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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 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 you grant planning consent, paragraph 205 of the NPPF says that applicants should record the significance of any heritage assets that the development harms.

Recommendations

Having looked at this proposal and at the **[YOUR AUTHORITY AREA/ORGANISATION NAME]** Historic Environment Record but I need more information before I can advise you on the effects on archaeological interest and their implications for the planning decision. If you do not receive more archaeological information before you take a planning decision, I recommend that you include the applicant’s failure to submit that as a reason for refusal.

Because of this, I advise the applicant completes these studies to inform the 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 the planning application.

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

This response relates solely to archaeological considerations. If necessary, Historic England’s Development Advice Team should be consulted separately regarding statutory matters.

Yours sincerely

<Casework Officer>

**[YOUR ROLE]**

**[YOUR TEAM NAME]**