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Appendix C

Heritage Statement

Heritage Statements

The Council as local planning authority has a duty to protect and enhance the Borough's historic environment i.e. its heritage assets (which includes historic buildings, structures, conservation areas etc). However, individual building owners often want to alter their buildings. The heritage statement is a way of gaining understanding of the important qualities of the heritage asset(s), explaining what is proposed and why and of evaluating the impact of the proposals on the importance of the historic asset.

A heritage Statement should consist of:

- **A statement of significance** which explains the character and significance of the Heritage asset(s) now.
- **An impact Assessment** which explains the impact of the proposals upon the character and significance of the heritage asset(s).

Heritage Statements, consisting of the above will normally be required when proposing:

- Works to a listed building or structure
- Developments within a conservation area
- Development within or affecting the setting of a scheduled ancient monument
- Development within or affecting the setting of a Registered Park or Garden

The size and complexity of these statements will vary considerably according to the importance of the asset affected and the amount of alteration to them or affecting them, so the amount and level of information that you will need to include will be proportionate to the significance of the heritage asset, and also to the degree of change involved in the proposals.

So, for example, if you are proposing the partial or full demolition of a heritage asset; major changes to its interior or physical form; or perhaps new development which would affect the setting of an important asset such as a Grade I or II* listed building or a scheduled ancient monument, then you would need to provide qualified and very detailed information on the significance of all parts of the asset, as well as a thorough explanation of any likely impact.

If your proposals are only for a minor alteration to a smaller part of the asset – for example the removal of a modern fireplace in a Grade II listed house or for taking down a chimney from an unlisted building in a conservation area - then you will probably need to provide some information on the significance of the fireplace/chimney itself and the room/part of the house that it is set in, along with a shorter explanation of how the impact relates to the significance of the asset as a whole and its setting.

In assessing the significance of an historic building or site, it is important to realise that heritage assets may be affected by both direct physical change to their fabric or by changes to their setting, and that 'significance' can relate to a variety of differing aspects (see below). In making your assessment you should consider both the type of special interest or significance that characterises the asset and the relative importance of that interest or significance.

What to include in an Impact Assessment

This is, in effect, a risk assessment for heritage assets. It should seek to establish the outcome that your proposals will have on the significance of the heritage asset that has been identified in your statement of significance. Such affects might be:

- Positive, where the repair or reinstatement of a lost or damaged feature or plan form is proposed, or when existing damaging elements are to be removed;
- Benign, when the proposals will have a neutral impact, perhaps because they are sympathetically designed or they will take place in parts of the asset that are less significant; or
- Negative, when important historic fabric or significant aspects of design will be removed or altered.

Proposals may include a mixture of positive and negative impacts and you or your conservation advisor should seek to maximise the beneficial impacts and minimise the detrimental ones through mitigation or reduction of harm. Sometimes proposed changes would be so potentially damaging that it would be difficult to reduce the effect in any meaningful way. However, in some instances it should be possible to look for alternative ways of applicants meeting their objectives without damaging the significance of the asset.

In some circumstances, a validated application may subsequently be found by the planning team to be deficient either in the quality or extent of the description of significance and impacts, and in these cases the Council has powers to require further information from the applicant before progressing the application.

Works to a Listed Building

Applications for Listed Building Consent which involve much visible alteration (internally or externally) is likely to need the following elements within the heritage statement:

- A schedule of works to the Listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the reason for the proposed works
- A statement of significance; please refer to <https://historicengland.org.uk/images-books/publications/gpa1-historic-environment-local-plans/>
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed, historic evidence to support the detail of reinstatement should be provided if possible i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shop fronts, existing and proposed elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less.
- A detailed specification for all proposed materials(in some circumstances we may also ask you to provide samples);
- Photomontages illustrating the proposed works in context.

Major planning applications within Conservation Areas

- For major planning applications within Conservation Areas the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and

to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal. Applications for demolition within Conservation Areas should include supporting evidence and justification.

Levels of research that might be required

When undertaking your assessment of significance you may need to undertake some or all of the following activities, depending on the significance of the building and the degree of change that you are proposing: -

Desk based research, such as consulting written sources or data, archived records or map based evidence (see Possible Sources of Information, below);

- Examine and assess the physical components of the asset and its particular setting;
- Consider whether any expert analysis or supplementary professional expertise might be required;
- Decide whether any exploratory or opening up works might be needed to understand concealed layers of fabric or features that might be affected by your proposals.

Possible Types of Significance

An assessment of the significance of the site, building or setting can be organised around the following themes:

Historic significance – the age and history of the asset, including features associated with its development over time; the layout of a site; the plan form of a building; the rarity of its survival; or its relationship to a particular historical person or event.

Cultural significance – the role a site plays in a historic setting, village, town or landscape context; the function of a building associated with a particularly important local industry, type of agriculture etc;

Architectural and Aesthetic significance – the visual qualities and physical characteristics of the asset, whether settlement, space, site or building; the form; the appearance of elevations and roof form; the nature of the materials and fabric used; associations with a particular architect or craftsman; any special decorative features of interest; and sculptural forms.

Archaeological significance – the evolution of the asset; recognisable phases of development over different periods; important or distinctive features; evidence surviving in building fabric; and a potential survival of below ground remains.

Possible ways to minimise adverse impacts:

Consideration of alternatives: whether other options exist to meet the applicant's objectives. E.g. Perhaps the internal layout of a building could be altered in a less damaging way to perform the function proposed; or a new building could be repositioned so it is less detrimental to an archaeological feature?

Sensitive Design: Examples include the installation of new services in a discreet manner so as not to compromise the qualities of a room, or skilfully designing an extension that takes account of the physical massing and scale in the old and the new work.

Choice of Materials: Thinking carefully about the selection of construction materials for new and repair works can avoid both visual and longer-term structural harm to a building.

Reversible works: Is it feasible to design new work so that it can easily be installed and removed at some later date without causing damage to significant building fabric or archaeological deposits?

Identifying such approaches in your impact statement would help us to understand your design approach and how it has been informed by an understanding of the asset's significance and is likely to enable a faster decision.

Possible Sources of Information

There are a many sources, both national and local, that can help you discover and describe the significance of the Heritage Asset that is the subject of your application. They will not all be relevant to each application, but a useful checklist to consider would include the following sources: -

- *List descriptions for statutorily designated buildings such as listed buildings.* Accessible via Historic England - <https://historicengland.org.uk/listing/the-list> and searchable online via the Heritage Gateway at <http://www.heritagegateway.org.uk/gateway/>.

- *Historic maps such as Tithe and early Ordinance Survey maps*
Available for scrutiny at county record offices in Carlisle and Whitehaven, these can be useful in identifying changes to the size and form of buildings as well as their settings.
- *Cumbria County Council's 'Extensive Urban Survey* Available to inspect at Cumbria County Council's offices in Kendal, this document identifies the archaeological significance and potential of a number of settlements within the district.
- *Cumbria County Council Historic Environment Record*
Contact the County Council for further information.
- *The Buildings of England series Cumbria: Cumberland, Westmorland and Furness* by [Matthew Hyde](#), [Nikolaus Pevsner](#) (2010 ed) (ISBN 9780300126631).
- *Traditional Buildings of Cumbria by R W Brunskill. 2002*
- *Records of the Cumberland Westmorland Antiquarian and Archaeology Society.* Bound volumes and indexes of articles on buildings and archaeology are available to purchase or to consult with via local library reference collections.
- *Cumbria County Council Archive services in Carlisle and Whitehaven*
Prior booking is usually required and the archive contains a broad range of research material relating to local and family histories, as well as individual sites and buildings, including some architects drawings and early estate maps.

National guidance can be found at:

- Historic England Information on climate change and guidance on its impact on traditional buildings is available at Climate Change and Your Home: <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.

- Conservation Principles, by English Heritage, which provides greater detail on managing change and particularly how to assess significance and evaluate heritage assets:
[http://www.helm.org.uk/upload/pdf/Conservation Principles Policies and Guidance April08 Web.pdf](http://www.helm.org.uk/upload/pdf/Conservation_Principles_Policies_and_Guidance_April08_Web.pdf)
- Informed Conservation by K Clark. English Heritage. 2001. Detailed Guidance on understanding and recording the historic environment.
- Historic Environment Good Practice Guidance, Planning notes 1,2 & 3:
<https://historicengland.org.uk/images-books/publications/gpa1-historic-environment-local-plans/>; <https://historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/>;
<https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/>

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 Council becomes aware of them.