**Document 10 Letter to owners for consultation process**

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| [Occupant]  [Name]  [Number] [Street]  [Stroud]  [Postcode] | Date:  Phone:  e-mail: | (01453 762817  clerk@stroudtown.gov.uk |

Dear Sir/Madam,

**Re: NAME OF ASSET**

**Nomination to Stroud Town Council’s List of Local Heritage Assets**

The council is currently undertaking nominations for a Local List of Heritage Assets. This is a list of buildings, parks and gardens considered to be of special interest because of their local architectural, design, historic and townscape interest.

I am writing to you as the above asset has been nominated to Stroud Town Council’s List of Local Heritage Assets. This nomination means that it has been assessed as being a heritage asset of particular local value against an agreed set of criteria in the Stroud Town Centre Neighbourhood Development Plan.

During the development of the [Stroud Town Centre Neighbourhood Development Plan](https://www.stroud.gov.uk/media/3003/ndp-referendum-version-1-july-2016.pdf) (NDP) (adopted by Stroud District Council in 2016), Stroud District Council agreed that Stroud Town Council could hold such a list for the Stroud Town Centre NDP area (see Stroud Town Centre NDP, Policy AP8b). The purpose of the list is to identify locally valued heritage assets which do so much to give the area character and distinctiveness. The full NDP can be viewed at our office or online at: [www.shapingtheheartstroud.org](http://www.shapingtheheartstroud.org)

Unlike Listed buildings, Local Listing is not a legislative control and does not determine whether planning permission is needed. However, when planning permission is required the ‘special interest’ of a locally listed asset will be taken into account by planning officers when considering applications.

**As the owner of this building, We are consulting you and invite any comments you have on this nomination, including any further information about the building. Your comments are welcomed as part of this process**~~.~~

Please find attached:

* a draft entry for the List of Local Heritage Assets for the building in your ownership
* a copy of the draft list of all buildings and structures nominated for the List of Local Heritage Assets in March 2017.

**We are keen to stress that local listing does not provide extra legislative controls or protection for those buildings, parks and gardens included on the local list. Permitted development rights are not affected. There is no additional control over changes which do not require planning permission or over internal changes. However, when planning permission is required, the special interest or ‘significance’ of the asset will be taken into account. As such, local listing is different to statutory listing at national level, which provides additional controls over changes to both the interior and exterior of the building.**

To be included on the list an asset must meet at least one of the criteria set out in Appendix 5 of the Stroud Town Centre Neighbourhood Development Plan. These criteria are based on Historic England's good practice guidance.

The list of assets was developed by volunteers working with Stroud Town Council and Stroud Preservation Trust. Out of the 100 buildings nominated by the volunteers, 45 were agreed as an initial draft list for consultation by a selection panel which included members with expertise in historic buildings.

The list will be reviewed annually to assess any additional nominations and any proposals to remove an asset from the list against the agreed criteria.

Please send any comments on the nomination of this building to me at the address below or email [council@stroudtown.gov.uk](mailto:council@stroudtown.gov.uk) by Feb 19th 2018.

Yours faithfully,

Helen Bojaniwska

Town Clerk