



ENGLISH HERITAGE

Fact Sheet

Responding to a Designation Consultation

What is the consultation process?

- The consultation process was introduced to make designation more open and transparent.
- The process allows English Heritage to consult the applicant, owner and local planning authority while assessing a designation application.

What does English Heritage consult on?

- Alongside the consultation letter that is sent out will be our consultation report. This comprises information on the history and details of the building or site, derived from our research (possibly including a site visit).
- These paragraphs will then be used in our final advice report to the Secretary of State (for listing, scheduling, protection of wrecks; parks and gardens and battlefield cases are decided by English Heritage), incorporating any new information gained as a result of the consultation, where relevant.

How can I respond to the consultation?

- Responses should be submitted by email. If you do not have email, you can send your response to the relevant Designation Team.
- If you are submitting documents by post, especially substantive reports in response to our consultation, please include an electronic version (CD-Rom), as we now store all our information electronically.
- The contact details for the relevant Designation Department team dealing with the building/site are on the consultation letter.
- You must send us this information within 21 days of the date of our email/letter. All representations received will be recorded and taken into account when formulating our advice to the Secretary of State.

What kind of information should my consultation response cover?

- When considering assets for designation, English Heritage must assess their historic, archaeological, architectural and artistic interest against a set of criteria. The basic criterion for listing a building is that it must hold special historic or architectural interest. For a monument to be scheduled it must be nationally important by reason of its historic, architectural, artistic, traditional

or archaeological interest. Parks and gardens and battlefields may be registered if they are of special historic interest. Wrecks or wreck sites may be considered to merit designation if they contribute or appear likely to contribute significantly to the understanding of the past on account of their historical, archaeological, or artistic importance. All of these criteria have two components: the nature of the interest or significance that defines the designation and the relative importance of that interest or significance. Designation criteria and Selection Guides are available from the English Heritage website.

- It is important to bear in mind that we can only consider representations relating to the relevant set of criteria.
- Please read the enclosed consultation report carefully to check for any factual inaccuracies. We would like to know if the information is full and correct in your view. If you have any further information or evidence (photographic, documentary etc.) pertaining to the date, function, history or materials of the building these can be provided in your response. Similarly, any information regarding the architect or historical person connected with the building will help with our assessment.

What happens next?

- We will consider all representations made before finalising our recommendation to the Secretary of State for Culture, Olympics, Media and Sport.
- The decision on whether to list is taken by the Secretary of State.

How will I know that the information I provide has been taken into account?

- When you receive notification of the Secretary of State's decision you will also receive a copy of English Heritage's final advice report.
- In this you will see a section specifically addressing consultation responses.

Where can I find out more about the designation criteria?

For more information on how we assess whether a building/site meets the criteria, go to our website www.english-heritage.org.uk. Our pages also include links to the Criteria for Designation and the Selection Guides, which outline the criteria for designating different asset types. If you do not have access to the Internet, please contact the Designation Department Team in your area and they will be able to send you a hard copy.

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0870 333 1181

Fax: 01793 414926

Textphone: 01793 414878

E-mail: customers@english-heritage.org.uk