



ENGLISH HERITAGE

# HERITAGE LIST FOR ENGLAND

## GUIDANCE

These guidance notes are to accompany your application to add a heritage asset to the National Heritage List for England, or for amending or removing a heritage asset which has already been designated.

Anyone can put forward a building, archaeological site, park and garden, battlefield or wreck for designation. Equally, anyone can apply for the amendment or removal of an existing heritage asset from the List, as long as there are sufficient grounds for making such an application. Requirements for applications for a Certificate of Immunity or Building Preservation Notice are explained in more detail under 'completing the application form'.

It is recommended that you refer to the guidance and fact sheets when completing your application. If you require advice about completing the form, or would like to request a fact sheet, please contact us via customer services at [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk) or on 0870 333 1181.

### Type of Application

#### **New**

Select this application type if the subject of your application is not currently designated as a heritage asset.

#### **Amendment**

Select this application type if you wish to apply for a change to an existing designation. This includes changes to the address, mapped extent, heritage asset description or grade. It would be helpful if you could provide the relevant heritage asset number, which can be obtained by searching the National Heritage List for England for the designated asset and noting the 'list entry number'.

#### **Removal**

Select this application type if you wish to apply to remove an existing heritage asset from the List.

- Please be aware that a designated asset can only be removed from the List if it is no longer of special architectural or historic interest in a national context.
- For heritage assets designated under the 'Listed Building Act' please be aware that applications to remove an asset from the List will not usually be considered if the building is the subject of a current planning application or listed building consent, or an appeal against refusal of consent, or if enforcement action by a local planning authority is pending or in progress.
- De-listing is not an alternative to seeking the relevant listed building or planning consent.
- Heritage assets protected under the Ancient Monuments and Archaeological Areas Act can only be removed from the List if it can be clearly demonstrated that special interest has been so degraded it can no longer be considered to be of national importance.
- For historic wreck sites designated under the Protection of Wrecks Act 1973, designation may be revoked by the Secretary of State if there is not, or is no longer, any wreck in the area which requires protection.

### **Certificate of Immunity (COI)**

Anyone can apply for a Certificate of Immunity, regardless of whether they own the building in question, provided that planning permission is being sought or has been granted in respect of the building or buildings, but not implemented.

A Certificate of Immunity is a legal guarantee that the building or buildings named in the certificate will not be considered for designation as a building of special architectural or historic interest in a national context, for five years subsequent to the date on which the certificate is signed. A Certificate of Immunity prevents the local planning authority from serving a Building Preservation Notice (BPN) on the building for the duration of the certificate. Statutory provisions relating to Certificates of Immunity are set out in Section 6 of the Planning (Listed Buildings and Conservation Areas) Act 1990. If an application for a Certificate of Immunity does not result in a certificate being issued, the building will normally be added to the statutory list.

### **Building Preservation Notice (BPN):**

A Building Preservation Notice is a temporary listing served by the local planning authority under section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Applications for a Building Preservation Notice can only be made by the local planning authority or National Park authority within which the heritage asset is situated. The Building Preservation Notice is served on the owner of the building and automatically raises a request that the building be considered for listing.

Planning authorities and National Park authorities have the power to serve a Building Preservation Notice on the owner of a building which is not listed, but which they consider is of special architectural or historic interest in a national context and is in danger of demolition or alteration in such a way as to affect special interest. A Building Preservation Notice provides protection for a building for a period of six months after the notice is served whereby it is subject to the same considerations as if it were a listed building.

## **Completing the Application Form**

All applicants are requested to apply using the online application form which, once completed and submitted, is imported directly into English Heritage's Unified Designation System (UDS). This speeds up the progress of initial assessment and allows us to make a decision about whether or not we can take the application forward as a full case. If you do not have access to a computer, it is possible to register a request for a paper application form by calling the relevant Designation Department and talking to one of our Designation Co-ordinators (see contact details below).

### **Location**

Please provide the name, address or location of the heritage asset you wish to be considered. It is important to provide a National Grid Reference (NGR) for the location of the asset if it does not have a postal address, for example a milestone, bridge, archaeological site, etc. There is information about National Grid References on the Ordnance Survey website, but there are a number of websites which will allow you to identify the NGR from a map (ie. TL456876983). <http://gridreferencefinder.com/>

### **Map**

You will be asked to highlight the heritage asset you have selected on a digital map. Instructions about how to do this are available in the guidance section of the application form.

### **Ownership & Occupancy Details**

In order for English Heritage to carry out a full assessment of the heritage asset, it is important to provide us with the contact details of the owner of a building or site so that we may contact them to organise a visit. Failure to provide this information may delay your application. Owner details can be obtained from Land Registry Online at [https://www.landregistry.gov.uk/wps/portal/Property\\_Search](https://www.landregistry.gov.uk/wps/portal/Property_Search).

When entering multiple owner/occupier details it would be helpful to indicate the extent of ownership for each dwelling or parcel of land. For instance, if applying to list a row of cottages, please indicate which owner owns which cottage or if applying for an amendment of a scheduled ancient monument, please supply the contact details of all the land owners within both the existing and proposed areas.

### **Planning Details**

It is important to provide details of any current planning permissions or applications including marine consent applications. This will help us to prioritise our assessment of your application. You can get this information from your local planning authority website or from the [Planning Portal](#) or [Marine Management Organisation](#).

### **Reasons for Application**

When considering a heritage asset for designation, English Heritage assesses historic, archaeological, architectural and artistic interest against the Principles of Selection for Listing Buildings (DCMS, March 2010). Detailed guidance on what English Heritage looks for when assessing buildings for listing can be found in our Selection

Guides, which are available on our website or can be requested from English Heritage Customer Services 0870 3331181. Similarly, the criteria used to assess sites for inclusion in the Register of Historic Parks and Gardens, Battlefields Register, the Schedule of Ancient Monuments or the list of Protected Wrecks, are available via the English Heritage website or by request from English Heritage Customer Services.

Your **reasons for application** should set out how the heritage asset meets the criteria for designation as set out in the Principles of Selection, and whether it has historic, archaeological, architectural and artistic interest. The asset may have interest in one or more of these categories. Include details of any alterations or losses to the building or site.

Please be aware that condition is not a relevant consideration in the designation process unless it detracts from the special interest so much that the building or site no longer meets the criteria for designation. Similarly, economic and social factors cannot be taken into account during the assessment process.

### **Threats and risks to potential heritage assets**

Please provide details of any current substantiated threat or risk to the building or site, such as planning applications/marine consent, pre-application discussions or intent to demolish. If you are concerned that the owner may pre-emptively damage or destroy the asset on being notified of the application for designation it is essential that you inform us.

Change of use, unoccupied property or proposed sale are not considered to be threats in this context, although we would appreciate any information you are able to give us about the status of the building or site.

This information helps us to prioritise our casework and failure to provide it may put a potential heritage asset at risk.

### **Photographs**

Please provide recent colour photographs of the building or site you would like us to consider. These should include where appropriate, exterior photographs of each side of the building including any architectural features and interior views of the main rooms. For archaeological sites, battlefields, parks and gardens, and marine sites, images of the site and any features and finds are essential. Photographs allow us to make an informed initial assessment of the heritage asset. Any photographs that you send will be used solely by English Heritage during the assessment. Please provide a short description of, or label each photograph.

If you can provide us with copies of any historic photographs of the heritage asset, these can be extremely useful. Documents which contain historic photographs can be included in the **Documents** section.

When uploading photographs, please keep in mind that 1MB per photograph is more than suitable, however, if you would like to send a large number of photographs or any large photographs, please send them to us on a CD where possible.

Your application may be delayed if you do not provide adequate photographs, however, please do not trespass on private property when taking photographs.

If you are unable to provide us with photographs, please state why on the form.

### **Documents**

Please provide copies of any; documents, maps, charts, plans, drawings, book or journal extracts which support your application. Any documents that you send will be used solely by English Heritage during the assessment. Please provide details of any documentary sources you have used or that you think might be useful to us in making our assessment.

Large documents, for example, plans, should be sent to us on a CD rather than as a hardcopy where possible.

### **Freedom of Information Act 2000**

English Heritage is subject to the Freedom of Information Act and Environmental Information Regulations. Consequently, any information that you provide us with may be made publicly available where specific requests are made. All decisions on disclosure are subject to exemptions which take account of the provisions in the Data Protection Act. The identity of private or individual applicants is protected under the Data Protection Act.

### **Data Protection Act 1998**

The information you provide including personal details and any information obtained from other sources will be retained for administrative purposes by English Heritage. English Heritage will not release personal information to a third party if its disclosure would contravene any of the principles set out in the Data Protection Act 1998.

### **Contact Details**

#### **East Team**

<b>East of England</b>	Bedfordshire Cambridgeshire Essex Hertfordshire Norfolk Suffolk
<b>East Midlands</b>	Derbyshire Leicestershire Lincolnshire Northamptonshire

Nottinghamshire  
Rutland

**Designation (East)**  
**English Heritage**  
**Brooklands**  
**24 Brooklands Avenue**  
**Cambridge, CB2 8BU**

**01223 582700**

North Team

**North East** County Durham  
Northumberland  
Tyne & Wear  
Cleveland

**North West** Cheshire  
Cumbria  
Greater Manchester  
Lancashire  
Merseyside

**Yorkshire and the Humber**

East Riding of Yorkshire  
Humberside  
North East Lincolnshire  
North Lincolnshire  
North Yorkshire  
South Yorkshire  
West Yorkshire

**Designation (North)**  
**English Heritage**  
**37 Tanner Row**  
**York, YO1 6WP**

**01904 601901**

West Team

**South West** Avon  
Bath  
Bristol  
Cornwall  
Devon  
Dorset

Gloucestershire  
Somerset  
Wiltshire

**West Midlands**

Herefordshire  
Shropshire  
Staffordshire  
Warwickshire  
West Midlands  
Worcestershire

**Designation (West)**  
**English Heritage**  
**29 Queen Square**  
**Bristol, BS1 4ND**

**01179 750700**

South Team

**London and the South East**

Berkshire  
Buckinghamshire  
Hampshire  
Isle of Wight  
Kent  
Oxfordshire  
Surrey  
East and West Sussex

**Designation (South)**  
**English Heritage**  
**1 Waterhouse Square**  
**138-142 Holborn**  
**London, EC1N 2ST**

**02079 733000**

If you require an alternative accessible version of this document (for instance in audio, Braille or large print) please contact our Customer

Services Department:

Telephone: 0870 333 1181

Fax: 01793 414926

Textphone: 0800 015 0516

E-mail: [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk)