

## **Guidance Notes for Assessment of Significance**

**Required for applications for Listed Building Consent,  
Conservation Area Consent and Planning Permission affecting heritage  
assets**

**PPS5: Planning for the Historic Environment**, which came into effect on 1st April 2010, introduces a requirement for applications affecting 'Heritage Assets' to be accompanied by an Assessment of Significance.

The term 'Heritage Assets' includes designated assets such as Listed Buildings, Conservation Areas, Scheduled Ancient Monuments, Registered Historic Parks, Gardens and Battlefields, as well as non-designated sites and buildings of historic interest as determined by Malvern. Such non-designated assets would include non-listed farm buildings, chapels, bridges, mills, Victorian villas, lodges and locally important historic parks and gardens.

The Assessment of Significance will need to contain a description of the significance of the heritage assets affected by the proposal, and the contribution of their setting to that significance.

Applications submitted without such Assessment of Significance will not be validated.

This guidance note is designed to show you as the applicant/agent what information you should be submitting as part of your Assessment of Significance, and where to find that information.

**To help you structure your assessment, we have produced a pro-forma to be submitted with your application.** You may need to supplement this pro-forma with additional reports, studies, historic information, photographs and any other information where relevant. In some cases, where the significance is very high, or the proposed works have substantial impact, such supplementary information may be a required part of the assessment of significance.

**We will be happy to look at draft assessments of significance at pre-application stage to advise on their adequacy, but will be unable to contribute to the content of the assessment. We will also advise at pre-application stage whether a non-designated site or building would be considered a heritage asset for which an assessment would be required**

### **Why do I need to prepare an Assessment of Significance?**

As well as the policy requirement for this information, being able to properly assess the nature, extent and importance of the significance of a heritage asset and the contribution of its setting is very important to an applicant or agent in order to conceive of and design a successful development or alterations to heritage assets

### **What should my Assessment of Significance include?**

The information that you provide should be proportionate to the significance of the asset and the potential impact upon that significance of the proposals.

For example, for a substantial demolition of a heritage asset, or where new development affects the setting of a heritage asset - eg. a listed building or conservation area - you would need to provide detailed information on the asset as a whole and a thorough explanation of the impact.

Meanwhile an application for a minor alteration to part of the asset – for example internal works to a historic building - is likely to require more detailed information on the affected part of the asset, along with a briefer explanation of how the impact relate to the significance of the asset as a whole.

In assessing the significance of an historic building or site, it is important to recognise that heritage assets may be affected by direct physical change or by changes in their setting, and that 'significance' can relate to a variety of aspects. In making an application, you need to understand both the nature and the extent of the significance.

**To help you structure your assessment we have produced a pro-forma which you can use to submit with your application.**

**Significance** can be informed by a number of factors, so as well as requesting general descriptive information regarding the heritage asset affected, this pro-forma requests assessment of the significance of the site, setting and building, where relevant, under a number of headings:

- Historic significance – the age and history of the asset, its development over time, the strength of its tie to a particular architectural period, the layout of a site, the plan form of a building, internal features of special character including chimneystacks and fireplaces,
- Cultural significance – the role a site plays in a historic setting, village, town or landscape context, the use of a building perhaps tied to a local industry or agriculture, social connections of an original architect or owner,
- Aesthetic / Architectural significance – the visual qualities and characteristics of the asset (settlement site or building), long views, legibility of building form, character of elevations, roofscape, materials and fabric, special features of interest,

- Archaeological significance – evolution of the asset, phases of development over different periods, important features, evidence in building fabric, potential for below ground remains.

To be able to address these aspects, and depending on the nature of the heritage asset, you might need to:

- refer to the sources of information listed in the following box,
- examine the asset and its setting
- carry out both desk-top and on-site analysis
- consider whether expert assessment or supplementary expertise is necessary (e.g. archaeological, timber frame analysis, architectural historian, social history, etc). Remember - archaeological interest is not confined to below ground remains; an archaeological interpretive survey of a building can be key in understanding phases of development and the significance of features.
- Consider whether exploratory works are required to understand hidden layers of fabric

### **Where can I gather the sort of information needed for my Assessment of Significance?**

There are a variety of sources, national and local, that can help you ascertain and describe the significance of the Heritage Asset that is the subject of your application. They will not all be relevant to each case, but a useful list includes:

- **List descriptions for statutorily designated buildings.** Though these are often very brief and early entries may be inaccurate in part, they do provide a starting point for understanding the listed building. You can see the list for Malvern's buildings at the Civic Centre in Pershore.
- **English Heritage Registers of Scheduled Ancient Monuments, Historic Parks and Gardens and Historic Battlefields.** For more information, contact the English Heritage Regional Office on 0121 625 6820
- **National Amenity Societies (e.g. SPAB, Georgian Group, Victorian Society, Twentieth Century Society).** These groups publish extensive material on their websites and in books and journals
- **Conservation Area Appraisals.** These have been prepared for a number of Conservation Areas within the district, available on the Council's website
- **Local History and Civic Societies.** These exist in many towns and villages within Malvern and often have a wealth of local information
- **Historic tithe and OS maps and photographs.** Available at the Worcestershire Record Office and the Worcestershire County Council website.

- **Worcestershire County Landscape Character Assessment.**  
Available on the Worcestershire County Council website.
- **Worcestershire Record Office**, at County Hall, Spetchley Road, Worcester, WR5 2NP. Contains a wealth of research material relating to individual sites and buildings, as well as local history.
- **Worcestershire Historic Environment Record (HER).** Maintained by the Archaeological Unit at Worcestershire County Council
- **Publications**, which often describe typical building types and features of architectural periods, and locally relevant buildings and typologies. Suggested texts are:
  - The Buildings of England series (ed. N Pevsner) – Worcestershire edition
  - Historic Farmsteads: West Midlands Region, by English Heritage
  - Victoria County History: County of Worcester
  - Archaeological Assessments of Pershore, Evesham, Broadway and Droitwich, by Worcestershire Archaeological Unit.

This list is by no means exhaustive and will be added to as the Council become aware of other relevant texts.

### **What will happen if my Assessment of Significance is not accepted?**

In rare circumstances, a validated application may subsequently be found by the planning officer to be deficient either in the depth or extent of the description of significance and impacts, and in these cases the Council has powers to require further information from the applicant before progressing the application.