

# Review Guidance

## Request a review

If you consider that a listing decision has been wrongly made you may contact the Department for Culture, Media and Sport (DCMS) within 28 days of the date of the decision notification letter to request that the Secretary of State review the decision. Requests made beyond this period may be considered in exceptional circumstances.

Review requests should be made on the Department's 'Listing Review Request Form'. The Form is accompanied by guidance to assist you in making a review request. Both the form and the guidance can be downloaded from the 'Reviews of Listing Decisions' page of the [DCMS website](#) at:

If you are unable to access the website please contact:  
The Listing Review Officer  
Heritage Protection Branch  
Culture Team  
Department for Culture Media and Sport  
2-4 Cockspur Street  
London  
SW1Y 5DH.

## Review Criteria

A review will only be carried out in the following circumstances:

(1) there is evidence that the original decision has been made wrongly.  
Examples would include:

- where there was a factual error, eg. the wrong building was listed; or
- where there has been some irregularity in the process which has affected the outcome, eg. relevant considerations were not taken into account or irrelevant considerations were taken into account.

(2) there is significant evidence which was not previously considered, relating to the special architectural or historic interest of the building, as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990. Examples would include:

- where new evidence relating to the date of a building has been discovered which might make a material difference to the architectural or historic interest of the building.

## **Review process**

Having conducted a review, the Secretary of State will either affirm or overturn the original decision. It is important to understand that the original decision will stand until the Secretary of State has made a decision on whether the original decision should be affirmed or overturned. If the original decision is overturned, this will not have retrospective effect.

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