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<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 Archaeological Condition(s)**

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

The **[YOUR TEAM NAME]** gives 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.

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 planning consent is granted, paragraph 205 of the NPPF says that applicants should record the significance of any heritage assets that the development harms. Applicants should also improve knowledge of assets and make this public.

Recommendations

I therefore conclude that the development could cause harm to archaeological remains. However, the significance of the asset and scale of harm to it is such that the effect can be managed using a planning condition. A pre-commencement condition is necessary for clarity on what is required to safeguard archaeological interest once works begin on site. The archaeological work secured by the condition would include:

<Mitigation>

Archaeological consultants can advise on the possible implications of such mitigation requirements for the development programme and costs.

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 Advice 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]**