

# Heritage Statement and Impact Assessment Guidance and Template

September  
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# Guidance

## Document purpose

This guidance and template aims to assist applicants or their agents in producing or commissioning the necessary heritage statement and impact assessment when submitting a listed building application or planning application for simple changes affecting a single heritage asset.

\*For more complex proposals (e.g. those that may have multiple effects on one or more heritage assets) requiring the services/input of historic environment specialists, please refer to and refer them to the [Heritage Statement of Significance and Impact Assessment Brief](#).

**There is no requirement to use the template provided at the end of this document, however the issues covered need to be included within the submission in order for the application to be validated.**

## Requirements

A Heritage Statement and Impact Assessment must be submitted with any application for Listed Building Consent or Planning Permission affecting designated heritage assets and their settings including, listed buildings, scheduled monuments, registered parks and gardens, registered battlefields, conservation areas, or non-designated heritage assets where a statement and assessment has been specifically requested by the LPA. This is to accord with paragraph 194 of the NPPF and policy 41s of the Bedford Borough Local Plan 2030.

## Validation Process

Listed building and planning applications will not be validated or processed unless the required Heritage Statement and Impact Assessment has been submitted. If post validation and upon further scrutiny, the statement is found wanting in a particular area or areas, the LPA will request further information and if this is not forthcoming, the application may be refused upon the grounds of insufficient information. This may also include occasions where an archaeological desk based assessment and/or archaeological evaluation is required prior to the determination of a planning application and the results have not been submitted with the application.

## Further guidance

Historic England's publications, "Statements of Heritage Significance: Analysing Significance in Heritage Assets" (2019), "Managing Significance in Decision-Taking in the Historic Environment" (2015), "Conservation Principles, Policies and Guidance" (2008), and "The Setting of Heritage Assets" (2017), and The Chartered Institute of Archaeologist's "Standard and guidance for historic environment desk-based assessment" (2017), provide further useful guidance on assessing the significance of heritage assets. Historic England guidance is available online at <https://historicengland.org.uk/advice/find/a-z-publications/>. Cifa's guidance is at <https://www.archaeologists.net/codes/cifa>

For places of worship, Historic England has also produced a Place of Worship Statement of Significance Creator - a free-to-use tool that helps people who look after places of worship construct Statements of Significance. This is available online at <https://www.statementsofsignificance.org.uk/>

## Useful sources of information

- The Heritage Gateway: [www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)
- Bedfordshire Archives and Records Service:  
<http://bedsarchives.bedford.gov.uk/ArchivesAndRecordOffice.aspx>
- The National Heritage List for England: <https://historicengland.org.uk/listing/the-list/>
- National Planning Policy Framework (NPPF):  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- NPPF Planning Practice Guidance:  
<https://www.gov.uk/government/collections/planning-practice-guidance>
- The current local plan: <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/local-plan/>;
- Bedford Borough Council's Interactive Planning Map:  
<https://apps.bedford.gov.uk/lvplanning/>
- Conservation Area Character Appraisal (if available):  
<https://www.bedford.gov.uk/planning-and-building/historic-environment/historic-areas-and-buildings/>
- Bedford Landscape Character Assessment:  
<http://www.forms.bedford.gov.uk/planning/BBCLCAFinal2014-11-28.pdf>
- Historic ordnance survey maps <https://www.oldmapsonline.org/> and <https://maps.nls.uk/geo/explore/side-by-side>

## The Bedford Borough Historic Environment Record (BBHER)

The BBHER is a chargeable service and contains details on local archaeological sites and finds, historic buildings and landscapes. Entries on the BBHER can be a primary source of information for planning and listed building consent applications. In some, more minor applications however, where the detail of a heritage statement does not need to be exhaustive; the above sources of information may be sufficient without consulting the BBHER.

To check what information is contained on the BBHER, you can use the Heritage Gateway website, which provides a list of documents on each file. Please note that the Heritage Gateway website will not contain the information itself, and a search on the Heritage Gateway website does not constitute a full search of the HER.

For more detailed applications, or where the information held on the file is likely to be relevant to your application, you can request HER data by emailing the following address:

[Archaeology@bedford.gov.uk](mailto:Archaeology@bedford.gov.uk)

The up-to-date charging schedule can be found here:

<https://www.bedford.gov.uk/planning-and-building/historic-environment/heritage-planning-advice/>.

## Useful Contacts

### Bedford Borough Historic Environment Record

<https://www.bedford.gov.uk/planning-and-building/historic-environment/historic-environment-record/>

### Bedford Borough Archaeology Team

<https://www.bedford.gov.uk/planning-and-building/historic-environment/archaeology/>

**Bedford Borough Conservation Team**

[Conservation@bedford.gov.uk](mailto:Conservation@bedford.gov.uk)

**Historic England East of England Office** <https://historicengland.org.uk/about/contact-us/local-offices/east-of-england/>

**Registered Archaeological Organisations** <https://www.archaeologists.net/civcrm-contact-distance-search> (should you wish to appoint a historic buildings or archaeological contractor to undertake the work).

**IHBC Accredited Practitioners** <https://www.ihbc.org.uk/accredited/> (should you wish to appoint a historic buildings contractor to undertake the work).

**Building Conservation Directory**

<https://www.buildingconservation.com/directory/prodserv.php> (a national list of materials and services, including 'Heritage Consultants').

# Template

## The Application Site

Site address:

Is the development site (please tick relevant boxes):

- A listed building
- A scheduled monument
- Within a designated conservation area
- Within a registered historic park or garden
- A building of local interest
- A site of known or potential archaeological interest
- Other non-designated heritage asset
- In the setting of/adjacent to one of the above

## The Proposed Works

Please describe the proposed works including layout, scale, height, construction, materials, design details and any associated landscaping works. For internal works to listed buildings or buildings of local interest, this should also include details of any historic fabric or architectural features that would be lost as part of the proposals. For known or potential archaeological sites, this should include details of any new foundations, other ground disturbance or provision of services.

### **The Proposal Site**

Please describe the proposal site and its relationship to its surroundings, for example, its position in the streetscene, townscape, village or countryside, and neighbouring land uses, topography, orientation, views from and to, etc.



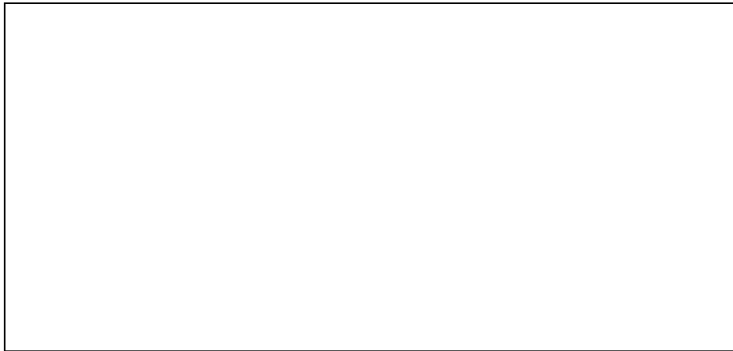
### **The Nature of the Asset(s) to be affected by the proposal**

Please describe the history (including recent planning history), character and appearance of the heritage asset(s) that either will be directly impacted by the proposal through conversion, demolition, alteration, extension or new development, or be impacted through changes to their setting. You should refer to (but not simply reproduce) for example, the statutory list description, scheduled monument description, conservation area character appraisal (if available), and the relevant Bedford Borough Historic Environment Record data. The council's Archaeology Team can also provide further advice, upon the receipt of a pre-application enquiry, on the scope of work required to assess the known or potential archaeology of a site prior to the submission of a planning application.



### **Significance of the Asset or Assets**

Please describe the archaeological, architectural, artistic or historic significance of the asset or assets that will be directly affected by the proposal or through changes to their setting. This should include for example, the age, phases of development, layout, appearance and significance of particular features or characteristics, materials and construction for visible heritage assets and known or potential belowground archaeological remains. 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. For further assistance, please refer to the documents listed under 'Further guidance' above.



### **The Impact on the Asset(s)**

Please describe the impact the proposals will have on the significance of all heritage assets potentially affected including through changes to their setting. Impacts may include for example, the loss or concealment of key features or historic fabric, the blocking of key views to and from the building/site, a loss of tranquility, impact on the relationships between buildings, the loss of archaeological evidence etc.



### **Preserve, Enhance and Mitigate**

Please describe how the proposal will preserve or enhance the heritage assets to be impacted or better reveal their significance? What steps have been taken to mitigate any harm? Finally, if there is harm, are there any public benefits which might outweigh the harm?

