**Planning leaflet covering letter to LPAs**

Dear X

I am writing to introduce [COUNTY] Gardens Trust, which works to [INSERT CGT MISSION STATEMENT].

We are members of the national statutory consultee The Gardens Trust, which was formed in July 2015 following a merger of The Garden History Society and the Association of Gardens Trusts.

As you will know, The Garden History Society had been granted statutory consultee status in 1995, and the Gardens Trust has been confirmed in this role by Government. Local planning authorities must therefore consult the Gardens Trust on planning applications that may affect historic designed landscapes of any grade in England and Wales that are on the *Register of Parks and Gardens of Special Historic Interest* that is held by Historic England.

These consultations are dealt with by the Gardens Trust’s conservation team, working closely with County Gardens Trusts such as ourselves.

Please ensure that statutory planning consultations are sent to the Gardens Trust’s conservation team – consult@thegardenstrust.org. It would be immensely helpful and accelerate the process for comments if you could *additionally* send the consultations to us direct at [INSERT CGT EMAIL ADDRESS]

Historic parks and gardens are ‘heritage assets’ for planning purposes. The Gardens Trust is determined to raise awareness of historic designed landscapes and to ensure that the protection afforded to them under the National Planning Policy Framework is implemented and is effective and sustainable. The role of local planning authorities is central to this process. In recognition of the close partnership between the Gardens Trust and local planning authorities, the Gardens Trust has published a guidance leaflet to explain the place of historic designed landscapes in the planning system, the importance of assessing significance, the statutory consultation obligations, and the role of the Gardens Trust and the County Gardens Trusts. This leaflet is intended primarily to help local planning authorities, but is freely available to all.

The leaflet is attached, or you can download a copy here [INSERT TGT/CGT WEB ADDRESS].

We would very much like to meet with you and your colleagues to discuss ways in which we could work together. Typical ways in which County Gardens Trusts have been operating with local authorities include inputting to Historic Environment Records, compiling Local Lists, providing Statements of Significance and, of course, commenting on planning applications and providing pre-application advice.

Yours sincerely

[CGT NAMED CONTACT WITH OFFICAL EMAIL ADDRESS]