

HISTORIC ENGLAND ENHANCED ADVISORY SERVICES: SERVICE DESCRIPTION AND CUSTOMER DOCUMENT REQUIREMENTS

In the following paragraphs, paid-for services are described in *bold italic* typeface.

Initial, Extended and Formal Pre-Application Advice

Historic England offers free Initial Pre-application advice to prospective applicants for planning permission affecting designated¹ heritage assets (including EIA development and National Infrastructure Projects), undesignated heritage assets of archaeological interest in Greater London², listed building consent, faculty consent and scheduled monument consent, or any project necessitating marine licence consent. The purpose of any pre-application advice is to reduce the risk to the applicant of an application for consent being refused by the determining body, with all of the abortive costs that would entail. Historic England's Initial Pre-application advice sets out to:

- Establish those aspects of a proposed change that engage the relevant heritage Acts, the historic environment policies of the National Planning Policy Framework (NPPF) or the Department for Culture, Media and Sport (DCMS) policy for scheduled monuments or the Ecclesiastical Exemption;
- Identify areas both of compliance and potential conflict with relevant national legislation, guidance and historic environment policies;
- Suggest any obvious ways in which potential conflicts might be avoided or mitigated;
- Indicate what information Historic England would expect any formal application to include.

Our Initial Pre-application advice is free and we will meet the above aims by reviewing information provided, conducting one site visit/meeting if necessary (reviewing further information arising from this), and issuing an advice letter.

Whether or not a site visit is necessary to fully understand the proposals and attain the required service standard will be determined by Historic England staff based on the initial information provided. Prospective applicants are asked where possible to provide sufficient information to make desk-based appraisal a realistic possibility (see Historic England's [Charter for Advisory Services](#), [GLASS Charter for Advisory Services](#) and [Information Required](#)). The minimum requirement is the postal address of the place to which the

¹ The pre-application advice service covers proposals where we would be statutory consultees should an application be made.. See <http://historicengland.org.uk/services-skills/our-planning-services/charter/when-we-are-consulted/proposals-for-development-management/>

² Except for the City of London & Southwark who have their own in-house archaeology advisers. Searches of the Greater London Historic Environment Record for commercial purposes are chargeable separately; please refer to the Greater London Historic Environment Record Access and Charging Policy.

proposals relate and a description (in English) of the proposed work. The Greater London Archaeological Advisory Service also require a location plan showing the site boundary.

The product of this initial free advice is a letter on Historic England headed paper (which might be sent as a pdf file attached to an e-mail using a Historic England e-mail account). Clarification may be provided if the applicant is unclear about the meaning of the advice (we would expect this be within one month of issuing that advice), but further advice will form part of our charged-for service.

Once the Initial Pre-application advice is complete, further advice can be sought through Extended Pre-application advice. This is available on a full cost recovery (not-for-profit) basis. Customers benefit from on-going verbal and written advice, such as regular involvement in design team meetings, advice on archaeological assessment, field evaluation and comments on emerging schemes, from a named lead specialist from Historic England. Customers using this service will pay for the full cost of staff time, including travel and administration time.

Formal Pre-application advice is available without charge. It might follow the free Initial Pre-application advice or the paid-for Extended Pre-application advice. For Formal Pre-application advice, customers are required to provide a full set of plans and other relevant information exactly as would be included in the intended application, and Historic England will then undertake a one-off assessment to provide our formal written advice (on headed paper) on the proposals should they be submitted as an application. This advice does not have scope for negotiations or Historic England involvement in any amendments. Formal Pre-application advice is not a substitute for the ongoing discussion and negotiation offered by our Extended Pre-application service. The Greater London Archaeological Advisory Service does not provide Formal Pre-application advice.

The type and amount of information required for us to provide Formal Pre-application advice will vary in each case; our approach is proportionate according to circumstances. Advice on the information required to support an application is part of our free Initial Pre-application service. The items of information that may be necessary for proposals affecting designated or undesignated heritage assets, depending upon the significance of the asset and the impact of the proposed changes, are set out at [here](#).

Fast-track Listing

Using our online Listing and designation application [form](#), anyone can apply for free to:

- List a building
- Schedule a monument

- Register a historic park, garden or battlefield
- Protect a wreck site

Note: Conservation Areas are dealt with by local Councils and not by Historic England.

The Listing and designation application form can also be used to apply for an amendment or removal of existing entries from the National Heritage List for England. Applications for Certificates of Immunity from Listing (COI) and for Listing following the serving of a Building Preservation Notices (BPN) can also be made.

We receive a high number of applications for designation, and need to balance these against our strategic project work, directing our finite resources to those that are most in need of attention. We will only normally take forward applications for designation where the building or site;

- Is demonstrably under serious threat of demolition or major alteration;
- Is a priority under Historic England's programme of strategic project work;
- Possesses evident significance, and is obviously worthy of inclusion on the National Heritage List for England.

Applications received which do not meet one of these three measures will not be taken forward under the free service. Our [Frequently Asked Questions document](#) provides further information, alongside this webpage.

Applications that do qualify for the free service are taken forward as quickly as possible but according to relative priority, and the availability of staff time. No case-specific timeframe is provided for completion (i.e. sending our advice to the DCMS), but we aim to complete the whole process of researching, assessing and documenting to the necessary standard within five months (the average time taken is 23 weeks based on a representative sample of cases).

We will provide the service described above within a quicker and guaranteed timeframe, where customers are able to pay the full cost us of doing so. We will make Fast-track Listing recommendations to the DCMS within 12 weeks for most straightforward cases. This service will include making recommendations to the DCMS on Certificates of Immunity from Listing.

For the small number of complex or contentious cases anticipated, the guaranteed deadline will be negotiated with the applicant. In exceptional circumstances this may involve the commissioning of further research as part of the charged-for service. The aim is to provide a guaranteed date by which we will have made our recommendation to DCMS.

In all cases, the more relevant information that accompanies an application the better. Guidance on the sort of information we will normally seek to include in our assessment can be found [here](#).

Listing Enhancement

Around 97% of England's Listed Buildings have List Entries that pre-date 2004. Some have not been updated for over 40 years. These older List Entries were brief and only intended to aid the identification of the listed property. They did not identify the reason for the designation, nor indicate what was included in the designation. Often List Entries only describe the front elevation, and yet legally, the designation typically extends to the entire property. This can include extensions, outbuildings and other structures within the curtilage of the building described.

Since 2004, new and revised List Entries have included the principal reasons why a building is listed, providing greater clarity on why it is important. This can help the local authority determine what alterations are likely to require Listed Building Consent. Since changes to the law in 2013, it has been possible to exclude parts of buildings from protection, providing further clarity for those managing the building.

Through the same application process outlined for Fast-track Listing, customers can apply for free to have an existing List entry updated but it will be prioritised according to the three measures set out below, and no guarantee will be given regarding the timeframe in which this update will be completed;

- Is demonstrably under serious threat of demolition or major alteration;
- Is a priority under Historic England's programme of strategic project work;
- Possesses evident significance, and is obviously worthy of inclusion on the National Heritage List for England.

The paid-for Listing Enhancement service provides clarity over the special interest of the listed building, in a shorter and guaranteed timeframe than would otherwise be practicable. We will make Listing Enhancement recommendations to the DCMS within 12 weeks for straightforward cases. For the small number of complex or contentious cases anticipated, the guaranteed deadline will be negotiated with the applicant. In exceptional circumstances this may involve the commissioning of further research as part of the charged-for service.

In all cases, the more relevant information that accompanies an application the better. Guidance on the sort of information we will normally seek to include in our assessment can be found [here](#).

Screening for Potential Listing

The Screening for Potential Listing Service is not available as a free service; it is an entirely new offering enabled by full cost recovery. Historic England staff will conduct a survey and produce a report on an area of land to assess the likelihood of any heritage assets with the degree of interest that would warrant statutory Listing. The report will also indicate heritage assets which may merit local designation; however decision-making on these is for the Local Planning Authority to determine. The service will not identify below-ground archaeological potential, which will need to be addressed separately with the Local Planning Authority.

Screening will provide a helpful way to reduce uncertainty early on in the development process by allowing owners or prospective owners of substantial areas of land to gauge the risk of proceeding with development plans in an above ground context.

This will be particularly helpful;

- *where blocks of land are being assembled for development or for disposal with a view to redevelopment, or;*
- *where areas are under consideration for regeneration.*

The screening report will include an overarching review of the significance of a defined area and its potential for statutory Listing:

- *Details of assets already on the List within the screening survey area, and a review of any other sources for the area that Historic England deems pertinent to the screening report;*
- *Detailed guidance on the broad significance and rarity of the site as a whole and any individual areas or features within it;*
- *Details of the likelihood of any heritage assets with the degree of interest that would warrant statutory Listing.*
- *Details of heritage assets which may merit local designation (for which the Local Planning Authority is the decision-making body).*

This may lead to statutory designation where the national measures are met, which can be subject upon agreement to a related fast-track designation assessment: applicants for the screening service are reminded that the service will not identify any below-ground archaeological potential, including any potentially schedulable assets, upon which advice ought to be sought from the relevant Local Planning Authority. The results of the project will be disseminated through Historic Environment Records and other relevant public channels.

For the Screening for Potential Listing the customer is required to provide;

- *A 'red line' map outlining the entire area[s] to be subject to a Screening for Potential Listing Survey, at an appropriate scale and image resolution. A post*

code (or 8-figure grid reference) for the approximate centre of the site would also be helpful, but is not essential;

- *Information on, and assistance in gaining, legal access to (including the legal owner[s] of) the Listing screening area and all structures within in would be helpful, including where relevant details of any health and safety concerns raised by such access (e.g. unsafe structures). Historic England cannot be held liable for any delay to Listing screening caused by problems accessing a site for screening inspection;*
- *Any additional information that the customer can provide on the site's history would be welcome, including any evidence submitted as part of previous heritage and environmental assessments, although the submission of such information is not essential. Should a detailed baseline history of the site be necessary and has not previously been undertaken, Historic England would undertake this at additional cost to the customer.*

If you require an alternative accessible version of this document (for instance in audio, Braille or large print) please contact our Customer Services Department:
Telephone: 0370 333 0607
Textphone: 0800 015 0516
E-mail: customers@HistoricEngland.org.uk