

Designation Application Checklist

Before you start your application please review this checklist to ensure you have all the relevant information:

- The Property address or location information for sites without a postal address, so that we can clearly identify the asset you are proposing.
- Ownership details including contact details. This is essential information so we can ensure people are informed and consulted when appropriate. If unknown, ownership information can usually be found on the Land Registry web site: https://www.landregistry.gov.uk/wps/portal/Property_Search
- Details of any current planning applications, permission or marine consent. This information can usually be found on your council website, or see www.planningportal.gov.uk for further information.
- Photographs to support your application.
- The reasons why you believe the historic asset should be assessed for designation ie. (historic, architectural, archaeological, or artistic)
- Documentary evidence to support your application such as historic maps and research reports – see the sources checklist.
- A list of the books, articles, websites etc. that you have used in completing your research.

Research Checklist

Where appropriate the following web sources should be checked for information about the heritage asset you are proposing.

English Heritage Selection Guides, set out the criteria against which listed buildings are assessed <http://www.english-heritage.org.uk/caring/listing/criteria-for-protection/selection-guidelines/>

The National Heritage List for England is searchable database of all nationally designated heritage assets including Listed Buildings, Scheduled Monuments, Registered Parks and Gardens, Registered Battlefields and Protected Wreck Sites <http://list.english-heritage.org.uk>

English Heritage Introductions to Heritage Assets offer detailed overviews of different categories of archaeological assets: <http://www.english-heritage.org.uk/caring/listing/criteria-for-protection/IHAs/>

Heritage Gateway searches for archived information across national and local records of England's historic sites and buildings. www.heritagegateway.org.uk

Pastscape, search nearly 400,000 records held in our national historic environment database. You'll find information on archaeological, architectural and maritime sites www.pastscape.org.uk

British History Online is a digital library containing some of the core printed primary and secondary sources for the medieval and modern history of the British Isles www.british-history.ac.uk

Access to Archives database contains catalogues describing archives held locally in England and Wales and dating from the eighth century to the present day. www.nationalarchives.gov.uk/a2a/

Images of England is a 'point in time' photographic library of England's listed buildings, recorded at the turn of the 21st century. You can view over 300,000 images of England's built heritage giving you an indication of the sorts of buildings which might merit designation. www.imagesofengland.org.uk

Oxford Dictionary of National Biography of the people who shaped the history of the British Isles and may be useful if the asset has a connection to a renowned person
www.oxforddnb.com

Additionally there are numerous web sites dedicated to specific building types and we recommend that further research is done using the internet and your local record office, if appropriate.

Referencing Sources

It is important that we are able to refer to the sources which you use to support your application. The following information will allow us to do so:

For **books** please give the author(s), title, date and page references:

eg

Black, G, Lewis, S, Lender to the Rich, Giver to the Poor (1992), 169-200

Cherry, B, Pevsner, N, Buildings of England, London 4, North (1999), 534-535

Clarke, BFL, The Parish Churches of London (1966), 170

For **articles**, please give the author(s), article title, journal title, volume, date and page references:

eg

Clarke, J, 'Cones, not Domes: John Nash and Regency Structural Innovation', Proceedings of the 2nd International Congress on Construction History, Construction History Society, Vol 1 (2006), 102-108

Matthew Saunders 'Appreciating Victorian Arts and Crafts Stained Glass: a Battle Half Won', Ecclesiology Today, July 2008, 83-91

or, where anonymous

'Ada Lewis House', The Builder, Vol. 104 (23 May 1913), 56-7

For **websites**: please specify the title of the web page, the organisation and/or author, the URL (the complete web address), and the date the web page was accessed.

eg

'West Pier Destroyed by Fire', BBC News, URL:
<http://news.bbc.co.uk/1/hi/england/2894981.stm> Date accessed 23 June 2011

'Old College Boys', UK National Inventory of War Memorials, URL:
<http://www.ukniwm.org.uk/server/show/conMemorial.4182/fromUkniwmSearch/1> Date accessed 1 July 2011

For **maps**: please specify the area or location, publisher and/or surveyor, date, and where the map can be obtained.

eg

Dorset (1:2500), Ordnance Survey, first edition 1886

Parish of Greenwich Tithe Map, FW Simmons, Civil Engineer, 1838

Temple Newsam Township Tithe Map, 1847, available from the West Yorkshire Archive Service

Chatham Field Defences, War Office 8 November 1914

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