

Business Owners Guidance



Thinking of Changing the Colour of your Property Frontage
Or Updating / Changing your Signs



SHETLAND
ISLANDS COUNCIL

Thinking of Changing the Colour of your Property Frontage Or Updating / Changing your Signs

Prior to making any changes to your property's exterior please check if you need to apply for planning consents. The list below sets out what you would need to consider.

Is your property within a Conservation Area?

Check [here](#) to see if you are in a Conservation Area. If you are you will need to apply for planning permission to carry out painting, or carry out works or stone cleaning to the property's exterior.

Is your property a listed building?

Check if your property has a listing designation using the Historic Environment Scotland Website at the below link:



If your building is a Listed Building you will need Listed Building Consent to attach your sign to your building. If it is a Listed Building but is not within a Conservation Area planning permission will be required for painting and works to the property's exterior if the external appearance of the building will be materially affected as a result of that work.

Is advertisement consent required?

The display of advertisements is restricted and regulated by a separate set of controls. No advertisement may be displayed without an express consent granted either by the Council as planning authority or the Scottish Ministers, or a deemed consent. Planning permission is deemed to have been granted for the display of an advertisement which is in accordance with the advertisement control requirements.

As well as including signs, an advertisement includes also any word, letter, model, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of an advertisement, announcement or direction, and which is employed wholly or partly for that purpose.

There are classes of advertisements for which consent is deemed to be granted without application to the planning authority, but this is provided the specified conditions relating to matters such as height and area are observed (but still then other statutory consents, such as listed building consent, may still be required). Reference should be made to the statutory provisions for full details [here](#).

The Planning Service’s website provides a range of guidance and advice notes for all various development types. Below are links to the guidance that is relevant to making changes to the exterior of your property if you are within a conservation area or your property is a listed building.

[Advice Note 2 – Listed Buildings and Conservation Areas](#)

[Advice Note 8 - Advertisements](#)

Applying for Permission

When applying for a planning consent we would strongly advise that you have a look at previous such planning consents that have been granted, as this will show you examples of what is needed for making a valid application. You can find previous applications on the Planning Service’s website [here](#). In the search bar – put, for example, “Commercial Street” for Lerwick, or “Main Street” for Scalloway.

We would encourage you to register and submit your application through Scotland’s online application service at the below link:



You can also download paper forms and find additional guidance notes [here](#).

There is advice on the benefit using the online application service within the [HOPS guidance](#), which also sets out what must be shown on the drawings you submit with your application(s).

