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| Guidance for writing Heritage Statements |  |

**What is a Heritage Statement?**

Heritage statements describe the **significance of a heritage asset** and the **potential impact of the proposed development** upon that significance. The submission of a heritage statement will help to inform the local planning authority in determining applications affecting heritage assets.

**What is a Heritage Asset?**

The National Planning Policy Framework (NPPF) defines **heritage asset** as a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.

Heritage assets include ‘**designated heritage assets’** (e.g. listed buildings, scheduled monuments and other protected sites) and ‘**undesignated assets’**. Undesignated assets include buildings and features which are not subject to a formal designation, but have been identified by the local planning authority as being of heritage significance, such as the traditional farm buildings within the Craven District.

**Heritage Significance**

The NPPF defines significance as the **value** of a heritage asset to this and future generations because of its heritage interest. That interest may involve an asset’s evidential, architectural, historical, aesthetic or communal value. Significance derives not only from a heritage asset’s physical presence, but also from its setting.

**When is a Heritage Statement required?**

Heritage statements should be submitted as part of any application for Planning Permission or Listed Building Consent which will affect a designated heritage asset and/or its setting. One may also be requested by the local planning authority during the pre-application or application process, if an application will have a significant impact upon an undesignated heritage asset.

The following types of application will require the submission of a heritage statement before they can be validated – please note that this list is not exhaustive:

* Applications for **listed building** consent – details of all listed buildings can be found on the National Heritage List for England: <https://historicengland.org.uk/listing/the-list/>
* Applications within the **curtilage of a listed building** (even if listed building consent is not required)
* Applications affecting a **scheduled monument** – details of all scheduled monuments can also be found on the National Heritage List for England: <https://historicengland.org.uk/listing/the-list/>
* Applications for the **conversion of a traditional building**

**Can I write a Heritage Statement myself?**

This depends – where the proposed development is small and impacts are likely to be limited, a heritage statement written by the applicant may be acceptable, as long as it is accurate and includes all necessary information outlined below. However, in many cases the scale of the proposed development (e.g. barn conversion) or the importance of the heritage asset (e.g. listed building or scheduled monument) will require a heritage statement to be written by a suitably qualified and experienced professional consultant.

**What information is required?**

The level of detail of a heritage statement should be *proportionate to the asset’s importance and no more than is sufficient to understand the potential impact of the proposal on their significance* (NPPF, para. 128).

For **smaller-sized development affecting a designated or undesignated building** you or your agent should fill in the Heritage Statement Template (located at the end of this guidance document), or submit a written statement which provides the following information:

* + **Feature:** Clearly identify all features you are proposing works to, with reference to their locations on the drawings, and provide good-quality **photographs** for each.
	+ **Description:** Give a detailed description of each feature incl. its age, design, materials, etc.
	+ **Heritage significance:** Assess the significance of each feature, including evidential, architectural, historical, aesthetic or communal values where appropriate.
	+ **Proposed works:** Clearly specify the works you propose for each feature – also refer to relevant drawings or supporting documents where further detail is provided.
	+ **Impact of proposed works on heritage significance:** Describe the potential impact of your proposed works on the heritage significance of each affected feature.

The table below gives a few examples:

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| **Feature** | **Description** | **Heritage significance** | **Proposed works** | **Impact of proposed works on heritage significance** |
| *Roof to outshut* *(see first floor plan, north and east elevations and photos 1-4)* | *Stone slate roof laid in diminishing courses. Wooden pegs. C19 sawn rafters and purlins. Overall in poor/fragile condition due to years of neglect. The roof is visible from next door’s garden.* | *Good-quality slates and roof timbers probably original to outshut which was built in C19.* | *1. Undertake detailed photographic survey of existing roof surface**2. Take off all slates**3. Repair roof timbers**(see detailed drawings)**4. Re-lay slates* | *Over half of the slates have slipped or are broken and timbers are rotten in places. Slates will be re-laid as existing; reusable ones will be carefully stored and reinstated. In order to retain as much of the existing rafters new timbers will be spliced in.* |
| *Windows to kitchen and utility room**(see ground floor plan, north elevation and photos 5 & 6)* | *White uPVC windows with top opening light installed during 1980s. Stuck-on glazing bars. The windows are visible from a public footpath which runs next to them.* | *None. The windows have a detrimental effect on the character and appearance of the listed building as they are of inferior quality and design.* | *Replace with 12-pane timber sliding sash; detailed drawings attached* | *A photo from 1920 (see attached) shows similar windows to those which we propose to reinstate. The proportions of the openings suggest that they were originally designed for Georgian sashes. The new windows will be of high quality and provide an enhancement for the listed building.* |

For **larger-sized development affecting buildings or development affecting other features or structures than buildings**, an in-depth report will be required, which ought to be written by a suitably qualified and experienced professional consultant.

Please note that such an assessment will always be required for the proposed **conversion of a traditional building**, due to the substantial impact the works would have by introducing an intensified use. Heritage statements for this kind should provide the following information:

* + **Analytical record:** Details of the origins and various development phases of the building, including potential dates. This should be achieved by proving an analytical record equivalent to a Level 3 survey standard [(‘Understanding Historic Buildings - A Guide to Good Recording Practice’](https://historicengland.org.uk/images-books/publications/understanding-historic-buildings/), Historic England, 2016) and may comprise the following (e – essential, o – optional):
		- (e) Identification of all existing external and internal fabric and features of the building, also commenting on whether they are original or modified, in or ex situ, as well as a description of the site in general and its setting
		- (e) Good-quality **photographs** of the site and its setting, all external elevations and internal spaces of the building and details of its significant fabric and features, referenced to the text
		- (o) Comparisons with old photos or historic maps (building footprints)
		- (o) Linking information found in other documentary evidence, such as tithe schedules and censuses, to the various building phases
		- (o) Consultation of the Authority’s up-to-date Historic Environment Record, which potentially has some information on the building – for further information please contact herinfo@yorkshiredales.org.uk
	+ **Heritage significance:** Following the analytical record, its overall evidential, architectural, historical, aesthetic or communal values will need to be concluded. These generally comprise its origins and significant development phases as well as important surviving features.
	+ **Impact of proposed works on heritage significance:** This assessment should focus specifically on where fabric and features of the building would be changed or lost, and where new fabric and features (e.g. openings) would be introduced, why such change or loss cannot be avoided and how it can be mitigated to reduce harm. Besides the physical impact on the building, the visual impact of the proposed development on the site and its setting should also be commented on. Also refer to our [Traditional Farm Buildings Toolkit](http://www.yorkshiredales.org.uk/__data/assets/pdf_file/0004/938173/Traditional-Farm-Buildings-Toolkit-v4.5-Lo-Res.pdf).

**What other information is required?**

Besides the heritage statement, the following additional information may need to be provided to demonstrate the impact of the proposed development on the heritage asset:

* + **Specifications:** New construction materials for your proposed works must be clearly specified. We need to know details of each material (such as mortars and plasters) and what the finish would look like. Details such as product codes (e.g. RAL numbers) should be included.
	+ **Methodologies:** Many proposed works are likely to consist of various construction processes which need to be outlined in detail, in sequential order.
	+ **Window/Door schedule:** Required where works to numerous windows and/or doors are proposed. This should include details of existing and proposed replacement units.
	+ **Surveys:** A structural or condition survey may be required to assess whether certain proposed works are appropriate or not, and how they are best carried out. All surveys need to be undertaken by appropriately trained and experienced professionals.

**How will my application be determined?**

The Heritage Statement plays an essential role in determining your application. Providing well-structured information will make it easier to assess the impact of your proposal and will speed up the determination process.

Your application will be determined according to the following planning policy with which you or your agent should be familiar:

* + [Department for Communities and Local Government](https://www.gov.uk/government/organisations/department-for-communities-and-local-government) (2012) *National Planning Policy Framework*: [www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)
	+ Development Plan relevant to the area (Eden, South Lakeland, Lancaster and Yorkshire Dales National Park) <http://www.yorkshiredales.org.uk/living-and-working/planning-policy-section>

**Any questions?**

If you have any queries regarding making an application, please check our [website](http://www.yorkshiredales.org.uk/planning) or contact us by email planning@cravendc.gov.uk or telephone 01756 706470.

If you require assistance in preparing a Heritage Statement, you should employ an archaeologist or historic buildings consultant/architect who is experienced in assessing significant heritage assets in the National Park.

**Further Reading**

* Historic England, Conservation Principles, Policies and Guidance: <https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/>

**Template Heritage Statement form for applications for historic buildings**

Notes:

1. If you have difficulties filling in the table, you will need to employ a historic buildings consultant/architect or archaeologist who is experienced in working with significant heritage assets in the Yorkshire Dales and preparing Heritage Statements.

2. The table needs to include all the proposed works for which you seek Consent/Permission

3. In cases where the heritage significance of a site is more complicated and/or the proposed works are more extensive, or for applications that would result in a significant impact on potential archaeology, this table alone will not suffice and a detailed written statement will need to be submitted – see guidance notes

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| **Feature** | **Description** | **Heritage significance** | **Proposed works** | **Impact of proposed works on heritage significance** |
| *Identify part of the building or structure to be altered, and provide photos (as attachment or on a separate sheet)* | *Provide as much detail about the feature as possible, incl. material types, general character/ appearance, design details and current condition* | *Provide a comprehensive assessment taking into account the age(s) of the feature, how it developed over time, as well as any other values which it may possess or lack* | *Give a brief outline of the various steps required, potentially in bullet-point format* | *Outline the impact the proposed works would have on the heritage significance of the feature, and, if applicable, discuss why your proposed approach would be most acceptable when compared to other, potentially less harmful options* |
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