<Name of person consulting>

<Address of consulting organisation>

Your Ref: <Reference>

Our Ref: <Primary Reference Number>

Contact:

<Casework Officer>

<Casework Officer Number>

<Casework Officer Email>

<Completion Date>

Dear <Contact Name>,

**TOWN & COUNTRY PLANNING ACT 1990 (AS AMENDED)**

**NATIONAL PLANNING POLICY FRAMEWORK 2021**

**<Consultation Name>**

**<Proposal Description>**

**Recommend Pre-Determination Archaeological Assessment/Evaluation**

Thank you for your consultation received on <Log Date>.

The **[YOUR TEAM NAME]** give advice on archaeology and planning. Our advice follows the National Planning Policy Framework (NPPF).

Assessment of Significance and Impact

<Archaeological Priority Area>

<Assessment of Significance>

Planning Policies

NPPF Section 16 recogniseS the positive contribution of heritage assets of all kinds and make the conservation of archaeological interest a material planning consideration. NPPF paragraph 194 says applicants should provide an archaeological assessment if their development could affect a heritage asset of archaeological interest. A field evaluation may also be necessary.

NPPF paragraphs 199 - 202 place great weight on conserving designated heritage assets, including non-designated heritage assets with an archaeological interest equivalent to scheduled monuments. Non- designated heritage assets may also merit conservation depending upon their significance and the harm caused (NPPF paragraph 203). Conservation can mean design changes to preserve remains where they are.

NPPF paragraphs 190 and 197 emphasise the positive contributions heritage assets can make to sustainable communities and places. Applicants should therefore expect to identify appropriate enhancement opportunities.

If preservation is not achievable then if planning consent is granted, paragraph 205 of the NPPF says that applicants should record the significance of any heritage assets that the development harms. Archaeological consultants can advise on the possible implications of such mitigation requirements for the development programme and costs.

Recommendations

I have looked at the information you have supplied and at the **[YOUR AUTHORITY AREA/ORGANISATION NAME]** Historic Environment Record. I have recommended below what more information I would need to advise the planning authority on the effects on archaeological interest and their implications for the planning decision.

I therefore recommend that the following further studies should be undertaken to inform the preparation of proposals and accompany a planning application:

<Mitigation>

I will need to agree the work beforehand and it should be carried out by an archaeological practice appointed by the applicant. The report on the work must set out the significance of the site and the impact of the proposed development. I will read the report and then advise you on its implications for the planning application.

This letter concludes **[YOUR TEAM NAME]**’s free Initial Pre-application advice (that is, one free cycle of advice and engagement). Further information on archaeology and planning in **[YOUR AUTHORITY AREA NAME]** is available on the **[YOUR AUTHORITY AREA/ORGANISATION NAME]** website. If further pre-application advice (other than minor clarifications) is requested then you will be asked to use our Extended Pre-application service which provides applicants with a bespoke programme of advice and engagement beyond the initial free cycle. We charge for this extended service on a cost-recovery basis; we do not make a profit from it.

This Initial Pre-application advice relates solely to archaeological considerations, is provided without prejudice to the local authority’s decision-making role, and may be shared with the local authority on whose behalf it is given. You should also consult Historic England’s Development Management team on statutory matters.

You can find more information on archaeology and planning in **[YOUR AUTHORITY AREA NAME]** on our website.

Yours sincerely

<Casework Officer>

**[YOUR ROLE]**

**[YOUR TEAM NAME]**