



## **National and Local Checklist Guidance for Applications for Approval of Reserved Matters Following Outline Approval**

All applications must be accompanied by the appropriate fee. All submitted plans must incorporate a drawing number and title (revised plans submitted must include suffixes and specify the nature of the revision).

This note is for guidance only and the Council welcomes pre-application discussions, particularly for more complicated applications, to help ensure that the right information is submitted.

### **National Requirements**

#### **1. Application Form**

The completed application form should be signed and dated including a clear and include a clear and concise description of the proposed development. Only one Certificate of Ownership and Agricultural Land Declaration should be signed. A signature is not required on electronic submissions.

#### **Guidance - Certificate of Ownership and Agricultural Land Declaration**

**Certificate A** - If you are the sole owner of all the land relating to the application and none of the land to which the application relates is, or is part of, an agricultural holding sign and date Certificate A. (If the foundations of the proposal encroach onto and/or the gutters overhang your neighbours land this Certificate should not be used and Certificate B should be completed instead).

**Certificate B** - If the applicant does not own the entire site and the owner of the part of the site is known or if you are the sole owner of all the land but the land is part of an agricultural holding.

**Certificate C or D** - If not all or any of the owners of the site are known.

#### **2. Site Location Plan**

This is to enable the Local Planning Authority, consultees and the public to identify the property. The site location plan (ordnance survey based) drawn typically at a scale of 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line (the red line should include all land necessary to carry out the proposed development, for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line must be drawn around any other land owned by the applicant.

We will accept any location plans downloaded from the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) and plans can also be obtained from Penrith Library.

### **3. Block Plan**

The block plan must be drawn at an identified standard metric scale (preferably at 1:200 or 1:500) and must accurately show:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site

The following must also be provided, unless these would **not** influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- The position of all trees on the site, and those on adjacent land
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where proposed
- The number of existing and proposed car parking spaces
- All public rights of way crossing or adjoining the site

### **4. Existing and Proposed Elevations**

We require existing and proposed elevation plans for all elevations which will be visually altered as part of the development. These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials together with the style, materials and finish of windows and doors.

### **5. Existing and Proposed Floor Plans**

We require existing and proposed floor plans for each floor if the proposed development directly links to that floor, and for roof extensions a plan of the existing floor below will be required. These should be drawn at a scale of 1:50 or 1:100, and show clearly the proposed works in relation to what is already there. All rooms must be clearly annotated for both existing and proposed floor plans.

### **6. Existing and Proposed Site Levels and Section Drawings**

We require existing and proposed site levels and section drawings where a proposal involves a change in ground level(s). These should be drawn at a scale of 1:50 or 1:100 showing a cross section(s) through the proposed building(s).

On sloping sites, full information is required concerning alterations to levels, the way in which a proposal sits within the site and, in particular, the levels

between existing and proposed buildings. The drawings may take the form of contours, spot levels, or be cross or long sections as appropriate.

## **7. Design and Access Statement**

A Design and Access Statement is required for all major development and applications for listed building consent. If the site is located within a Conservation Area or World Heritage Site, a Design and Access Statement will be required for the following development:

- Residential Development (1 or more dwellings)
- Extension to an existing building exceeding 100m<sup>2</sup>
- Erection of a new building exceeding 100m<sup>2</sup>.

Further guidance can be found in our Design and Access Statement Guidance Note.

Appendix 1 - Design and Access Statement Guidance Note

## **Local Requirements**

### **8. Planning Statement**

A Planning Statement is required for all major developments. A Planning Statement containing information to demonstrate that the development proposals either satisfy national and local planning policies and/or that there are material planning considerations which should be taken into account by the Council in reaching a decision.

### **9. Transport Statement/Assessment/Plan**

A Transport Statement/Assessment/Plan will be required in accordance with the development thresholds outlined in Appendix 2.

A **Transport Statement** should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of service requirements and the net level of change over any current development within the site.

A **Transport Assessment** should quantify and assess the impact of proposals on traffic movement and highway safety, quantify and assess how development could be accessed by alternative transport modes and how such alternative modes would be promoted. Details should be included of any proposals for access or transport improvements.

Appendix 2 - Transport Statement/Assessment Criteria

### **10. Retail/Town Centre Impact Assessment**

A Retail/Town Centre Impact Assessment will be required for all retail, leisure and office development exceeding 2500m<sup>2</sup> (or subsequent locally set proportionate threshold). The assessment should include:

- The impact of the proposal on existing, committed and planned investment in a centre; and
- The impact of the proposal on the vitality and viability of the town centre.

For major schemes, the impact should be assessed up to ten years from the time the application is made.

## **11. Environmental Impact Assessment**

An Environmental Impact Assessment is required as defined by The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293). The developer is required to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects) to enable the Council to give proper consideration to the likely environmental effects of a proposed development. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures.

## **12. Flood Risk Assessment**

A Flood Risk Assessment will be required for all proposed development on sites of 1ha or greater in Flood Zone 1, all proposals for new development in Flood Zones 2, 3 and other areas of known localised flooding.

## **13. Foul and Surface Water Drainage Assessment**

A Foul Sewage Assessment will be required in the event that either an existing or proposed non-mains system is to be used. In the event that a non-mains system is proposed a drainage specialist or surveyor with appropriate indemnity insurance should carry out an assessment. The submission of the assessment of the non-mains system is required in all cases prior to the validation of the application.

## **14. Renewable Energy Statement**

A Renewable Energy Statement will be required for all major new development. The statement should show the predicted energy demands of the proposed development and the degree to which the development meets current energy efficient standards.

## **15. Affordable Housing Statement**

An Affordable Housing Statement will be required for the following proposals:

- Residential Development/Conversion to provide 4 or more dwellings;
- Residential Development on rural exception sites.
- Proposals involving the development of 100% affordable housing.

A statement relating to both the provision of affordable housing and any market housing, (eg the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units) including plans showing the location of units and

their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

For further advice, please contact the Council's Affordable Housing Officer.

## **16. Ecological Assessment**

Applications for development in the countryside that will affect ecologically sensitive areas will require an Ecological Assessment. This information may be incorporated into an Environmental Statement, if one is necessary. Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or protection of Badgers Act 1992. In the event that there are Bats or Owls present or potential for them to be present on the site, a detailed investigation and assessment is required. Details of the extent of the investigation can be obtained from English Nature.

## **17. Protected Species**

A survey and assessment may be required, please see the criteria in Appendix 3. If a survey is required it should be undertaken by a person holding a relevant qualification/certification.

Appendix 3 - Protected Species Survey Requirements

## **18. Arboricultural (Tree) Survey**

A Tree Survey will be required if there are trees or hedges on the proposed development site and/or on land adjacent to the development site that could influence the development or might be important as part of the local landscape character.

An Arboricultural Method Statement and a Tree Protection Plan in accordance with BS5837:2012 must be submitted for the ground based works within the root protection area of a significant tree. The Root Protection Area and Construction Exclusion Zone must be plotted on a plan and submitted along with the details of the barriers proposed in accordance with BS5837:2012.

## **19. Landscaping Plan**

A Landscaping Plan will be required for all major new development. An indicative landscaping plan is required to show how and where landscaping will be accommodated within the development proposal.

## **20. Contaminated Land Statement**

A Contaminated Land Statement will be required for proposals involving development on a site that is known to be contaminated, where contamination is likely to be present because of its existing or previous use, or where a use is proposed that is particularly vulnerable to contamination. Applicants are strongly recommended to seek professional advice on any previously developed site.

A Contaminated Land Assessment should include the following information:

- A desk top survey;
- Where necessary the results of an appropriate site investigation;
- An assessment of the likely impact of any contamination on the proposed use;
- Management or mitigation measures to remove or reduce the identified impacts.

The assessment should be prepared by an appropriately qualified practitioner. Further advice can be sought by contacting the Council's Contaminated Land Officer.

## **21. Noise Impact Assessment**

Proposals that raise issues of disturbance or are considered to be a noise sensitive development will require a Noise Impact Assessment. The assessment should be prepared by a suitably qualified acoustician.

A Noise Impact Assessment should include the following information:

- Survey information about existing background noise levels in the vicinity of the development site;
- Where appropriate, details of the noise that will be generated by the proposed development;
- An assessment of the impact of existing noise sources on the proposed development;

Further advice on preparing the assessment can be obtained from the Council's Environmental Health Department.

## **22. Air Quality Assessment**

Where the development is proposed inside, or adjacent to an air quality management area (AQMA); where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan.

Any report should be detailed enough to enable the planning authority to determine, with a reasonable degree of certainty, the significance of any air quality impacts, and there by the priority to be given to air quality concerns when deciding an application. The scope of an air quality assessment will depend on the nature of the proposed development and the likely impact.

## **23. Heritage Asset Statement**

A Heritage Asset Statement is required for all applications affecting a Heritage Asset. Heritage Assets include designated assets such as Listed Buildings, Conservation Areas, Scheduled Ancient Monuments, Historic Parks, Gardens and Battlefields, as well as those non-designated heritage assets of local architectural, historic, archaeological or artistic significance

identified by the Local Authority in any local list of urban and rural sites or buildings which form part of the area's locally distinctive character.

A Heritage Asset Statement should contain a Statement of Significance and an Impact Assessment. The **Statement of Significance** must contain a description of the significance of all of the particular parts of the asset that will be affected by the proposal, along with, where relevant, an assessment of the contribution that the setting of the asset makes to that significance. The **Impact Assessment** should identify the affect that your proposals will have on the significance of the asset.

Appendix 4 - Guidance on Heritage Asset Statements

#### **24. Structural Survey/Method Statement**

A Structural Survey will be required for applications which involve the substantial demolition, structural alteration or conversion of heritage assets. A Structural Survey will also be required for the conversion of barns in open countryside for housing or employment uses.

The survey should be produced by a registered structural engineer or other qualified person.

#### **25. Marketing and Viability Statements**

Proposals involving the re-development of buildings for residential uses not in general accordance with the objectives and policies of the Development Plan may require a Marketing and Viability Statement.

The statement should include results of a marketing exercise undertaken throughout a minimum period of 12 months prior to submission of application and viability of potential alternative economic or community purposes.

#### **26. Archaeological Evaluation and Impact Statement**

An Archaeological Evaluation and Impact Statement will be required if an application is likely to affect a site of historical or archaeological importance.

An assessment should include existing information about the site and supporting information may include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, and historic battlefields.

#### **27. Agricultural Appraisal**

An Agricultural Appraisal will be required for any proposal involving a temporary or permanent agricultural or forestry worker's residential unit.

#### **28. Public Right of Way Statement**

A Public Right of Way Statement will be required for any proposal which involves the diversion or closure of a public right of way. The statement should indicate what measures are proposed to protect the interests of users of any public right of way which crosses or is near to the site, both while the development is taking place and in the longer term.

## **29. ICNIRP Conformity Statement**

An ICNIRP Conformity Statement will be required for all telecommunications proposals. The statement provided by telecommunications provider should confirm that their proposed development would conform to current public safety standards for radiation.

## **32. Coal Mining Risk Assessment**

Development relating to areas of potential risk from past mining will require the submission of a Coal Mining Risk Assessment.

A Coal Mining Risk Assessment should include the following information:

- A summary of the mining information relevant to the application site (including past/present/future underground mining, shallow coal working, mine entries (shafts or adits), mine gas within an area which has a licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old open cast);
- Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development;
- Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and whether any changes have been incorporated into the development;
- Any development that involves intrusive activities which intersect, disturb or enter coal seams, coal mine workings or mine entries will require the prior written permission of the Coal Authority.

A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person.

## **Appendix 1 - Guidance Note - Design and Access Statements**

### **When is a Design and Access Statement Required?**

A Design and Access Statement is required for all major development and applications for listed building consent. If the site is located within a Conservation Area or World Heritage Site, a Design and Access Statement will be required for the following development:

- Residential Development (1 or more dwellings)
- Extension to an existing building exceeding 100m<sup>2</sup>
- Erection of a new building exceeding 100m<sup>2</sup>.

### **What is a Design and Access Statement?**

A design and access statement should explain the design thinking behind a planning application and include a written description and justification of the application. It should show the applicant has thought carefully about how everyone, including disabled people, older people and very young children will be able to use the places they want to build. Photos, maps and drawings can be included and may enhance the statement, the statement should not be overly complicated and avoid jargon or overly technical language, it will be available for everyone to see along with the rest of the application. The statement should not be too long, the length should be determined by the complexity of the application, for small applications only a paragraph may be required, larger developments will need a more in-depth statement.

### **Why is a statement required?**

The purpose of the statement is to explain and justify the design and assess principles and concepts on which a development proposal is based, and how these will be reflected in individual aspects of the scheme.

The legislation requires that the statement must provide information about:

- the design principles and concepts that have been applied to the development; and
- how issues relating to access to the development have been dealt with.

### **What to include in the statement**

The statement should cover both the design principle and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with.

There are five main points to consider, explain and justify for the development:

- Amount - for residential development this is the number of proposed units, for other applications this means the floor space for each proposed use.
- Layout - the way in which buildings, routes and open spaces (both private and public) are provided, placed and orientated to each other and buildings surrounding the development.
- Scale - the height, width and length of a building in relation to its surroundings.

- Landscaping - the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft
- landscaping measures. Statements should also explain how landscaping will be maintained.
- Appearance - the aspect of the place or building that determines the visual impression it makes, including the external build form of the development, its architecture, materials, decoration, lighting, colour and texture.

The statement needs to include two potential aspects of access:

- Vehicular and transport links - why the access points and routes have been chosen, and how the site responds to road layout and public transport provision
- Inclusive access - how everyone can get to and move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

If a planning application is being submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements for both. The combined statement should address the elements required in relation to a planning application in the normal way and the additional requirements in relation to listed building consent.

## Appendix 2 - Indicative Thresholds for Transport Assessments

<b>Indicative Thresholds for Transport Assessments</b>					
	<b>Land Use</b>	<b>Size</b>	<b>No Assessment</b>	<b>TS</b>	<b>TA/TP</b>
<b>1</b>	A1 (Food Retail)	GFA	<250 sq. m	>250 <800 sq. m	>800 sq. m
<b>2</b>	A1 (Non-Food Retail)	GFA	<800 sq. m	>800 <1500 sq. m	>1500 sq. m
<b>3</b>	A2 (Financial and Professional Services)	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
<b>4</b>	A3 (Restaurants and Cafes)	GFA	<300 sq. m	>300 <2500 sq. m	>2500 sq. m
<b>5</b>	A4 (Drinking Establishments)	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
<b>6</b>	A5 (Hot Food Takeaway)	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m
<b>7</b>	B1 (Business)	GFA	<1500 sq. m	>1500 <2500 sq. m	>2500 sq. m
<b>8</b>	B2 (General Industrial)	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
<b>9</b>	B8 (Storage and Distribution)	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
<b>10</b>	C1 (Hotels)	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
<b>11</b>	C2 (Hospitals and Nursing Homes)	Beds	<30 beds	>30 <50 beds	>50 beds
<b>12</b>	C2 (Residential Education)	Student	<50 students	>50 <150 students	>150 students
<b>13</b>	C2 (Institutionalist Hostels)	Resident	<250 residents	>250 <400 residents	>400 residents
<b>14</b>	C3 (Dwellings)	Dwelling Units	<50 units	>50 <80 units	>80 units
<b>15</b>	D1 (Non-Residential Institutions)	GFA	<500 sq.m	>500 <1000 sq. m	>1000 sq. m
<b>16</b>	D2 (Assembly and Leisure)	GFA	<500 sq.m	>500 <1500 sq. m	>1500 sq. m
<b>17</b>	Other Uses		Contact Highway Authority.	Contact Highway Authority.	Contact Highway Authority.

### Appendix 3 - Protected Species Survey

Proposals for Development that will Trigger a Protected Species Survey	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Red Squirrel	Water Vole	Badger	Reptiles	Amphibians	Plants
<p>Proposed development which includes the modification, conversion, demolition or removal of buildings and structures involving the following:</p> <ul style="list-style-type: none"> <li>• All agricultural buildings particularly of brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>• All buildings within 200m of woodland and/or water;</li> <li>• Pre-1914 buildings within 400m of woodland and/or water;</li> <li>• Pre-1914 buildings regardless of location with gable ends or slate roofs;</li> <li>• All tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>• All bridge structures, aqueducts and viaducts</li> </ul>	✓	✓	✓									
	✓											
	✓											
	✓											
	✓											
	✓											
Proposals involving lighting of churches & listed buildings or flood lighting of green space with 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	✓	✓	✓									
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	✓		✓			✓	✓		✓			✓

<b>Proposals for Development that will Trigger a Protected Species Survey</b>	<b>Bats</b>	<b>Barn Owls</b>	<b>Breeding Birds</b>	<b>Gt. Crested Newts</b>	<b>Otters</b>	<b>Dormouse</b>	<b>Red Squirrel</b>	<b>Water Vole</b>	<b>Badger</b>	<b>Reptiles</b>	<b>Amphibians</b>	<b>Plants</b>
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> <li>• Old and veteran trees that are older than 100 years;</li> <li>• Trees with obvious holes, cracks or cavities;</li> <li>• Trees with a girth greater than 1m at chest height.</li> </ul>	✓		✓									
	✓		✓									
	✓		✓									
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	✓		✓							✓		
Major proposals within 500*m of a pond or minor proposals within 100*m of a pond.				✓								
Proposals affecting or within 200*m of rivers, streams, canals, lakes or other aquatic habitats.	✓		✓		✓			✓			✓	✓
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			✓	✓					✓	✓	✓	
Proposals affecting any buildings, structures features or locations where protected species are known to be present **	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

\* Distances may be amended to suit local circumstance on the advice of the Local Natural England team/or Local Biodiversity Partnership.

\*\* Confirmed as present because known to the owner or occupier, by either data search (for instance via local environmental records centre) or as notified to the developer by the local planning authority, and/or Natural England, the Environment Agency or other nature conservation organisation.

## **Exceptions for when a Species Survey and Assessment may not be required**

Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.

If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (eg this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).

If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the table above eg those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

## **Appendix 4 - Guidance Note - Heritage Asset Statements**

Heritage Asset Statements are required when the proposed development might affect an archaeological site or historic building. The requirement for Heritage Statements is included in the National Planning Policy Framework (the NPPF).

The NPPF sets out planning policies on the conservation of the historic environment.

Paragraph 128 of the National Planning Policy Framework states that:

“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.”

To meet the requirements of national planning policy we will expect applications affecting heritage assets to be accompanied by a heritage statement before we will consider the application.

### **When is a Heritage Asset Statement required?**

To ensure the requirements of the NPPF are met, we will require that a Heritage Statement is submitted **before** we validate applications the following types of application:

- Applications for listed building consent
- Applications within the curtilage of a listed building
- Applications in Conservation Areas (including planning applications)
- Applications affecting Scheduled Ancient Monuments<sup>2</sup>
- Applications affecting a Registered Park or Garden of Special Historic Interest;
- Applications affecting an archaeological site.
- Applications affecting unlisted buildings or structures identified as heritage assets.

### **What are Heritage Asset Statements?**

A Heritage Asset Statement outlines the significance of a heritage asset and the likely impact of proposed development upon that significance. Heritage assets are buildings, monuments, sites, places, areas or landscapes that are positively identified as having a degree of significance meriting consideration in planning applications. They are the valued components of the historic environment and include:

- Designated assets (ie Scheduled Monuments, Listed Buildings, Registered Parks and Gardens of special historic interest, Conservation Areas);
- Non-designated assets (eg archaeological sites)

### **What information is required?**

The scope and degree of detail which is required in a Heritage Statement will vary according to the particular circumstances of each proposal. The statement should be proportionate to the situation. For example, a major scheme which affects one or more significant heritage asset will probably require an extensive and professionally produced heritage statement. A small-scale scheme which has only limited impacts meanwhile will probably only need a very short statement. There are however a number of basics which all Heritage Statements will need to cover.

A Heritage Statement should always have three parts:

1. **Assessment of Heritage Significance** - an assessment of the significance of the heritage asset or assets which may be affected by proposed development, including their setting. (Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic).
2. **Assessment of impact** - an assessment of the likely impact of the proposed development on the heritage asset(s) and their setting.
3. **Mitigation strategy** - a statement outlining a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset. This might include modification of methods, materials or design and/or archaeological or architectural investigation and recording.

### **Useful sources of Information**

There are a wide range of resources and further sources of information available to help you write your heritage statement:

- The National Heritage List for England provides details of: Listed Buildings; Scheduled Monuments; Protected Wreck Sites; Registered Parks and Gardens; Registered Battlefields; World Heritage Sites; Applications for Certificates of Immunity (COIs); Current Building Preservation Notices (BPNs).

<http://list.english-heritage.org.uk/>

- Conservation Area Appraisals and Management Plans - we have detailed appraisals for some of our Conservation Areas. The Appraisals identify which buildings within a conservation area make a positive as trees, landmarks, important views and the character of public and private open spaces. They can be downloaded from our website.

<http://www.eden.gov.uk/planning-and-development/planning-policy-for-eden/conservation/conservation-areas/>

- MAGIC is an interactive map service which brings together environmental information from across government. It includes information on Scheduled Monuments and many other types of designation.  
<http://magic.defra.gov.uk/>
- Early maps, including Ordnance Survey 1st and 2nd Edition can be consulted at the relevant County Record Offices.  
Small extracts can also be viewed at [www.old-maps.co.uk](http://www.old-maps.co.uk)
- The HELM website, managed by English Heritage, is a good source of information on planning and the historic environment.  
[www.helm.org.uk/](http://www.helm.org.uk/)
- Understanding Historic Buildings: Policy and Guidance for Local Planning Authorities (English Heritage, 2008)  
<http://www.helm.org.uk/upload/pdf/Understanding-historic.pdf?1296215708>
- Conservation Principles. Policy and Guidance for the sustainable management of the Historic Environment. (English Heritage, 2008)  
[http://www.helm.org.uk/upload/pdf/Conservation\\_Principles\\_Policies\\_and\\_Guidance\\_April08\\_Web.pdf?1296645421](http://www.helm.org.uk/upload/pdf/Conservation_Principles_Policies_and_Guidance_April08_Web.pdf?1296645421)
- Climate Change and Your Home - information on climate change and guidance on its impact on traditional buildings is available at:  
<http://www.climatechangeandyourhome.org.uk/live/>
- National Amenity Societies such as the Society for the Protection of Ancient Buildings (SPAB), The Georgian Group, The Victorian Society and The Twentieth Century Society publish extensive material on their websites and in books and journals.
- Informed Conservation by K Clark. English Heritage. 2001. Detailed Guidance on understanding and recording the historic environment.
- Images of England website for details and images of listed buildings  
<http://www.imagesofengland.org.uk/>
- British Listed Buildings website for details of listed buildings  
<http://www.britishlistedbuildings.co.uk/>

Please be aware that this list is by no means exhaustive, and that other sources of useful information may exist. This list of information sources will be added to as the Authority becomes aware of other relevant texts.

Source:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/263054/guidance-transport-assessment.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263054/guidance-transport-assessment.pdf)