



## LISTED BUILDING ADVICE NOTE

### Writing a Heritage Statement

All Listed Building Consent applications require the submission of a Heritage Statement. The aim of the statement is to describe the significance of the listed building and demonstrate how this is affected by the proposals.

The level of detail in a Heritage Statement is dependent on the nature of the works proposed and in the majority of cases a full architectural and historic analysis of your building is unlikely to be required. A more in-depth study may sometimes be required, for example if your property is particularly important or sensitive to change or the works are extensive, and if this is the case you will be advised.

If you have an architect or other professional submitting the application on your behalf they should be able to produce a Heritage Statement themselves, or we can provide contact details of professionals who can assist. However, depending on the nature of the building or works proposed, it is not always necessary to submit a professionally prepared statement and with the following guidance you can write your own.

#### **Describe the significance of the Listed Building**

The Heritage Statement will need to start by describing the 'significance' of your listed building. This is defined in the National Planning Policy Framework (NPPF) as *"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 asset's physical presence, but also from its setting."*

Significance is an all-encompassing word used to capture a wide variety of reasons why the historic building is considered important enough to be included on the National Heritage List for England.

To help you understand the significance of your building consider the following steps:

1. Firstly, look at your building and describe what you see! Including photographs of the listed building and the areas of potential change in the Heritage Statement can be useful.
2. Secondly, look at the list description for clues on the age, architectural design or construction of your building. This can be accessed by locating your property on the National Heritage List for England (see Further Information, below). Remember that the aim of the list

description is simply to help identification of the building and is likely to be only a few sentences in length, but it is a useful starting point.

3. Thirdly, see whether there is any historic information such as previous architectural analysis, or old photographs and maps that might aid understanding the development of your listed building. A simple Google search can sometimes bring up surprising details!

### **Assessing the proposed works**

Following your description of the significance you will need to outline the proposed works, the reason for the works and indicate how they affect your listed building.

At the simplest level this may be a few lines; for example, the replacement of a modern window with one to a more traditional detail to match other windows in the listed building could be assessed in the following manner:

“The existing window is a modern, possibly late Twentieth Century replacement. The proposed new window will match other historic windows on the listed building in detailed design and materials. No historic fabric will be lost and the works will improve the appearance of the listed building by reinstating a more appropriately detailed window.”

### **Further guidance**

There are many sources of information on the internet, at your local library or the Kent archives in Maidstone. The following list is not exhaustive but may be of interest (see also our leaflet ‘Conservation Contacts’):

Kent County Council Historic Environment Record (HER): a database of archaeological sites, finds and buildings: <http://www.kent.gov.uk/leisure-and-community/history-and-heritage>

Historic England Archive: an online version of the Architectural Red Boxes:  
<http://historicengland.org.uk/images-books/archive/archive-collections/englands-places/>

Historic maps: [www.old-maps.org.uk](http://www.old-maps.org.uk)

Tithe maps: dating from 1830-40, available to view on CD at Dover Library, The Discovery Centre (contact your local library for availability)

The Francis Frith Collection: a source of historic photographs: <https://www.francisfrith.com/uk/>