portsunlightresidents.com](http://www.portsunlightresidents.com)

A website for the residents and tenants of Port Sunlight. Includes useful information on the care of listed houses and a special section on policy and permissions required for making changes to the listed house of Port Sunlight.

[www.wirral.gov.uk/planning-and-building/planning/listed-building-consent](http://www.wirral.gov.uk/planning-and-building/planning/listed-building-consent)  
Wirral Council's web page on Listed Buildings. You will find guidance documents and links to making a full Listed Building Consent application.

<https://historicengland.org.uk/advice/your-home/>  
Historic England's portal for information for owners of listed buildings. The site provides useful and practical information on the care and improvement of listed sites.

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## Credits

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