**Summary**:

*Date*

*Head of Development Management*

*Address*

*[mark for the attention of the case officer if you have the name]*

Dear Sir,

***14/xxx (application details)***

We are grateful for the opportunity to comment on this application, which has a material impact on the significance of *[give name of the park or garden],* a historic designed landscape which is Registered by Historic England at Grade *[give grade – I, II\*, II].* The inclusion of this site on the national register is a material consideration.

*We write to object/support/other stance* this application, which will *[summarise impact in one sentence].*

*[Add a short paragraph on your County Gardens Trust, and how it sees its role.]*

As previously notified to you, the Gardens Trust, which is the statutory consultee on matters concerning registered parks and gardens, is now working closely with County Garden Trusts to comment on planning applications and fulfil this statutory role. For further information, we refer you to the Gardens Trust publication *The Planning System in England and the Protection of Historic Parks and Gardens* (2016), which is available online at [www.thegardenstrust.org](http://www.thegardenstrust.org)

**Significance**:

*We have made a site visit* [if you have] and undertaken further research *[say what, if relevant].* The **significance** of *[site name]* is *[include a brief description of the site’s significance. Your CGT’s researchers may already have this, or it may be on the Register entry, or HER entry. If not, you should try to write one, using the HLP guidance on Significance on the Resource Hub at* [www.thegardenstrust.org](http://www.thegardenstrust.org)*. You can also include the relevant entry the Register if it helps.]*

**Impact**:

*[Use the following paragraphs to state the proposal’s* ***impact*** *on the site’s significance – this will form the bulk of your letter.**If you are struggling to determine this, it might be because the applicant has inadequately addressed the requirement to provide an analysis of the site’s significance and the impact of the proposal on this significance, eg in an environmental, heritage, or design and access statement? If this is the case, you can say so and request that the applicant provides this information before the application is considered.]*

**Policy**:

There is national and local **policy** of relevance to this application. At a national level, we refer you to National Planning Policy Framework Paragraph *[insert paragraph number here, choosing one from Section 12. Relevant extracts from the NPPF are given in a handout on the Resource Hub at www.thegardenstrust.org]* *[Explain how the proposal does or does not comply with the NPPF paragraph.]*

Locally, Local Plan policy/ies *[say what the policy is, and from which version of which document it comes]* is relevant to this proposal*. [Explain how the proposal does or does not comply with the Local Plan policy.]*

**Position**:

*[Having previously stated the impact of the proposal, you now need to state your* ***position****. Clearly state whether you are objecting or supporting, or taking another stance, and summarise why, without repeating the impact paragraphs.]*

We would be grateful to be advised of your decision, or if further information is submitted. Please note that we would like to speak at planning committee *[delete if you would not be willing].*

Yours faithfully

*[Avoid signing the letter in a personal capacity. If at all possible, try to get it nominally signed by your CGT’s Secretary or Chair to emphasise that it is an official response that has been through a sign-off process]*