

Supplementary Planning Document

# A Shopkeepers Guide to Securing their Premises

Encouraging high levels of security  
balanced with the promotion of high standards  
of design in our high streets and shopping centres



December 2012

City of Bradford MDC

[www.bradford.gov.uk](http://www.bradford.gov.uk)



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NORTH PARADE

TABLET

WARNING  
PROPERTY OF  
THE CITY OF  
MILWAUKEE  
NO PARKING  
HERE

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# 1. Introduction

## What is the Council trying to achieve?

- 1.1 The Council is aware security is a major concern for shop owners and keepers. Security measures, by their very nature, tend to be highly visible and therefore have the potential to impact upon the appearance of the building and the surrounding streetscene. The Council wants to protect and enhance the appearance of the District's high streets, centres and shop fronts in general to ensure they remain attractive and welcoming places, especially during evening and night time hours. Effective security measures must be a balance between protection from criminal activities and the need for streets to remain attractive and welcoming after trading has ceased for the day.
- 1.2 External solid shutters hide shop fronts and window displays, and reduce light to the pavements, thus creating a deadening, unwelcoming and neglected effect on the high street. These effects present an unfriendly appearance and can create a perception of an unsafe environment on the high street. External roller shutters are also easy targets for graffiti, which can add to the detrimental impact upon the streetscene. Taking this into account, the use of external roller shutters are unlikely to be acceptable in all circumstances. Well designed security measures do not detract from the design of the shop front and the surrounding streetscene, which can lead to the improved appearance of the high street and encourage investment in our towns and city.

## What is the 'Shop Keepers Guide to Securing their Premises' SPD?

- 1.3 The City of Bradford Metropolitan District Council is preparing a Shop Keepers Guide to Securing their Premises Supplementary Planning Document (SPD) as part of the Local Plan for the District. The new document will replace the existing Section 6 of the Shop Front Design Guide SPD (adopted 19th December 2007).
- 1.4 The purpose of Supplementary Planning Document is to provide clear and practical design guidance to supplement local and national planning policy with the following key aims:
- Give shop keepers and agents a clear basis for developing proposals, with some certainty that the final result is likely to be acceptable to the Council;
  - Ensure that proposals are well designed and complement or enhance the character of the original premises and the surrounding area; and
  - Ensure proposals provide the highest levels of security for shop keepers premises, but balanced with the promotion of high standards of design.

## Policy Background

- 1.5 This Supplementary Planning Document provides design guidance on how common types of shopfront security measures can be carried out, in accordance with the relevant local planning policies. These policies are set out in the Replacement Unitary Development Plan for the Bradford District and include: UDP3, TM19a, D1, D4, D9, D10, D11, D13, D15, BH4, BH4a, BH5 and BH8.

## What can you do without Planning Permission?

1.6 There are a number of security measures that do not require planning permission, such as sensors linking windows directly to alarms and CCTV, which are often highly effective in deterring thieves and preventing security breaches. These supporting security measures also have a very limited impact on the appearance of properties. When installing alarm systems, shop keepers should ensure alarm boxes are located having regard to the appearance of the shop front. Reinforced stall risers are also supporting security measures, which can aid in prevention of ram-raid based criminal activity. These security measures often do not require planning permission, but if the property is listed, please check with the Council's Duty Officer to enquire to whether Listed Building Consent is required prior to installation.

## Advice

1.7 Before carrying out any work for shop front security, it is advised you discuss your security needs and ideas with the Duty Planning Officer at your local planning office. These can be found in Keighley Town Hall or Bradford City Hall reception. Shop keepers can also seek advice from the West Yorkshire Police Architectural Liaison Officer in regards to the most suitable security system for their premises. By seeking this advice prior to submitting a planning application, or carrying out any work which does require a planning consent, it will ensure you have the most secure premises you need and will not have a detrimental impact upon the appearance of the building and surrounding streetscene.



## What the Police say

“ Solid roller shutters whilst providing security, deaden a street scene. They do not let light out from the premises into the public realm and often attract graffiti, raising the fear of crime by their appearance. When a number of premises display this type of security shutter on the same street, the area can appear quite intimidating.

*This causes people to avoid an area creating the 'fear avoidance cycle'. People perceive an area as having high crime, because of the way it looks, so they avoid it, which in turn encourages Anti Social Behaviour etc, which causes residents and pedestrians to further avoid the area and so the cycle becomes embedded. A further problem with externally fitted shutters is they can be 'worked on' by an offender without activating an alarm system which is installed at the premises.*

*From a crime preventative or reduction point of view, the better solution is to have shutters fitted internally. They can be set back from the main display windows and coupled with appropriate low energy lighting, will enhance the immediate area. Windows displaying goods in the sterile area between glazing and shutter have the benefit of allowing customers to 'window shop' even when a premise is closed.*

*This leaves potential offenders in no doubt that they would have to breach the glazing before 'work started' on the protective shutters. The preventative principle of 'early detection - maximum delay' can be used in conjunction with an alarm system in this situation in a most effective way.*

*This style or design allowing light from the shop out onto the street gives the appearance of a well light well used area and thus reduces the fear of and opportunity for crime and reduces offending behaviour.* ”

**West Yorkshire Police Constabulary**

## Do you need Planning Permission?

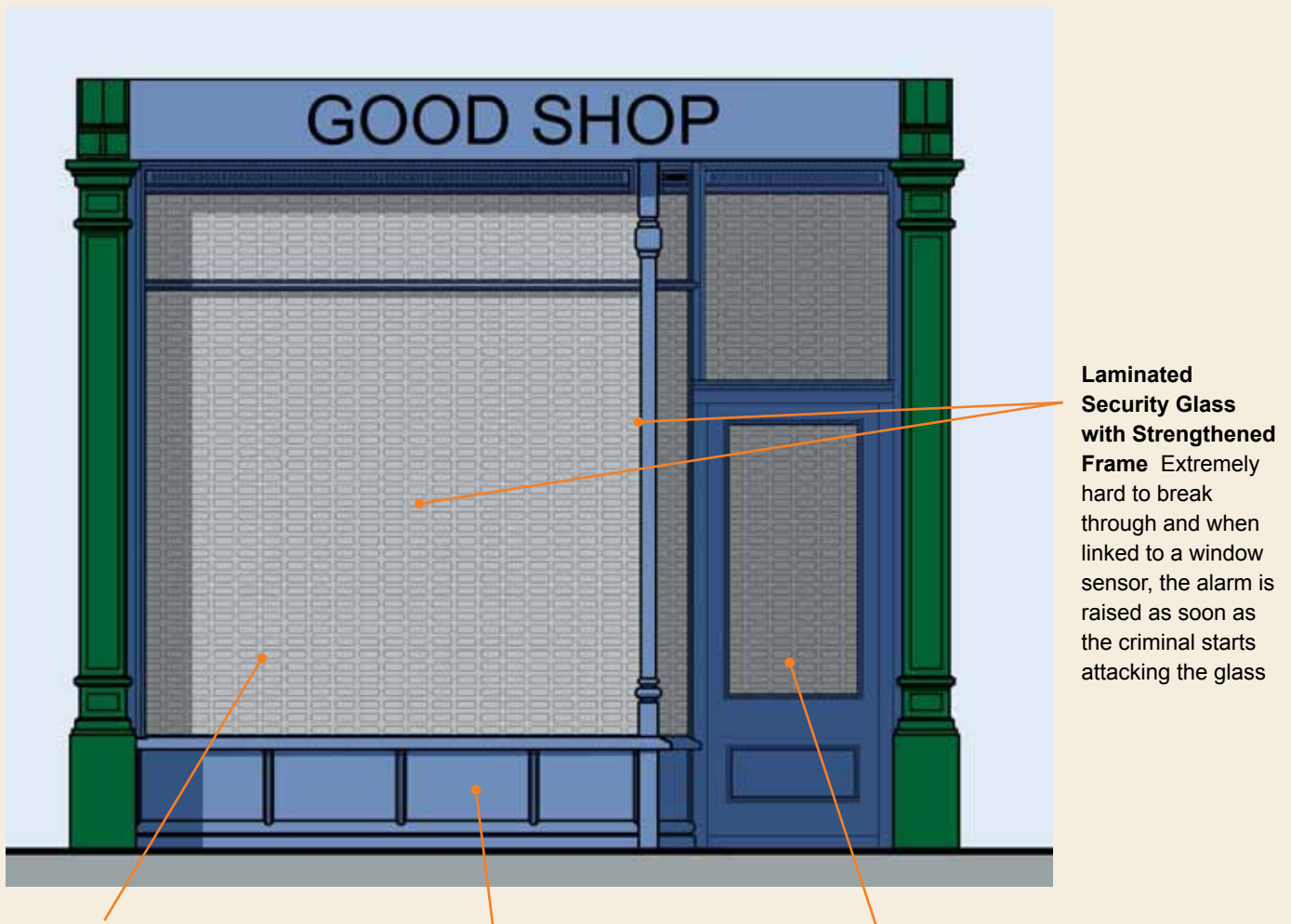
- 1.8** Planning permission is required for the installation of all types of external security shutters. If you wish to install external security shutters, you must submit a planning application form with detailed drawing (to scale), any supporting information and an application fee to the Council's planning department for consideration. You will normally receive a decision within 8 weeks, but this maybe longer during busy periods. If the building is listed, you will also need to submit a Listed Building Consent application, with detailed drawing for consideration and a heritage statement, which also carries an 8 week decision date, but no application fee.
- 1.9** The installation of internal security shutters or any other security measure which do not affect the external appearance of the building will not require planning permission. However, if the building property is listed or adjoining a listed building, it may require Listed Building Consent. If you are unsure if the building is listed or requires Listed Building Consent, you can submit a free Pre-Application Enquiry, or visit the Duty Officer in one of the Council's planning offices.

## Replacement Roller Shutters

- 1.10** The installation of external roller shutter doors will require planning permission, this includes the replacement of existing roller shutter doors. If you wish to replace your existing roller shutter doors, you must apply for planning permission. Any planning application for new or replacement security measures will be assessed against the guidance and design principles set out in this SPD. It is advised the applicant read the contents of this document, and take account of the guidance and advice before submitting their application. It is imperative the applicant follows the priority based approach set out in the SPD.
- 1.11** Contact details:
- Development Services (Planning)  
1st Floor  
Jacobs Well  
Manchester Road  
BRADFORD  
BD1 5RW  
Telephone: 01274 434605

## A good example of an internal shutter with strengthened glass

(See Appendix 1 for a cross section of an internal shutter)



**Internal Brick Bond Grill**  
If high value goods are kept in the store overnight, an internal shutter is recommended (set back 1 metre from the window). The shutter can only be attacked after the security glazing has been breached and the alarm triggered

**Re-inforced Stall Riser**  
assists against ram-raids

**Stenghtened Door**  
with anti-bump and anti-snap locks

**Laminated Security Glass with Strengthened Frame** Extremely hard to break through and when linked to a window sensor, the alarm is raised as soon as the criminal starts attacking the glass



## 2. Planning Policy and Guidance

**Design Principle 1:** For all planning applications for shop front security measures, the Council will support the use of the following internal security measures:

- Laminated security glass and necessary frame strengthening
- Anti shatter film and necessary frame strengthening
- Internal lattice and Brink Bond grilles (with a 1 metre set back from the window)

The applicant must demonstrate they have fully considered the use of internal security measures in their application. If the applicant does not intend to use these internal security measures, it must be made evident in the submitted planning application why these are not suitable.

**Design Principle 2:** There will be a strong presumption against the provision of solid external roller shutters, bare metal roller shutters and external shutter boxes to the principal elevation\* of all shop fronts within the Bradford District.

- 2.1 Security measures should form an integral part of the shop front, with a balance between ensuring shops are safe and secure, whilst also ensuring there is not a detrimental visual impact upon the appearance of the building and surrounding streetscene. This shall require attention to be given to the siting, appearance and colour of security measures before their installation. In areas at risk to flooding, shopkeepers should incorporate flood resilience measures into the security design of their premises where appropriate.



Photos: As the Council wants to avoid the deadening effect that these types of solid roller shutters have on the highstreet, they will no longer be accepted



*“Solid roller shutters whilst providing security, deaden a street scene. They do not let light out from the premises into the public realm and often attract graffiti, raising the fear of crime by their appearance. When a number of premises display this type of security shutter on the same street, the area can appear quite intimidating.”*

*This causes people to avoid an area creating the ‘fear avoidance cycle’. People perceive an area as having high crime, because of the way it looks, so they avoid it, which in turn encourages Anti Social Behaviour etc, which causes residents and pedestrians to further avoid the area and so the cycle becomes embedded. A further problem with externally fitted shutters is they can be ‘worked on’ by an offender without activating an alarm system which is installed at the premises.”*

\*The principal elevation is considered to be the front of the premises, facing the highway and consisting of the main customer entrance.

# Security Types

## Glazing

### Laminated Security Glass / Toughened Glass

- 2.2 Laminated security glass offers protection without adversely affecting the appearance of the shop-front as no additional fixings are required. The use of laminated or toughened glass is the first solution to be considered, particularly for historic shop fronts still having the original glass, which may break relatively easily with minimal impact. It is advised the new laminated security glass is installed into a strengthened frame and stall riser. Planning permission is not required to install strengthened glass but may require Listed Building Consent if the property is listed.
- 2.3 **Anti shatter film** can also be used as it is tough, transparent and relatively easy to apply to existing glazing and is cheaper than replacing windows with laminated or toughened glass. Its main benefit is in holding shards of glass

together when a window is broken. It also adds some resistance, which may help to foil smash-and-grab raids. However anti-shatter film is not as effective as laminated glass and must be used in combination with window frame strengthening to ensure the shop front is secure from ram raid based criminal activity.



*“Windows displaying goods in the sterile area between glazing and shutter have the benefit of allowing customers to ‘windowshop’ even when a premise is closed.*

*This also leaves potential offenders in no doubt that they would have to breach the glazing before ‘work started’ on the protective shutters. The preventative principle of ‘early detection - maximum delay’ can be used in conjunction with an alarm system in this situation in a most effective way.”*



## Shutters

### Internal Lattice and 'Brick-Bond' Grilles

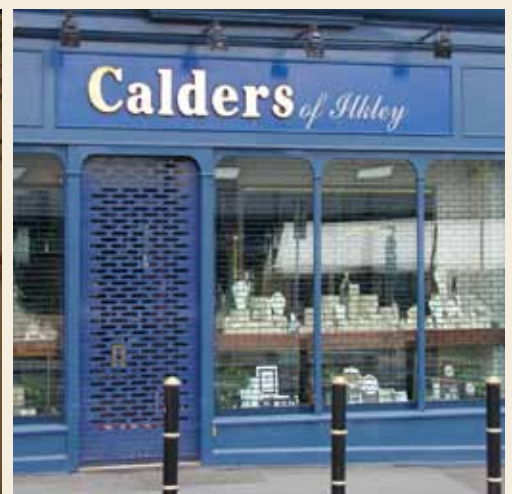
- 2.4 If a physical barrier within a shop front is necessary, the most appropriate option is an internal lattice or brick-bond grille. Internal grilles have a limited impact upon the appearance of the shop front and do not normally require planning permission. If the host property is a listed building, the installation of internal grilles or shutters may require Listed Building Consent and will not be acceptable where the alterations have a harmful effect upon the character of the building.
- 2.5 The size and location of grilles will be determined by the window opening. They may be retracted during opening hours into box housings, usually located within or behind the window fascia.

- 2.6 The Council's preferred approach is to provide the security required by the use of internal grilles. Internal grilles can allow visual surveillance of the inside of the shop from outside and will not require planning permission. However, they may require Listed Building Consent.



*"From a crime preventative or reduction point of view, the better solution is to have shutters fitted internally. They can be set back from the main display windows and coupled with appropriate low energy lighting, will enhance the immediate area.*

*This style or design allowing light from the shop out onto the street gives the appearance of a well light well used area and thus reduces the fear of and opportunity for crime and reduces offending behaviour."*



**Design Principle 3: If the applicant can successfully demonstrate internal security measures are not suitable, the following security measures to shop fronts outside of Conservation Areas and Listed Buildings, may be acceptable:**

- External Lattice Grille
- External 'Brick-Bond' Grille
- External Open Chain Link Grille

**All proposals for external security measures must be designed to respect the character of the building and the surrounding streetscene. External grilles must be powdered coated or painted in a matt colour finish to match the rest of the shop front.**

### **External Lattice, 'Brick-Bond' and Open Chain Link Grilles**

2.7 These grilles give visual control of the shop front. They may also be useful in protecting the curved windows of traditional shop fronts. However care will be required to ensure that the details are acceptable, in particular the grille thickness. Appropriate low level lighting can usefully be associated with this solution. Roller boxes must also be concealed behind the fascia or incorporated within the shopfront construction, with the shutter guides being recessed within the jambs of the shop aperture. It is imperative all external shop front security measures respect, and where possible, enhance the character of the shop front and surrounding streetscene.



## Doorways

- 2.8** Secondary entrances (often to the rear of premises) and shop doorways can be a target for criminals wanting to illegally gain access. To prevent this, the installation of internal lattice grilles is generally the preferred option. Dependant on the site and layout of the property, railings or gates may also be appropriate. Suitably designed railings may be appropriate to define or protect private frontages.
- 2.9** Secondary doorways to the rear of premises, or recessed doorways to shop fronts can be protected by steel gates, provided that these are designed sympathetically to the building. Rear windows may also be protected by bars providing this does not detract from the appearance of the building or character of the area. In all cases, planning permission will be required.



## Conservation Areas and Listed Buildings

**Design Principle 4: There will be a general presumption against the use of external security measures to the principal elevation of properties within Conservation Areas and/ or Listed Buildings.**

**The Council will support the use of internal security measures if they respect the character of the host property and do not have a detrimental impact upon the character of the conservation area and / or the listed building.**

**2.10** The conservation areas and listed buildings within main shopping streets and centres within the District are often of high historical importance. These areas and buildings are the foundation of Bradford's cultural identity and form some of the District's highest profile and established retail locations. For this reason, it is unlikely the Council will grant planning permission or listed building consent for external security measures if the shop is within a conservation area or listed. This is due to the likely effect any proposed external security measure would have on the character of the building and the surrounding streetscene.



## Appendix 1

### Cross section of an internal shutter

