

HOW TO GET A BUILDING OR STRUCTURE LISTED

It is open to anyone to invite English Heritage to consider a building or structure for listing as a **Building of Special Architectural or Historic Interest**.

You should write to:

**Heritage Protection Operations Department
Room 202
English Heritage
23 Savile Row
London
W1S 2ET**

The more information that can be provided to English Heritage, the quicker the listing application can be dealt with. Try to include:

- A covering letter, including reasons why you think the building or structure should be listed and if you genuinely believe a building or structure to be at imminent risk please say so
- Full address of the building or structure
- A clear location map
- Any known contact details (names/addresses/phone numbers) of owners/occupiers/agents
- A brief description of the building or structure, preferably with site plan
- Photographs and/or other illustrative material, preferably both internally and externally
- Any additional information you have on the history, architecture or architect/builder
- References to any published sources of information on the building or structure, preferably with photocopies.

English Heritage are responsible for the administration of the listing system. They assumed this role, previously held by the Department of Culture Media and Sport, on 1st April 2005. Further changes will be made to the listing system throughout 2005-06, in order to make the heritage protection system simpler, more transparent, and easier for everyone to use.

English Heritage are responsible for considering and advising on all applications for listing, and making recommendations to the Secretary of State about additions to the list. They assess a building or structure against the criteria published in a document known as PPG 15 (Planning Policy Guidance Note 15: Planning and the Historic Environment). At present this criteria is:

- a) All buildings built before 1700 which survive in anything like their original condition
- b) Most buildings built between 1700 and 1840, although some selection is necessary
- c) Buildings built between 1840 and 1914 which are of definite quality and character, including works of important architects
- d) Selected buildings over 30 years old

In choosing buildings or structures, particular attention is paid to any special value for architectural or planning reasons, or as examples of social or economic history (such as railway stations, schools, hospitals, theatres, town halls, almshouses etc.), technical innovation (such as early use of cast iron or concrete), association with well known characters or events, or group value in squares, terraces and model developments.

Before a full assessment is made, the owner and local authority will be informed that listing is being considered (unless the building is considered to be under immediate threat), and asked for comments. If there is any doubt about the significance of the building, English Heritage may undertake historical and documentary research, and make comparisons with other examples of the same building type. In most cases an inspection will be undertaken. Where English Heritage consider that an inspection is desirable, the owner's permission will be sought.

Currently it takes around six months to deal with a routine listing application, though in very urgent cases decisions can be made much more quickly, sometimes in as little as a week.

When the assessment is complete and any comments from the owner and local authority considered, the recommendation will be forwarded to the Department for Culture, Media and Sport. After the Secretary of State has come to a decision, the owner, applicant and local authority will be notified, and sent a letter detailing the reasons for the decision.

If someone is unhappy with the decision about a building, they may write to the Department for Culture, Media and Sport within 28 days of notification of the decision, requesting that it be reconsidered.

Please feel free to contact the Urban Design and Conservation Team if you would like further assistance or support with making an application.

Good Luck