



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

Date: 3rd September 2026

CONSTRUCTION METHOD STATEMENT

Project: Conversion of Existing Lower Ground Floor Storage to Studio Apartment

Site: Lower Ground Floor, 10–12 Castle Street, Clitheroe, BB7 2BX

Prepared by: Building Elements Ltd

1.0 Introduction

This Construction Method Statement has been prepared in connection with the proposed conversion of the existing lower ground floor storage accommodation at 10–12 Castle Street, Clitheroe, to form a self-contained studio apartment.

The property is a Grade II Listed Building situated within the Clitheroe Conservation Area. All works will therefore be undertaken with particular care to protect the historic fabric, character and significance of the building.

The works are predominantly internal and will be carried out within the existing building envelope. The existing commercial premises at ground floor level will be retained and will remain operational during the works.

The principal works comprise:

- careful excavation and formation of a new floor within the rear section of the lower ground floor;
- internal alterations required to form the proposed residential accommodation;
- upgrading of the separating floor between the ground-floor commercial premises and lower-ground-floor apartment to improve acoustic separation;
- upgrading of the thermal performance of the external walls;
- replacement of windows with appropriately detailed painted timber windows;
- alterations to the rear elevation in accordance with the approved drawings;
- installation of new mechanical, electrical and plumbing services; and



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

- internal finishes and associated works.

All works affecting the listed building will be undertaken in accordance with the approved drawings, Listed Building Consent and any conditions attached to the consent.

2.0 General Site Management

Prior to commencement, the contractor will familiarise themselves with the approved drawings, conditions and the heritage significance of the property. The works will be managed to minimise disturbance to the existing commercial premises, neighbouring properties, pedestrians and other users of Castle Street and the rear access areas.

The work area will be kept secure and separated from areas of the building remaining in commercial use. Suitable barriers, signage and dust protection will be provided where necessary.

Materials and waste will be stored within designated areas and will not obstruct pedestrian routes, neighbouring properties or access to adjoining premises.

Deliveries will be coordinated to minimise disruption and materials will be brought to site in quantities appropriate to the limited storage available.

3.0 Protection of the Listed Building

Before works commence, the contractor will inspect the areas affected and identify existing historic features and finishes requiring protection.

Existing historic fabric outside the approved scope of works will be retained and protected throughout construction.

Works will be undertaken using the least invasive methods reasonably practicable. Unnecessary cutting, chasing, drilling or removal of existing masonry, timberwork or other historic fabric will be avoided.

Where existing finishes are removed, works will be undertaken carefully and by hand wherever practicable to minimise damage to the underlying construction.

Any previously concealed historic features or construction of potential significance discovered during the works will be left undisturbed and reported to the project designer before work proceeds in that area. Where appropriate, the Local Planning Authority's Conservation Officer will be consulted before further intervention.



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

4.0 Existing Floor and Excavation Works

A section of the existing lower-ground-floor accommodation requires excavation to facilitate construction of the proposed new floor. Because of the age and listed status of the building, excavation will be undertaken by hand. Mechanical excavators will not be used. Existing floor finishes and construction will initially be carefully opened up to confirm the underlying construction and ground conditions. Excavation will then proceed progressively in small sections using hand tools. Particular care will be taken adjacent to existing external and internal walls. Excavation will not extend beneath existing wall foundations or otherwise undermine the existing structure. Should unexpected foundations, voids, drainage, historic fabric or other unusual conditions be encountered, excavation will cease locally until the implications have been assessed. Excavated material will be removed from the building in manageable quantities and placed directly into an appropriate waste container or vehicle for removal from site.

The use of heavy percussive equipment will be avoided wherever reasonably practicable to minimise vibration transmission through the historic building. Following excavation, the new floor construction will be installed in accordance with the Building Regulations drawings and specification. The floor construction will incorporate appropriate insulation and damp protection while taking account of the existing construction and moisture behaviour of the building.

5.0 Structural Stability

No structural element will be removed or altered without first establishing its function. Where opening-up is necessary, this will be undertaken carefully and progressively.

Temporary support will be provided where required and no existing loadbearing wall, floor or structural member will be removed or significantly altered without the appropriate structural assessment.

Particular attention will be given to the excavation works to ensure that the existing walls and foundations remain fully supported throughout construction. Any evidence of unexpected movement, cracking or structural instability will result in works within the affected area stopping until the matter has been investigated.



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

6.0 Acoustic Upgrade to Separating Floor

The existing floor separating the ground-floor commercial premises from the proposed residential accommodation will be upgraded to provide suitable resistance to the transmission of airborne and impact sound.

Where possible, the acoustic upgrade will be installed from the lower-ground-floor side to minimise disturbance to the commercial premises and existing floor finishes above.

The precise construction will be in accordance with the Building Regulations specification and will generally use a combination of acoustic insulation within the existing floor zone and an independently supported or resiliently fixed ceiling system where appropriate.

Existing structural floor members will be retained wherever practicable.

Service penetrations through the separating construction will be kept to the minimum necessary and will be appropriately sealed to maintain both acoustic and fire performance.

The completed construction will comply with the applicable requirements of Approved Document E – Resistance to the Passage of Sound, with testing undertaken where required by Building Control.

7.0 Thermal Insulation to External Walls

The thermal performance of the existing external walls serving the proposed apartment will be improved through the installation of internal insulation.

The existing walls will initially be inspected to establish their construction and condition. Any existing dampness or defects will be investigated and remedied before insulation is installed.

As the property is a historic listed building, the insulation system will be selected and installed with consideration to the existing solid wall construction and its moisture characteristics. The system will avoid trapping moisture within historic masonry and will be compatible with the existing building fabric.

The installation will be undertaken internally so that the external appearance of the building is not affected.

Existing significant architectural details will be retained and the insulation will be carefully detailed around window and door openings to minimise thermal bridging whilst avoiding unnecessary loss of historic fabric.

Final insulation thicknesses, materials and associated detailing will be in accordance with the approved Building Regulations specification and any requirements of the Listed Building Consent.



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

8.0 Windows and External Joinery

Existing windows identified for replacement will be carefully removed by hand to avoid unnecessary damage to the surrounding masonry, reveals and finishes.

Replacement windows will be manufactured in timber and will replicate the appropriate traditional proportions, opening arrangements and external appearance required for the listed building.

The windows will be factory or site painted in an appropriate heritage colour to be agreed with the Local Planning Authority Conservation Officer prior to installation.

Existing structural openings will be retained and will not be enlarged unless specifically shown on the approved drawings.

New frames will be installed carefully within the existing openings and perimeter making-good will use materials compatible with the existing building.

No uPVC windows will be installed.

9.0 Rear Elevation Alterations

Alterations to the rear elevation will be undertaken strictly in accordance with the approved drawings.

The only works externally will be the rear door which will be removed and a timber window installed.

10.0 Mechanical and Electrical Services

New electrical, plumbing, heating and ventilation installations will be coordinated to minimise intervention into the historic building fabric. Existing service routes and voids will be utilised wherever reasonably practicable.

Chasing into historic masonry will be avoided where alternative routes are available. Where penetrations are unavoidable, they will be kept as small as practicable and positioned to avoid significant architectural features.

All penetrations through fire- or sound-resisting construction will be appropriately sealed.



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

11.0 Dust Control

The work area will be isolated from the occupied commercial areas of the building using suitable temporary dust barriers. The floors are currently closed so this barrier will remain.

Dust-producing operations will be kept to the minimum necessary. Hand tools or tools incorporating dust extraction will be used where practicable.

Debris will not be allowed to accumulate within the property and will be removed regularly.

Materials and waste likely to generate dust will be appropriately contained during transportation through or from the building.

12.0 Noise and Vibration Control

Construction activities will be undertaken so as to minimise noise and vibration affecting the commercial premises, neighbouring occupiers and the listed building itself.

The contractor will use modern, well-maintained equipment and will select working methods that minimise noise wherever reasonably practicable.

Hand tools will be used in preference to heavy mechanical or percussive equipment where suitable, particularly during excavation and works directly affecting the historic fabric.

No radios or amplified music will be permitted where this would cause disturbance to neighbouring occupiers.

Particularly noisy operations will be kept to short durations and coordinated, where reasonably practicable, with the occupier of the commercial premises above.

Plant and equipment will not be left running unnecessarily.

13.0 Waste Management

Construction waste will be segregated where practicable and removed from site by an appropriately licensed waste carrier.

Waste containers will be appropriately positioned and managed so as not to obstruct neighbouring premises or public access.



BUILDING ELEMENTS LTD

Town Planning and Architecture

Duckpond Farm Cottage,
Moorgate Rd,
Barnoldswick,
Lancs, BB18 5SQ

M: 0797 658 7694

14.0 Hours of Working

Construction operations will be undertaken during reasonable daytime working hours and in accordance with any restrictions imposed by the Local Planning Authority.
Noisy operations will be programmed to minimise disturbance to neighbouring residential and commercial occupiers.

15.0 Unexpected Historic Fabric

Due to the age and listed status of the property, there is potential for previously concealed historic fabric to become apparent during opening-up works.
Should features of potential architectural or historic significance be uncovered, work affecting that feature will cease and the project designer will be notified. No such feature will be removed or materially altered until its significance has been considered and, where necessary, advice has been obtained from the Conservation Officer.

16.0 Completion

On completion of the works, all temporary protection, surplus materials and construction waste will be removed.
Any areas disturbed during construction will be carefully made good using materials and finishes appropriate to the existing building.
The works will leave the property structurally sound, weather-tight and suitable for its proposed residential use whilst preserving the special architectural and historic interest of the Grade II Listed Building.
The completed works will accord with the approved planning and Listed Building Consent drawings, Building Regulations requirements and any conditions imposed by the Local Planning Authority.