



Heritage Statements

The information below provides further details about when a heritage statement is required, what information this document should include, how to submit it to us and where further information can be found.

When is a heritage statement required?

A heritage statement is required for application proposals that are either:

- Affecting a listed building or known heritage asset;
- Located within or adjacent to a Conservation Area;
- New building or ground disturbance on or adjoining a site of archaeological interest;
- Affecting any Scheduled Ancient Monument.

To establish if the site falls within one of these categories please contact us on 01442 228427.

What information should be included in a heritage statement?

The information that should be included in a heritage statement will vary according to the particular circumstances of each application, however general guidance is provided below. Applicants are advised to discuss proposals with the Council's Conservation & Design Team before any application is made.

Listed buildings

Where the proposed development involves carrying out work on a listed building, a heritage statement should include a written statement supported by appropriate plans and photographs with the following information:

- details about the character and architectural/historical interest of the associated property or structure
- a schedule of works to the listed building(s), its site and setting

- an explanation of the principles behind and the justification for the proposed development
- details of the expected impact that the proposed development will have on the special interest of the listed building or structure and its setting (and adjacent listed buildings)
- an outline of the steps taken to avoid or minimise any adverse impacts on the significance of the building
- a landscape plan that takes into account the setting of the listed building and any adjacent heritage assets
- an explanation of the sources considered and the expertise consulted in the formulation of the associated application

Where the proposed development will involve significant alterations/repairs to a listed building, the following information will also need to be provided:

- a structural engineering report providing details of how any retained building elements will be supported
- a schedule of works indicating the location, extent and character of items (such as ceilings, partitions, fixtures and fittings) that will be removed as part of the proposed development and how remaining items will be protected during building works

Where the proposed development will involve the demolition of the building, the following information will also need to be provided:

- a justification outlining the substantial harm or loss of significance to the listed building supported by an independent structural engineering report and marketing report on the grounds that the building is structurally unsound or that it is uneconomic

The information contained in the above documentation should cross-reference associated scale drawings and plans.

Conservation Areas

Where the proposed development involves carrying out work on a property located in a conservation area, a heritage statement should include a written statement supported by appropriate plans and photographs with the following information:

- an analysis of the significance of archaeology, history, character and development of the building;
- an assessment of the impact on the special character of the area

Where the proposed development will involve the demolition of the building, the following information will also need to be provided:

- a justification for the proposed demolition, which may need to be supported by an independent structural report and marketing report when demolition is proposed on the grounds that the building is structurally unsound or that it is uneconomic
- an outline of any proposals for redevelopment or after care of the site

How do I submit a heritage statement?

If you apply for planning permission online using the Planning Portal, you will be given the opportunity to upload your heritage statement after you have completed the relevant application forms.

If you choose to submit a paper-based application instead, you will need to submit four copies of your heritage statement along with four copies of the relevant application forms.

Where can I find out further information?

For further information on preparing and submitting a heritage statement, please see the following links below:

- [Planning Policy Statement 5 \(PPS5\) – Planning for the Historic Environment: Practice Guide \(English Heritage\)](#)
- [Planning for the Historic Environment: Historic Environment Planning Practice Guide \(English Heritage\)](#)
- or contact the duty planning officer.