



Historic England

## **National Heritage List for England**

Online Application Form

Step-by-Step Guidance

April 2019

These guidance notes are to accompany your application to add a building, site or monument (heritage asset) to the National Heritage List for England (NHLE or 'the List'), or for amending or removing a heritage asset which has already been listed. They also provide information on applications for Certificates of Immunity from Listing (COI) and Building Preservation Notices (BPN).

Listing is the term given to the practice of listing buildings, scheduling monuments, registering parks, gardens and battlefields, and protecting wreck sites. Anyone can put forward a building, site or wreck for listing. 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.

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 your regional Listing team (details below).

### **Types of Application**

#### **New**

Select this application type if the subject of your application is not currently listed.

#### **Amendment**

Select this application type if you wish to apply for a change to an existing List entry. This includes changes to the address, mapped extent, description or grade. It would be helpful if you could provide the relevant List entry number, which can be obtained by searching the [National Heritage List for England](#)



## Removal

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

- Please be aware that a building can only be removed from the List if it is no longer of special architectural or historic interest in a national context.
- We will not generally consider requests for de-listing whilst the building in question is the subject of enforcement action by the local planning authority or such action is likely, or is subject to other legal proceedings. Requests for de-listing will be considered on a case-by-case basis.
- De-listing is not an alternative to seeking the relevant listed building or planning consent. Please see our [de-listing guidance](#) for further details.
- Scheduled monuments can only be removed from the List if it can be clearly demonstrated that their special interest has been so degraded they can no longer be considered to be of national importance.
- For wreck sites, protection 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. A Certificate of Immunity is a legal guarantee that the building or buildings named in the certificate will not be considered for listing 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 also 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. 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. All applications for listing triggered by a Building Preservation Notice should be submitted by the local planning authority to Historic England via the online application form. Please select Building Preservation Notice from the list when submitting your application as this will allow the BPN to be published on the List.

## **Enhanced Advisory Services**

In addition to our free service, we offer two enhanced services in return for a fee to cover our costs. Our Fast-Track Listing service provides certainty sooner over whether or not a building meets the criteria for listing while our Listing Enhancement service produces more detailed List entries which set out clearly why the building has been listed and where its significance lies. Details of these services, and cost estimates, are available in the [Enhanced Advisory Services](#) section of our website. You can request an enhanced service in the Contacts page of the form. We will consider whether your case is suitable and contact you within three working days.

## **Completing Your Application**

All applicants are requested to apply using the online application form which, once completed and submitted, is imported directly into Historic England'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 Listing team and talking to one of our Listing 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 (i.e. TL456876983).

<http://gridreferencefinder.com>

## Map

You will be asked to highlight the building or site you have selected on a digital map. You can find simple step-by-step instructions on how to do this in our [Mapping Guide](#). Guidance is also available in the Help section of the mapping page itself.

## Threat

It is important to provide details of any current planning permissions or applications including marine consent applications. To allow us to prioritise our strategic work, we can only take forward applications where the building or site falls under one of the following:

1. Is under serious threat of demolition or major alteration;
2. Is one of our [strategic listing priorities](#);
3. Has very strong potential for inclusion on the NHLE.

We are therefore unlikely to progress your application if the building or site is not currently under threat, so to help us make this judgement please provide as much information as possible in this section about the threat. You can get this information from your local planning authority website or from the [Planning Portal](#) or [Marine Management Organisation](#).



## **Ownership & Occupancy Details**

In order for Historic England 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

If you are concerned that the owner may pre-emptively damage or destroy the asset on being notified of the application for listing 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.

## **Reasons for Application**

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 or 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.

When considering a building for listing, we assess historic, archaeological, architectural and artistic interest against the [Principles of Selection for Listed Buildings](#) (DCMS November 2018). Details of what we consider when assessing sites for scheduling can be found in the [Scheduled Monuments Policy Statement](#) (DCMS October 2013). Detailed guidance on what we look for when assessing buildings for listing can be found in our [Selection Guides](#), which are



available on our website or can be requested from Historic England Customer Services (0370 333 0607). Similarly, the criteria used to assess sites for inclusion in the Register of Historic Parks and Gardens, the Battlefields Register, the Schedule of Ancient Monuments or the list of Protected Wrecks, are available via our [website](#) or by request from Historic England Customer Services as above.

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

## **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 by us during the assessment and we will always seek permission first should we wish to use them for any other future purpose. 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 take care not to 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 by us during the assessment and we will always seek permission first should we wish to use them for any other future purpose. 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.

## **Comments**

This section is for any extra information that you think might be relevant to your application. For example it would be helpful to let us know if the subject lies within or close to any other protected areas (e.g. a Conservation Area or a World Heritage Site etc.) or if it is on a Local List.

## **Submitting Your Application**

When you've completed every section of the form you will see a summary of your application. You can return to any section and add, edit or remove information as often as you like until you are happy with it. When you are ready, please scroll down to the bottom of the page and press the 'submit' button on the left-hand side.

You will receive a confirmation email once your application is submitted. If you do not receive this email, it is possible that your application has not been processed. If this should happen, please contact our Listing Helpdesk at [Listing.Enquiries@HistoricEngland.org.uk](mailto:Listing.Enquiries@HistoricEngland.org.uk).

You can find information about what happens next in the [Listing Process](#) section of our website.



## **Freedom of Information and Privacy Policy**

As a public authority Historic England is subject to the Freedom of Information Act and Environmental Information Regulations. Information held by us, including that provided by third parties and private individuals, will be considered for release under the appropriate legislation upon request.

We will always store your personal details securely. We collect data that you provide to us and only ever collect the information we need in order to carry out our statutory purposes and that helps us to deliver and improve our services. We will only share personal data when we are required to by law or with carefully selected partners who work for us. If you would like to know more or understand your data protection rights, please take a look at our [privacy policy](#).

### Contact Details

#### Listing Team East

Bedfordshire

Cambridgeshire

Derbyshire

Essex

Hertfordshire

Leicestershire

Lincolnshire

Norfolk

Northamptonshire

North East Lincolnshire

North Lincolnshire

Nottinghamshire

Rutland

Suffolk

Listing Team East

Historic England

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**Listing Team North**

Cheshire

County Durham

Cumbria

Greater Manchester

Humberside

Lancashire

Merseyside

Northumberland

Tyne & Wear Cleveland

East Riding of Yorkshire

North Yorkshire

South Yorkshire

West Yorkshire

Listing Team North

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**Listing Team West**

Avon

Bath

Bristol

Cornwall

Devon

Dorset

Gloucestershire

Herefordshire

Shropshire



Historic England

Somerset  
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Warwickshire  
West Midlands  
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**Listing Team South**

Berkshire  
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