**The Gardens Trust**



70 Cowcross Street, London EC1M 6EJ  
Phone: (+44/0) 207 608 2409

Email: [enquiries@thegardenstrust.org](mailto:enquiries@thegardenstrust.org)

**Nationally designated planning application template response**

You may wish to use this template letter when commenting on a planning application that affects a historic park or garden that nationally designated on the Register of Parks and Gardens (Heritage List).

Items requiring amendment by the writer are presented in italics, with notes for your guidance in [], which will need deleting before completion. We have highlighted key words as a reminder that the ideal structure for a letter is SSIPP (Summary, Significance, Impact, Policy, Position).

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*Date*

*Head of Development Management*

*Address*

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

Dear Sir,

***19/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].*

Thank you for consulting The Gardens Trust (GT) in its role as Statutory Consultee with regard to proposed development affecting a site listed by Historic England (HE) on their Register of Parks and Gardens as per the above application. The xxxx Gardens Trust (xGT) is a member organisation of the GT and works in partnership with it in respect of the protection and conservation of registered sites, and is authorised by the GT to respond on GT’s behalf in respect of such consultations.

For further information, we refer you to the Gardens Trust publication *The Planning System in England and the Protection of Historic Parks and Gardens* (2019), which is available online at [www.thegardenstrust.org](http://www.thegardenstrust.org).

*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.]*

*[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.]*

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. 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.]*

*[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]*

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originally issued 2013, revised November 2014, revised March 2017, revised June 2019

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**Local list planning application template response**

You may wish to use this template letter when commenting on a planning application that affects a historic park or garden that is not nationally designated on the Register of Parks and Gardens, but which is of local interest, ideally but not necessarily included on a recognised Local List or in the Historic Environment Record.

Items requiring amendment by the writer are presented in italics, with notes for your guidance in [], which will need deleting before completion. We have highlighted key words as a reminder that the ideal structure for a letter is SSIPP (Summary, Significance, Impact, Policy, Position).

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*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 *[name the site],* which is identified by us as of local importance, and contained within *the Trust’s Local List of important parks and gardens*. *[Amend this as appropriate depending on how you describe your county’s UnRegistered sites of interest. Say if your List of Parks and Gardens has been accepted or adopted by the planning authority, or if the site has been incorporated into the County HER]*

*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. Mention that it is a member of the national Gardens Trust.]* 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

*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 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 from your Local List or gazetteer if it helps.]*

*[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.]*

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.]*

*[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]*

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**No Comment responses to planning applications**

In many instances, examination of a planning application ends in the conclusion that there is no need to respond with comments. If time allows, it is useful to send a No Comment response in these instances as this will mean that the planning officer is not waiting for a response, and will make it clear that the Gardens Trust and County Gardens Trusts are nevertheless alert to threats.

This text is recommended for use in these circumstances.

Items requiring amendment by the writer are presented in italics, with notes for your guidance in [].

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*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)***

Thank you for consulting the *[insert name of your county]* Gardens Trust on this application.

We have considered the information that you have provided and on the basis of this do not wish to comment on the proposals at this stage.

We would however emphasise that this does not in any way signify either our approval or disapproval of the proposals.

However, if you have any further queries, please contact us at this email address, and we would be grateful to be advised of the outcome of the application in due course.

Yours sincerely

*[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]*

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