

# Template letter to Historic England

Request for pre-application advice from Historic England to replace a roof covering on a church following theft (Faculty Consent and/or Planning Permission).

Please send to your local Historic England office by post or email. The appropriate email addresses are as follows (for all general enquiries, please see the Contact Us section on our website):

East Midlands [e-emids@HistoricEngland.org.uk](mailto:e-emids@HistoricEngland.org.uk)

East of England [e-east@HistoricEngland.org.uk](mailto:e-east@HistoricEngland.org.uk)

London [e-london@HistoricEngland.org.uk](mailto:e-london@HistoricEngland.org.uk)

City of Westminster [e-Westminster@HistoricEngland.org.uk](mailto:e-Westminster@HistoricEngland.org.uk)

North East [e-neast@HistoricEngland.org.uk](mailto:e-neast@HistoricEngland.org.uk)

North West [e-nwest@HistoricEngland.org.uk](mailto:e-nwest@HistoricEngland.org.uk)

South East [e-seast@HistoricEngland.org.uk](mailto:e-seast@HistoricEngland.org.uk)

South West [e-swast@HistoricEngland.org.uk](mailto:e-swast@HistoricEngland.org.uk)

West Midlands [e-wmids@HistoricEngland.org.uk](mailto:e-wmids@HistoricEngland.org.uk)

Yorkshire & the Humber [e-yorks@HistoricEngland.org.uk](mailto:e-yorks@HistoricEngland.org.uk)

The appropriate [postal addresses](https://HistoricEngland.org.uk/about/contact-us/local-offices/) can be found here (<https://HistoricEngland.org.uk/about/contact-us/local-offices/>)

The Historic England Customer Service number is 0370 333 0607

## Request for advice about the replacement of stolen roof metal with another material

We have recently suffered a theft of roof metal and I am writing to seek Historic England's advice about our proposal to replace the stolen material with a different material.

The details are as follows:

1. Name of the building, its location and listing grade.
2. Details of the number and approximate dates of thefts (most recent and any previous) that have occurred and which roof was affected (for example: porch, aisle, nave etc.). Clarification of whether metal similar to that which has been stolen is still in place on the roof.
3. A description of security measures in place at the time of the most recent theft, for example roof alarm systems, forensic or physical marking, security lighting, restricted vehicle access.
4. Whether any grant-aid for repair of the roof was received in the last 10 years, for example, under the English Heritage/HLF Repair Grants for Places of Worship Scheme.

5. Any financial information that might be relevant, for example capping insurance pay-outs, recent expenditure on other repairs or works arising from the Quinquennial Inspection Report, the current financial situation. Whether funding will be sought from a grant giving body.
6. Close up photographs of the roof in its damaged condition, including internal damage if any. Also photographs from ground level (both close and at a distance) and from any surrounding taller land or buildings, showing how much of the roof is visible.
7. Details of the replacement material proposed for the roof, and whether the roof slope is suitable for this material (based on consultation with your architect or surveyor). This may include drawings, letters, quotations, etc.
8. Description of security measures proposed to be installed with the replacement roof and to protect any remaining metal.

**To note:** Historic England will normally advise congregations to contact their denominational Advisory Committee and/or the local Planning Authority for pre-application advice, if this has not already been done.