

# Heritage Assessment Form

*For use in support of applications for Planning Permission and/or Listed Building Consent*

## Application Details

<b>Planning Authority</b>	
<b>Type of Application (Planning Permission, Listed Building Consent or both)</b>	

## 1. Site Details

<b>Site name</b>	
<b>Address (including postcode)</b>	
<b>Grid reference (If known)</b>	
<b>Description of site and surroundings</b>	

## S 2. Description of the Proposal

<b>Type of development</b>	
<b>Location of works</b>	
<b>Demolition / excavation / or ground disturbance required?</b>	

<b>Associated works (including all internal alterations in Listed buildings)</b>	
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### 3. Heritage Assets Affected

Listed Building (A/B/C)  Conservation Area  Scheduled Monument  
 Archaeologically Sensitive Area

Garden or Designed Landscape  Historic Battlefield  Non-designated historic environment asset

<b>Asset names and reference numbers (If known)</b>	
<b>Setting and relationship to proposal</b>	

### 4. Sources and Research

<b>Sources consulted (HER, maps, appraisals, surveys, archives) if any</b>	
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## 5. Statement of Significance

<b>Significance of affected asset(s) and setting</b>	
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## 6. Assessment of Impact

<b>Impact on significance</b>	
<b>Overall impact (Beneficial / Neutral / Harmful)</b>	

## 7. Mitigation and Design Response

<b>Avoidance, impact minimisation and mitigation measures (including the options considered to deliver the outcome)</b>	
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## 8. Policy Assessment

<b>NPF4 Policy 7 and relevant LDP2 policies</b>	
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## 9. Archaeology and Recording (if applicable)

HER consultation undertaken:  Yes /  No

Archaeological evaluation or mitigation required:  Yes /  No

Historic fabric recording proposed:  Yes /  No

<b>Details</b>	
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## 10. Conclusion

<b>Summary conclusion</b>	
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## Appendices

Plans and drawings  Photographs  HER responses  Specialist reports  Historic research material

# Heritage Assessment Guide

## Purpose of this Guide

This guide and template are intended to support the preparation of Heritage Assessments (also referred to as Heritage Statements) for development proposals that may affect the historic environment within Dumfries and Galloway.

The document is designed to:

- Help applicants, agents and designers understand what information is required;
- Ensure consistent, transparent decision-making; and
- Promote *informed conservation*, where change is based on a clear understanding of significance.

The level of detail provided should always be **proportionate** to the significance of the historic environment asset(s) affected, and the scale and nature of the proposal. The Assessment should be carried out by an appropriately qualified person.

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## Policy Context

Heritage Assessments prepared using this guide should demonstrate compliance with the following:

### National Policy

- **National Planning Framework 4 (NPF4) – Policy 7: Historic Assets and Places**
  - Supports the protection, conservation and enhancement of designated and non-designated historic assets and their settings;
  - Supports the transition to net zero and ensures that assets are resilient to current and future impacts of climate change;
  - Requires proposals to be informed by an understanding of significance and to minimise adverse impacts, with justification where change results in harm.

## Local Policy – Dumfries and Galloway Council

- **Local Development Plan 2 (LDP2)**
  - **OP1 – Development Considerations (Part (b): Historic Environment)**
  - **OP2 – Design Quality and Placemaking**
  - **HE1 – Listed Buildings**
  - **HE2 – Conservation Areas**
  - **HE3 – Archaeology**
  - **HE4 – Archaeologically Sensitive Areas**
  - **HE5 – Hadrian’s Wall** (where relevant)
  - **HE6 – Gardens and Designed Landscapes**
  - **HE7 – Historic Battlefields**
  - **HE8 – Enabling Development**
  
- **Historic Built Environment Supplementary Guidance (February 2020)**
  - Provides detailed principles on layout, scale, materials, setting, views, climate resilience and energy efficiency.

Applicants should also have regard for Conservation Area Character Appraisals, Management Plans, and other relevant Supplementary Guidance.

Not all noted LDP2 policies will be relevant to every proposal.

Further information and detail on these policies and documents can be found at the following:

[National Planning Framework 4](#)

[Dumfries and Galloway Council LDP2](#)

[Dumfries and Galloway Council Supplementary Guidance](#)

## When a Heritage Assessment is Required

A Heritage Assessment will normally be required where development proposals may affect:

- Listed Buildings (including their setting);
  - Conservation Areas;
  - Scheduled Ancient Monuments (SAM's);
  - Archaeologically Sensitive Areas (ASA's);
  - Inventory or non-inventory Gardens and Designed Landscapes;
  - Inventory Historic Battlefields;
  - Non-designated heritage assets (i.e. those recorded in the Council's Historic Environment Record (HER)).
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## Key Principles for Heritage Assessment

All Heritage Assessments should:

1. **Identify** the historic asset(s) and their setting;
  2. **Understand and describe significance** (architectural, historic, archaeological);
  3. **Assess impact** on that significance (including setting);
  4. **Demonstrate how impacts are avoided, minimised or mitigated;**
  5. **Justify any harm**, where it arises, against policy criteria;
  6. **Show how the proposal reflects LDP2 policies and Supplementary Guidance principles.**
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## Glossary

Both NPF4 and Dumfries and Galloway Council LDP2 include a glossary and explanation of terms, such as ‘historic asset’, ‘setting’ and ‘significance’:

**Conservation Area:** Areas that are considered to have ‘special architectural or historic interest’ requiring additional protection (LDP2 glossary, page 245).

**Cultural Significance:** Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations. Cultural significance can be embodied in a place itself, its fabric, setting, use, associations, meanings, records, related places and related objects (NPF4 Annex, page 147).

**Gardens and Designed Landscapes:** The Inventory of Gardens and Designed Landscapes recognises sites where garden grounds and landscapes have been intentionally laid out for artistic effect which are of national importance. Their selection, assessment and designation is carried out by Historic Environment Scotland. Designated landscapes are managed primarily through the planning process by the appropriate authority (NPF4 Annex, page 149).

**Historic Battlefields:** The Inventory of Historic Battlefields recognises sites where a nationally important battle took place, soldiers fought and died, and where significant military activities happened. Their selection, assessment and designation is carried out by Historic Environment Scotland. Battlefields are managed primarily through the planning process by the appropriate planning authority (NPF4 Annex, page 150).

**Historic Environment:** The historic environment is ‘the physical evidence for human activity that connects people with place, linked with the associations we can see, feel and understand’ (NPF4 Annex, page 150).

**Historic Environment Asset:** An asset (or ‘historic asset’ or ‘heritage asset’) is a physical element of the historic environment – a building, monument, site, place, area or landscape identified as having cultural significance (NPF4 Annex, page 150).

**Historic Environment Record:** A publicly available record which holds information on sites, buildings, gardens and other historic features, including shipwrecks and battlefields. These high-quality local records have an important role in maintaining and managing the historic environment (LDP2 glossary, page 247).

**Listed Building:** A listed building is a built structure of ‘special architectural or historic interest’. The term ‘building’ can be defined as ‘anything made by people’ such as houses, schools, factories, boundary walls, bridges and sculptures. Listing covers the whole of a building or structure including its exterior, interior and any ancillary structures within its curtilage (provided these were constructed before 1 July 1948). Their selection, assessment and designation is carried out by Historic Environment Scotland under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. Listed Buildings are managed primarily through the Listed Building Consent process by the appropriate planning authority (NPF4 Annex, page 151).

**Setting:** Setting is more than the immediate surroundings of a site or building, and may be related to the function or use of a place, or how it was intended to fit into the landscape or townscape, the view from it or how it is seen from areas round about, or areas that are important to the protection of the place, site or building. ‘Setting’ is the way the surroundings of a historic asset or place contribute to how it is understood, appreciated and experienced (NPF4 Annex, page 156).

**Scheduled Monument:** Scheduled monuments are archaeological sites or monuments of national importance that are legally protected under the Ancient Monuments and Archaeological Areas Act 1979. Their selection, assessment and designation is carried out by Historic Environment Scotland who maintains the schedule. Works to Scheduled Monuments are regulated by Historic Environment Scotland through their Scheduled Monument Consent process (NPF4 Annex, page 156).

## Contact Details:

Council Archaeology Team  
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Council Planning Service  
[planning@dumgal.gov.uk](mailto:planning@dumgal.gov.uk)

Historic Environment Scotland  
<https://www.historicenvironment.scot/>