

## **ADVICE ON PRODUCING HERITAGE STATEMENTS & LOCAL VALIDATION REQUIREMENTS**

### **Information Required for Applications affecting all Heritage Assets including Listed Buildings, Scheduled Monuments, Historic Parks and Gardens, Conservation Areas, Locally Listed Buildings and/or their setting**

All applications affecting a heritage asset or its setting must be accompanied by a Statement of Heritage Significance and Assessment of Impact on the Heritage Asset. This needs to identify and assess the significance of the asset(s) affected by development proposals. The level of details should be **proportionate** to the significance of the asset and of the development proposed.

A heritage statement may also be requested if the Council identifies the building or asset as a non-designated heritage asset of archaeological, architectural, artistic or historic interest during the pre-application or application process.

Except in cases where development is likely to have limited impact, it is recommended that professional advice is sought, particularly where works to a listed building are proposed.

The heritage statement should include:

- Details of all heritage assets affected
- A summary of the historic development of the site and affected asset(s)
- An analysis of the significance or 'special interest' of the asset(s)
- A summary of the proposals/schedule of works
- A statement regarding how the proposals will impact on the significance of the asset(s)
- Justification and details of the impact of the proposal, including details of how the proposal has been designed to conserve/minimise harm to the special interest of the asset and any heritage benefits which may outweigh the harm caused (mitigation).
- Where the proposal involves the substantial or total demolition of a listed, locally listed or significant unlisted building within a conservation area, a structural survey will be required. This will also be required where structural changes to a listed building are proposed, e.g. alterations to the

- roof, to ensure that proposed alterations will not adversely affect the integrity of the building.
- Applications for Listed Building Consent or large scale developments within a conservation area should make reference to any documentation accessed from the Surrey Historic Environment Record
  - Where the application relates to a building or site either within a conservation area or affecting its setting, reference should be made to any published Conservation Area Character Appraisal and Management Plan.

To assist in producing a Heritage Statement, there are a variety of national and local sources of information which can be consulted where appropriate. Please see Appendix 1 – Sources of Information

### **Scheduled Monuments**

The consent of the Secretary of State is required for any works that affect a Scheduled Monument regardless of whether planning consent is also required.

### **Areas of High Archaeological Potential**

Development that falls within the above areas, as identified on the policies map, or outside these areas on any major development site of 0.4 ha or greater will require an initial assessment of the archaeological value of the site submitted as part of the application. Where, as a result of the initial assessment, archaeological remains are considered to exist, an archaeological evaluation report must be carried out prior to the determination of any planning application. The recording and publication of results will be required and in appropriate cases, the Council may also require preservation in situ, or excavation.

### **Definitions**

- **Significance:** “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. Significance derives not only from a heritage assets’s physical presence but also from its setting.” (NPPF Annex 2: Glossary)
- **Setting:** “The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.” (NPPF, Annex 2: Glossary)

## APPENDIX 1: SOURCES OF INFORMATION

- Listing descriptions for statutorily listed buildings, particularly more recent listings which identify significance. These are included within the National Heritage List for England which can be viewed at [www.heritagegateway.org.uk](http://www.heritagegateway.org.uk) or <https://historicengland.org.uk/listing/the-list/>
- Historic England Registers of Scheduled Monuments and Historic Parks and Gardens which are also included within the National Heritage List for England and can be viewed at the above websites.
- Surrey Historic Environment Record (HER) – <https://www.surreycc.gov.uk/heritage-culture-and-recreation/archaeology/historic-environment-record>
- Surrey History Centre, 130 Goldsworth Road, Woking, Surrey, GU21 6ND  
Tel: 01483 518737 – records include historic OS maps and tithe maps  
<https://www.surreycc.gov.uk/heritage-culture-and-recreation/archives-and-history/surrey-history-centre>
- Guidance set out in Historic England publications  
<https://historicengland.org.uk/>
- Conservation Area Character Appraisals and Management Plans published by Elmbridge Borough Council – [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)
- National Amenity Societies including:  
Georgian Group – [www.georgiangroup.org.uk](http://www.georgiangroup.org.uk)  
Society for the Protection of Ancient Buildings – [www.spab.org.uk](http://www.spab.org.uk)  
Twentieth Century Society – [www.c20society.org.uk](http://www.c20society.org.uk)  
Victorian Society – [www.victoriansociety.org.uk](http://www.victoriansociety.org.uk)
- Local and Surrey-wide organisations including:  
Surrey Archaeological Society – [www.surreyarchaeology.org.uk](http://www.surreyarchaeology.org.uk)  
Surrey Domestic Buildings Research Group – [www.dbrg.org.uk](http://www.dbrg.org.uk)  
Surrey Gardens Trust – [www.surreygardenstrust.org.uk](http://www.surreygardenstrust.org.uk)