



Listing Process – Frequently Asked Questions

May 2017

1) Can anyone apply for any building or site to be listed / scheduled / registered or protected?

Anyone can apply for any building, monument, site or wreck site to be included on the National Heritage List for England (NHLE). However, since November 2012 Historic England only accepts applications where the candidate:

- A. Is demonstrably under serious threat of demolition or major alteration;
- B. Is one of our [Strategic Listing Priorities](#);
- C. Possesses evident significance, and has very strong potential for inclusion on the [National Heritage List for England](#) (NHLE).

In order to make the most efficient use of our limited resources, applications for listing must meet at least one of these three measures in order to be taken forward to an initial assessment. Applications received which do not meet one of these three measures will not be taken forward under the free service.

Alternatively, you can opt for our charged-for Fast-track Listing service - one of our not-for-profit [Enhanced Advisory Services](#) - where we will make Fast-track recommendations on the case to the Department for Culture, Media and Sport (DCMS).

2) Do you apply these measures to applications for amendments?

Applications for major amendments will only be considered if there is a strong case that making the amendment will have a positive impact on the building or site's management. We will use our judgment as to whether an amendment request is considered a priority under our wider programme of enhancing the National Heritage List for England.

If a major amendment is not considered a HE priority you can, however, opt for a Listing Enhancement - one of our charged-for [Enhanced Advisory Services](#) - which can provide an up-to-date List entry and greater clarity over the extent of statutory protection in a guaranteed timeframe.

If you wish to apply for a minor amendment to be made to a List entry, we have a correction procedure in place. Requests for minor amendments can be submitted by email to minoramendmentstothehist@historicengland.org.uk. More information about what constitutes a minor amendment can be found on our website at <http://historicengland.org.uk/listing/the-list/minor-amendments/>.



If you simply want to share your knowledge about an historic place you can do this through our Enriching the List initiative: a virtual volunteering project that enables users of the National Heritage List for England (NHLE) to share their knowledge and photos of listed buildings and other protected heritage sites on The List. More information on how to do this and what you can include can be found on our website at <https://historicengland.org.uk/listing/enrich-the-list/>.

3) Do you apply these measures to applications for Building Preservation Notices and Certificates of Immunity?

Applications for Building Preservation Notices will always be taken forward for a full assessment. Applications for a [Certificate of Immunity](#) (COI) from listing to be issued for a building will always be taken forward if sufficient information has been provided about the building to allow us to proceed with an assessment.

If you are seeking a Certificate of Immunity from listing and you are working with a limited timeframe you may wish to look at our [Enhanced Advisory Services](#) where we can provide a charged-for Fast-track service.

4) Do you consider applications that are subject to prosecution or enforcement action of any kind, or if the building has had a repairs notice served on it?

Applications for de-listing that are subject to the above, along with Listed Building Consent appeals, will not generally be considered. See our [De-listing Guidance](#) for more information.

Applications for a minor or major amendment will also not generally be considered in these circumstances as making any amendments to the List entry whilst decisions are being made about the building or site would not be helpful.

5) You talk about 'serious threat' being a trigger for taking a case forward. Doesn't that mean you are always considering listing rather late in the day?

The earlier the significance of a building or site can be established in the planning process, the better. Some pre-application discussions, or the preparation of Local Development Frameworks, enable an assessment of significance to take place before planning pressure intensifies. Only in special circumstances, when the evident significance of an asset is truly under threat, would we seek to consider a building for listing after planning permission has been granted.



6) The building or site I would like assessed for listing is not at risk of demolition, nor is it a strategic listing priority; however, I would like to make sure it is protected.

We have to prioritise our work in order to make the most efficient use of our limited resources. If the building or site is not at risk, you will need to demonstrate clearly in your application how it has evident significance and has very strong potential for inclusion on the National Heritage List for England, with reference to our [Selection Guides](#) which explain what it is that we look for when assessing candidates. If you think a planning application is likely to be made in the near future, you may wish to discuss the case with the conservation section in the relevant local planning authority, and find out if they are treating the building or site in question as a heritage asset, and whether they would support an application for listing.

Alternatively, you may like to consider our charged-for Fast-track Listing service: one of our not-for-profit [Enhanced Advisory Services](#) (see FAQ 16). This allows us to recover our costs in undertaking the assessment of the building or site whilst also providing Fast-track recommendations to the Department for Culture, Media and Sport (DCMS).

7) What constitutes a threat to a building or site?

A threat can be demonstrated by a wide range of indicators depending on the type of asset and the type of threat. Examples would include planning applications or pre-application discussions, demolition notices, the preparation of Environmental Impact Assessments, inclusion in a strategic plan such as a Local Development Framework or the application for grants, for example Woodland Creation Grant. Changes in ownership will not, of themselves, be sufficient grounds for consideration but we will be mindful of special circumstances when brought to our attention.

We strive to consider assets which are genuinely under threat of demolition, major alteration or destructive neglect where designation could make a difference, and will regard such cases as priorities. A major alteration is regarded as one likely to compromise the significance of an asset. We encourage people to put in applications as early as possible when there is a threat to allow us time to establish the status of the asset.

It should be noted that threat itself does not make a building or site more eligible for designation. Being under threat (as one of the three measures explained in FAQ 1) means that the application will be taken forward to an initial assessment, but the building or site will still need to meet the statutory criteria in order for designation to be recommended.

8) What does 'evident significance' mean?

Evident significance means that it is clear to us, from the information provided in the application, that a site or building has very strong potential for inclusion on the National Heritage List for England. Historic England's Listing Group is very experienced in assessing



designation applications, and over 99% of its recommendations are accepted by the Department for Culture, Media and Sport (DCMS). Candidates which do not pass this test may still be protected through local listing (see FAQ 11). We readily acknowledge that buildings, sites and structures can mean a great deal to local communities: however, national designation will not always be appropriate for all such assets.

9) What are Historic England's strategic listing priorities?

Not all buildings or sites that are assessed as part of a strategic / thematic project will be recommended for listing; they must still meet the relevant criteria.

For details of our current programme for this financial year (2016-17) please visit our [Strategic Listing Priorities](#) page.

The Listing Group within Historic England has a planned programme of work that focusses on some key areas:

- Disposal of public assets
- Infrastructure
- Post-war buildings
- First World War related sites
- Heritage Action Zones (HAZs)

10) Will you consider a building or site again if circumstances change?

If a building or site has previously been assessed for designation, we would not reconsider it unless substantial new information was provided with the application. This also applies if a building or site becomes threatened where a decision not to list has previously been made – we would still not make a reassessment unless significant new information was provided.

11) What other options are open to me if the building I would like to be listed does not form part of a strategic priority, and is not under threat?

You may like to read the Government's National Planning Policy Framework (2012), which sets out its approach to planning (including the protection of the historic environment). This document also considers buildings of local interest and can be accessed at:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>.

Your local planning authority may have a Local List, comprising assets of local interest, which can confer some protection on them. The guidelines for local listing can be found at:

<https://historicengland.org.uk/listing/what-is-designation/local>.



There are also national amenity societies which are particularly interested in distinct areas of the historic environment, and which may be able to offer advice or support for an application:

- Society for the Protection of Ancient Buildings; <http://www.spab.org.uk/>
- Council for British Archaeology; <http://new.archaeologyuk.org/>
- Ancient Monuments Society; <http://ancientmonumentsociety.org.uk/>
- Georgian Group; <https://georgiangroup.org.uk/>
- Victorian Society; <http://www.victoriansociety.org.uk/>
- Twentieth Century Buildings; <http://www.c20society.org.uk/>
- Garden History Society; <http://www.gardenhistorysociety.org/>
- Battlefields Trust; <http://www.battlefieldstrust.com>

Alternatively, you may like to consider our charged-for Fast-track Listing service: one of our not-for-profit [Enhanced Advisory Services](#) (see FAQ 16). This allows us to recover our costs in undertaking the assessment of the building or site whilst also providing Fast-track recommendations to the Department for Culture, Media and Sport (DCMS).

12) How can I submit a good application?

The more information you provide on a building or site's significance, and the more clearly you demonstrate how it meets the criteria as set out in our [Selection Guides](#), the easier it will be for us to make an informed decision about your application.

You can download some examples of previous listing applications from [our website](#) to give you an idea of the level of information we need. Information on the building or site may be held in your local Historic Environment Record or County Record office. Other local groups and societies may have further information to draw on as well.

13) If I apply for a monument which is an archaeological site, to be scheduled and Historic England believes it to have national importance, will it automatically be scheduled?

No. Scheduling is different from listing. Listing is mandatory for candidate buildings which meet the necessary test of special interest, while scheduling is discretionary. Even if the test of national importance is met, it is by no means inevitable that scheduling will follow. That is because scheduling may not always be the most appropriate form of protection for a monument.



14) What happens if my application gets turned down, can I appeal the decision?

If your application is turned down and you feel this decision has been wrongly made you may contact us to review the decision. It will be looked at by the Listing Central Team who, amongst other things, ensure consistency across the country. If it is decided that a decision to close your application has been incorrectly made then we will contact you and re-open the case.

15) I hear that Historic England now publishes reports for buildings and sites which have been assessed but not listed. Where can I find these? Can I have my building or site taken off?

These reports can be viewed on Historic England's Heritage Gateway at:
<http://www.heritagegateway.org.uk/gateway/>.

The records for all designated buildings and sites are published on the National Heritage List for England, which we maintain on behalf of the DCMS. By publishing non-designated records on the Heritage Gateway we aim to provide a clear and comprehensive picture as to the designation status of all assets we have assessed. We will therefore not remove the records of any buildings or sites from the Heritage Gateway in order to maintain it as a comprehensive record of decisions which have been reached. It should be noted that buildings and sites turned down for designation prior to autumn 2012 are not published.

16) I understand that Historic England now offers Enhanced Advisory Services, where can I find out more information and how do I apply?

Alongside our existing free designation services, we now offer Enhanced Advisory Services that provide a greater degree of certainty and timeliness in our advice to the Department for Culture, Media and Sport (DCMS). The three services we offer are:

- Fast-track listing
- Listing Enhancement
- Screening for Potential Listing

Historic England will recover the cost of these services from our customers. If you would like to find out more information about these services please see our webpages:

<https://historicengland.org.uk/services-skills/our-planning-services/enhanced-advisory-services/>.



Historic England

Applications for Fast-track Listing and Listing Enhancement should be made using our online listing application form: <https://historicengland.org.uk/listing/apply-for-listing/>.

When prompted, please select that you are interested in the enhanced services.

Contact Details

listing.enquiries@HistoricEngland.org.uk

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: 0370 333 0607

Fax: 01793 414926

Textphone: 0800 015 0516

E-mail:

customers@HistoricEngland.org.uk