# Planning Aid
England
*Engaging Communities in Planning*

# Character Assessment Document Template

Putting the pieces together

Many groups decide to undertake a character assessment of their local area to inform and help support design policies in their neighbourhood plan.

The final step in preparing a character assessment involves formalising all of the information you have recorded using the character assessment pro forma into a character assessment document.
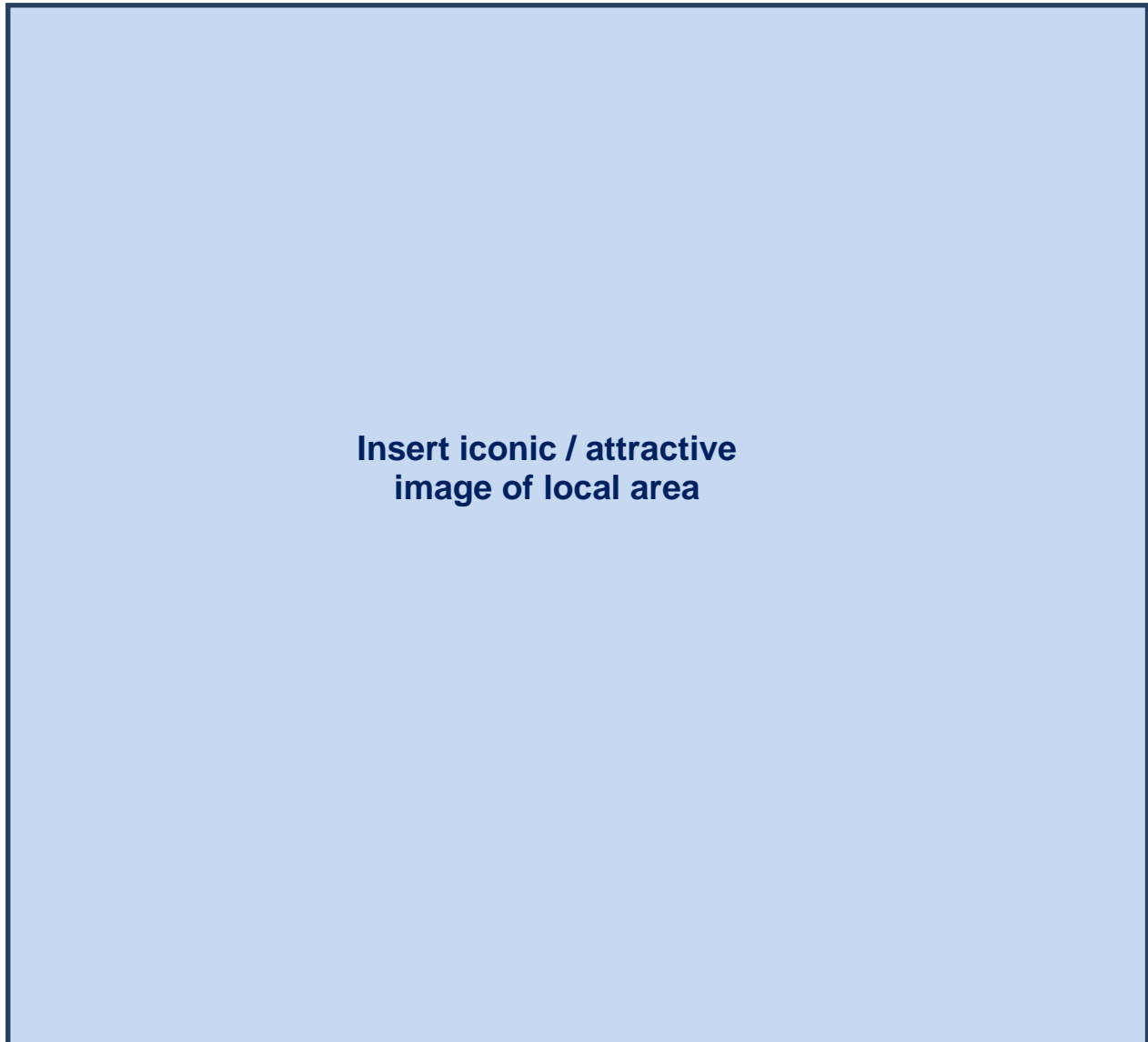
To help you with this exercise we have produced this character assessment template. This provides you with a draft structure and layout for your character assessment document.

You are advised read the 'How to prepare a character assessment to support design policy' resource before you use this template. The resource explains in further detail:

- what a character assessment is

- the benefits of completing a character assessment

- how to complete a character assessment

- how to use a character assessment in your neighbourhood plan.

# [INSERT SETTLEMENT OR NEIGHBOURHOOD AREA NAME]

**Insert iconic / attractive
image of local area**

# CHARACTER ASSESSMENT

# [INSERT DATE]

## Introduction

*[Text on what the Character Assessment is, what it covers, how it was produced and how it should be used]*
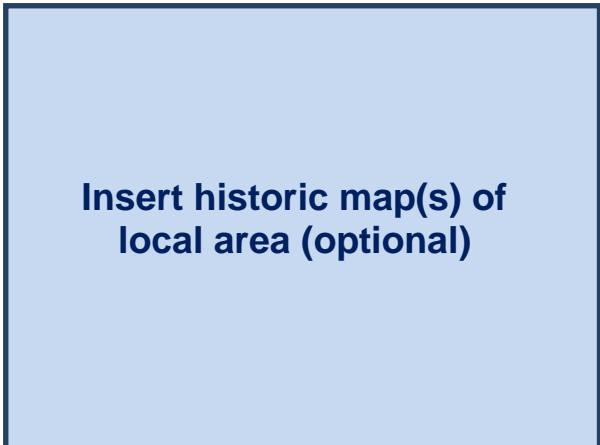
## Overview of the settlement or neighbourhood area

*[Text detailing location of the settlement, extent of the area, high-level description of broad character. Can be supplemented with map of the local area]*

**Insert map of local area (optional)**

## Historic development of the settlement or neighbourhood area

*[Text providing a short commentary on the origins of the settlement or neighbourhood area and details of how it developed and evolved over time. This can be supplemented with historic maps and images]*

**Insert historic map(s) of local area (optional)**

**Insert historic image(s) of local area (optional)**

# Character Areas Overview

**Insert map showing
Character Areas**

**Insert key for map**

- **Character Area
  1 [insert name]**
- **Character Area
  2 [insert name]**
- **Character Area
  3 [insert name]**

## Character Area 1: [insert name]

### General overview of character

*[Text on what the general character of the area is]*

### Layout

*[Text on the layout of the character area]*

### Topography

*[Text on topography]*

### Spaces

*[Text on open spaces found in the area]*

### Roads, streets, routes

*[Text on the various routes - both vehicular, cycle and pedestrian - that run through the character area]*

### Green and natural features

*[Text on what green and natural features found in the character area]*

### Landmarks

*[Text on landmarks within the character area]*

**Insert images of character area to supplement text**

**Insert images of character area to supplement text**

**Insert images of character area to supplement text**

# Buildings and details

*[Text on appearance and character of buildings within the character area]*

# Streetscape features

*[Text on streetscape features in the character area]*

# Land use

*[Text on main land uses in the character area]*

**Insert images of character area to supplement text**

**Insert images of character area to supplement text**

**Insert images of character area to supplement text**

**Insert images of character area to supplement text**

# Views

## *[Text on key views relating to the character area]*

Where views do exist and need to be identified, you should communicate to the reader the following:

1. location of the view (i.e. the precise location from which the view is appreciated)
2. extent of the view
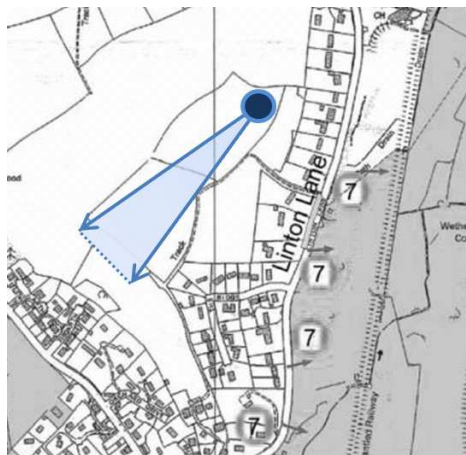3. content and value of the view

The view profile template shown on the following page is a useful way to communicate this essential information.
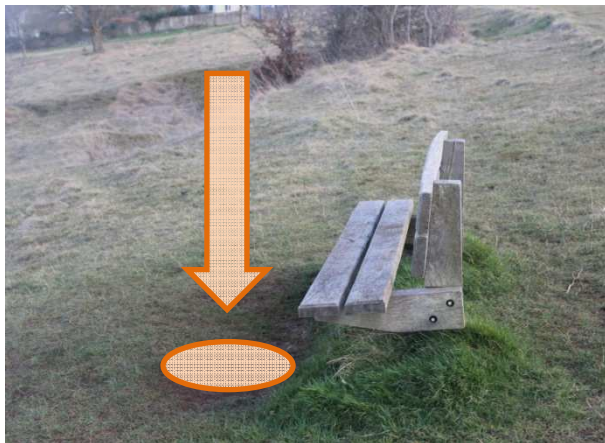
## [Insert view name]

**Map of view direction and extent**



**Photograph with viewpoint location denoted**



**Photograph of view**



**Description of view**
*[Text describing content and value of view]*

*Figure 1: Sample view profile template (Images credit: Royal Town Planning Institute)*

## *Summary of key qualities and characteristics*

*[Text summarising the character of the area, and highlighting its distinct features and qualities]*

[REPEAT THIS SECTION (PAGES 5-9) FOR EACH OF THE IDENTIFIED CHARACTER AREAS]

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