



Information for Agents and Applicants regarding the Historic Environment and Planning.

September 2012 (amended April 2018)

Find out more online at
www.worcestershire.gov.uk/WAAS



worcestershire
county council

Why is the Historic Environment important?

We are all familiar with the historic environment, it is all around us, whether in town, village or countryside. It is surprisingly fragile, finite and very susceptible to change. Our environment however is not static and change is inevitable. What is needed is the controlled and responsible management of that change.

Some parts of our historic environment are un-mistakable, the medieval churches, timber framed houses or fields of rolling ridge and furrow. Many of these buildings and sites are protected by designation in the form of Listed Buildings or Scheduled Monuments; however the vast minority of our heritage assets are undesignated.

While we take for granted the obvious, it is the more ephemeral, hidden and misunderstood that is at greatest risk. By their very nature, archaeological remains lay buried, out of sight, while seemingly plain, un-distinctive buildings can hide within them evidence of much earlier structures and gems of architectural and archaeological importance.

As time marches on, our recent past blurs into our more ancient past. These more recent sites and buildings can often have greater importance to local communities than more ancient remains, as they possess a greater degree of social history, have memories attached to them and make a significant contribution to local character.

We all therefore have a responsibility to manage change to this environment. To aim to preserve and maintain that held most significant, while ensuring that we do not consign elements of our heritage that we currently feel less important, to destruction without record.

National and Local planning policy has recognised the need for appropriate management of this historic environment in the development management process. This is laid out in the National Planning Policy Framework or NPPF.

"The Government believes that the historic environment is an asset of enormous cultural, social, economic and environmental value. It makes a very real contribution to our quality of life and the quality of our places. We recognise that while some of today's achievements may become tomorrow's heritage our existing heritage assets are also simply irreplaceable. We realise the importance of understanding, conserving, and where appropriate, enhancing the markers of our past. We believe in encouraging a wider involvement in our heritage, in order to ensure that everyone, both today and in the future, has an opportunity to discover their connection to those who have come before."

The Government's Statement on the Historic Environment for England 2010

Designated Assets such as Listed Buildings and Scheduled Monuments have an additional level of protection, and further information and guidance can be obtained from the District Conservation Officers or Historic England. The vast majority of Heritage Assets however, are not of National Significance, but are of regional or local significance.

Understanding how this affects your planning application.

The historic environment contains a bewildering array of assets, some of greater significance than others. The historic environment is the human made landscape around us, and all it contains, some of which can be traced back to prehistoric times and ends in the process of change we see today. Many, but by no means all these assets are recorded on the County Historic Environment Record.

It is therefore inevitable that many development proposals will have some form of effect on the historic environment. Sometimes these effects are minor or insignificant, but other times devastating and unacceptable. The planning system aims to ensure that the impact of development and the significance of the historic environment are understood in order that objective decisions can be made on what is acceptable change.

The National Planning Policy Framework (para 128) requires that any application affecting or having the potential to affect a heritage asset is accompanied by a heritage statement. Applicants and planning agents are therefore strongly advised to consult the Historic Environment Record prior to submitting your application to determine what this assessment should entail.

However all planning applications are checked, once validated and published via the districts weekly planning lists, and if a scheme is deemed to affect or have the potential affect the historic environment, the local planning authority is informed that either further information is needed, or that as a condition of consent, the heritage asset is to be managed.

I have been told further information on the impact my application may have on the historic environment is needed before the application can be determined. What does this mean?

While it is often obvious when a scheme affects either a Listed Building or Scheduled Monument, it is much more common for applications to affect the obvious, but potentially as important, structures or remains. Very often a proposed development may occur in an area where there is currently insufficient information on the Historic Environment Record to be able to make an informed judgement on the impact of the proposed development. This is when further information in the form of a Desk Based Assessment, Building Appraisal, and/or Field Evaluation will be requested.

The information needed can come in a variety of forms, depending of course upon the type of heritage asset affected, the location, and scale and type of development. Any information required must be provided by a suitably qualified and experienced professional archaeologist or historic building expert.

Desk Based Assessment

This is a document that pulls together all the known records for a site and its immediate environment and does not require intrusive investigation, but provides a synthesis of the available evidence is provided and forms the basis for dialogue with the planning archaeologist. These are generally only requested in complex urban environments or where a site covers a large or dispersed area (eg a new road or pipeline). Desk Based Assessments are not normally the final product, even if no current records exist for the site, and it is likely that further field evaluation will be required. Before commissioning a pre-application Desk Based Assessment contact the curator to see if one is required.

Field Evaluation

Where a proposed development will result in extensive groundworks, a field evaluation may be required to test the site for any archaeological remains and to ascribe an indication of their significance. Field evaluations are used on sites where it is known that archaeological remains occur, but their significance is not known, and on sites where, based on expert opinion, there is potential for unrecorded significant remains. Field evaluations may be required prior to determination of both Full and Outline planning applications.

Building Evaluation

Many buildings and structures, whether listed or not, are of historic architectural and archaeological interest. Schemes proposing demolition or significant changes may require some form of building evaluation to accompany the application in order that an objective decision on the buildings significance can be made. The level of evaluation will be proportional to the nature of the building and your proposals.

Planning Conditions.

Having a historic environment mitigation condition applied to a planning consent can seem daunting, especially as the recommended wording looks onerous. However, the wording is designed to help explain the process and allow part discharge of pre-commencement elements. The condition used in Worcestershire is based on the recommended wording as set out by The Association of Local Government Archaeological Officers (ALGAO).

A) No development shall take place until a programme of archaeological work, including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

- 1. The programme and methodology of site investigation and recording.**
- 2. The programme for post investigation assessment.**
- 3. Provision to be made for analysis of the site investigation and recording.**
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation**
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation**
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.**

B) No demolition/development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).

C) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

To help you understand what is required here is a breakdown of the condition:

No development shall take place

*[The archaeological works must be arranged **well before** any works on site occur, this includes ground preparation]...*

until a programme of archaeological work,

[the works defined in the brief provided by the curator]...

including a Written Scheme of Investigation has been submitted

[this is the document submitted by an archaeological contractor based on the requirements of the brief]...

to and approved by the local planning authority in writing

[Formal written approval of acceptance of the written scheme of investigation must be provided by the curator to the LPA]...

The scheme shall include an assessment of significance and research questions; and:

1. The programme and methodology of site investigation and recording.
2. The programme for post investigation assessment.
3. Provision to be made for analysis of the site investigation and recording.
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
5. Provision to be made for archive deposition of the analysis and records of the site investigation
6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

[The above are all essential requirements of the written scheme of investigation, and in Worcestershire all these elements are detailed in the brief produced by the curator]...

B) No demolition/development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).

[the brief and wsi will detail when in the development programme the archaeological works will take place and when development works can commence following completion of defined phases of said archaeological work]...

C) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

[this is to ensure that once fieldwork has completed the final report and archive are provided before full discharge of the condition can occur.]

Discharging the Planning Condition

The nature of the variability of an archaeological programme of works, and the wording of the condition means that there can be a staged discharge of the condition

Stage A is discharged upon written approval from the curator and LPA of the Written Scheme of Investigation.

Stage B is discharged when fieldwork is completed in accordance with the WSI and Brief

Watching Brief

Watching briefs occur during development and therefore this part of the condition will be discharged when proof of a written contract between the applicant and the archaeological contractor is submitted to the curator.

Building Recording and Programmes of Archaeological Work

This part of the condition will be discharged upon written conform conformation from the archaeological contractor that all pre development recording has been completed.

Stage C is discharged when the final report has been submitted and approved and the archive deposited in the agreed store or an agreement to deposit is in place.

The responsibility of discharging planning conditions is held by the Local Planning Authority and not with the Archive and Archaeology Service. We will of course pass on comments and recommendations to the relevant planning officer in order that they have sufficient information to be able to discharge the condition when formally requested to do so.

The results of the fieldwork

The nature of archaeology is such that it is impossible to accurately predict the presence, significance and extent of archaeological remains. What this means is that sometimes when a condition is implemented, the results are not what were predicted and it is not uncommon for there to be less or more present than anticipated. Sometimes the works may reveal more complex or completely un-predicted remains.

The report produced will be added to the County Historic Environment Record (HER) and the archive deposited with the county museum. The information from the works therefore feeds back into the planning process enabling more informed decisions to be made in the future where works occur in the vicinity.

The HER data is not only used by development control, but is a public resources used by schools, academics, local history groups and the wider archaeological community.

Contracting an Archaeological Organisation

Archaeological deposits are a finite resource, and as such all archaeological fieldwork carried out in the county must be of the highest possible standard, for once it has been removed or damaged, it cannot be reinstated.

Commissioning archaeological projects is not like buying a product or providing many other services. For most products and services the quantities of materials, time taken in manufacture etc. are fairly well understood and a firm price can be given. For archaeological sites the archaeologists cannot always give a single fixed price, as many briefs include the need for a 'contingency'. This is an additional period of time used to deal with unexpectedly complex archaeology. This is actioned only if significant archaeology is encountered.

What happens on site is only part of an archaeological project. You may see the archaeologists at work on site, but they have a great deal to do after fieldwork has been completed. In addition a number of other specialists are often involved (artefact, environmental, illustration specialists etc.) in order to provide the final report required for predetermination or as a condition of your planning application. Nevertheless you as the client should try and obtain a fixed maximum price before you agree to any archaeological project.

Perhaps most importantly you should be confident that whatever the archaeological contractor is doing for you, that it will achieve its aims. You have to satisfy the condition of a planning permission or any predetermination works, which will be further detailed in a brief provided by, or on behalf of, the planning authority. If your contractor does not satisfy this, you may find yourself in breach of the permission, as it is your responsibility to ensure the conditions are met. The proposal you are sent by the contractor should contain sufficient information to allow you to be confident that a good job will be done.

The Chartered Institute for Archaeologists is the profession's guiding body. If your contractor is registered with, or their staff members of, ClfA then they will abide by the ClfA Code of Conduct.

Seek advice!

Before work can commence, the contractor's proposal or Written Scheme of Investigation (WSI) must be seen and approved by the Planning Advisory Section in order to ensure that it fulfils the aims of the brief. The Planning Advisory Section is happy to give advice on the methodological statements provided by contractors, but will not generally comment on costs. If you send a contractor's proposal to us please leave out the financial details. This is in order to maintain impartiality. You are also advised not to enter into a contract until the curator has approved the proposal.

Study the Written Scheme of Investigation

Does the WSI give enough detail on what will actually be done? There may be technical details that you do not understand, any contractor should be happy to explain these to you.

Does the WSI present a worst case for which a maximum cost will apply, or does it just give a daily rate and make no attempt to give a ceiling?

Do you think that everything has been allowed for (HER fees, backfilling of trenches)? Are any items marked or implied for you to provide at your expense or which will be added to the cost quoted?

If you have sought more than one quote

When seeking quotes from contractors you may like to ask that a breakdown of costs is provided in sufficient detail to enable you to identify the following, which will help to provide comparisons. Usually the breakdown should identify the following:

Where possible the person days to be spent on tasks (usually only the fieldwork can be estimated at an initial stage).

The rates used to calculate project cost for staff, other non-staff costs (e.g. travel, plant hire, equipment, materials etc.) and overheads.

Process Chart

	Your Task	Process	Curator	Planning Officer
1	Application Submitted	Screening	<p>Check of the HER* and primary historic records</p> <p>Assessment made of whether sufficient information exists or whether more is required. The latter shall be only what is required to determine the application.</p> <p>If more information is required a brief is written detailing what information is required and how it is to be obtained, This brief and further guidance is passed to the planning officer. If is judged that the impact of the scheme can be mitigated by condition then the planning officer will be informed.(5)</p>	<p>Planning officer assesses the request for further information and whether it is compliant with national and local planning policy</p> <p>Brief and Documents passed to applicant</p>
2	Works put out to tender. Quotes obtained from archaeological organisations. Chosen contractor will provide applicant with a Written Scheme of Investigation, which should be passed to the curator.	Tendering	<p>Copy of Written Scheme of Investigation is checked for compliance to the Brief and professional Standards and Guidance</p> <p>Applicant and planning officer are advised when the WSI is acceptable.</p>	
3	Upon receiving approval of the WSI, contract the archaeological organisation to undertake the works required.	Fieldwork	<p>If works are fieldwork based then the curator may monitor the works to confirm that they are being carried out to the required standard and to address any variation or issues that may have arisen</p>	
4	A report is submitted of the findings of the fieldwork or desk based assessment	Review	<p>The report is checked for compliance to the Brief, WSI and professional Standards and Guidance</p> <p>Applicant and planning officer are advised whether the report is acceptable and</p> <ul style="list-style-type: none"> a) Contains findings that will significantly affect the proposals. b) Contains findings that can be mitigated by planning condition c) Confirms no significant impact on the historic environment. 	<p>Decides whether</p> <ul style="list-style-type: none"> a) The scheme is acceptable on historic environment grounds b) Accepts whether a condition is required c) Confirms that no further action is required
5	<p>Applicant receives planning consent with historic environment condition.</p> <p>Contacts curator to request the brief.</p>	Determining Scope of Works	<p>A brief is written detailing what works are required and how it is to be obtained, This brief and further guidance is passed to the planning officer and applicant</p>	
6	Works put out to tender. Quotes obtained from archaeological organisations. Chosen contractor will provide applicant with a Written Scheme of Investigation, which should be passed to the curator.	Tendering	<p>Copy of Written Scheme of Investigation is checked for compliance to the Brief and professional Standards and Guidance</p> <p>Applicant and planning officer are advised when the WSI is acceptable</p>	
7	Upon receiving approval of the WSI, contract the archaeological organisation to undertake the works required.	Mitigation Fieldwork	<p>If works are fieldwork based then the curator may monitor the works to confirm that they are being carried out to the required standard and to address any variation or issues that may have arisen</p>	
8	A report is submitted of the findings of the fieldwork or desk based assessment	Review	<p>The report is checked for compliance to the Brief, WSI and professional Standards and Guidance</p> <p>Applicant and planning officer are advised whether the report is acceptable and if so the applicant is provided with a letter confirming that the condition has been fulfilled. This should be submitted with the formal condition discharge application.</p>	<p>Formal discharge of condition</p>

WYCHAVON DISTRICT COUNCIL
good services. good value

Planning Services, Civic Centre, Queen Elizabeth Street, Pershore, Wores, WR10 1PT
Email: planning@wychavon.gov.uk
Website: www.wychavon.gov.uk
Telephone: (01886) 563463
Fax: (01886) 561092

**Application for Planning Permission,
Town and Country Planning Act 1990**

Publication of applications on planning authority website.
Please note that the information provided in this application form and supporting documents may be published on the Authority's website.
If you require a further clarification, please contact the Authority's planning department.

1. Applicant Name, Address and Contact Details

Title: Mr / Mrs / Miss / Ms / Other

Company Name: _____ Surname: _____

Street Address: _____

Town/City: _____ County: _____ Telephone number: _____ National Extension Number: _____

Country: _____ Mobile number: _____

Postcode: _____ WF12 3AL _____ Fax number: _____

Are you an agent acting on behalf of the applicant? Yes No

2. Agent Name, Address and Contact Details

Title: _____

First Name: _____ Surname: _____

Full Name: _____

Address: _____

Telephone number: _____ National Extension Number: _____

Mobile number: _____

Postcode: _____ WF12 3AL _____ Fax number: _____

Use of the Proposal

The proposed use is: _____



Worcestershire Historic, Environment & Archaeology Service
Providing specialist planning advice to local authorities and developers

**REQUIREMENTS FOR AN ARCHAEOLOGICAL EVALUATION AT
SITING BETWEEN 2 PARK LANE & 35 LOAD STREET, BEWDLEY,
WORCESTERSHIRE**

January 20th 2009
Planning reference WF/09/0025

**worcestershire
county council**

