

Bath and North East Somerset Council

Local List Application Checklist

March 2021

Before you start your application please review this checklist to ensure you have all the relevant information:

- The property address, or location information for sites without a postal address, so that we can clearly identify the building or site you are proposing.
- Ownership details including contact details. This is essential information so we can ensure people are informed and consulted when appropriate. If unknown, ownership information can usually be found on the [Land Registry](#) web site. [LINK](#)
- Details of any current planning applications, permission or consent. This information can usually be found on your council website, or see the [Planning Portal](#) for further information. [LINK](#)
- Photographs to support your application.
- The reasons why you believe the building/structure or site should be assessed for local listing (see criteria in LLHA SPD- [LINK](#))
- Documentary evidence to support your application, such as historic maps and research reports – see the sources checklist below.
- A list of the books, articles, websites etc that you may have used in completing your research.

IF THE ASSET YOU ARE NOMINATING IS CAPABLE OF BENEFICIAL USE THERE IS A NOMINAL FEE OF £50 TO COVER THE PROCESSING AND ASSESSMENT OF YOUR NOMINATION. PLEASE SEE BELOW FOR HOW TO MAKE PAYMENT

Research Checklist

Where appropriate, the following web sources should be checked for information about the building/structure or site you are nominating:

- BathNES Locally Listed Heritage Assets SPD sets out the criteria against which buildings are assessed for listing. [Link](#)
- The [National Heritage List for England](#) is a searchable database of all nationally designated heritage assets including listed buildings, scheduled monuments, registered parks and gardens, registered battlefields and protected wreck sites. [Link](#)
- Historic England [Introductions to Heritage Assets](#) offer detailed overviews of different categories of archaeological sites. [Link](#)

- Use the Heritage Gateway to search for archived information across national and local records of England's historic sites and buildings. [Link](#)
- BathNES Historic Environment Record or Know Your Place. [LINK](#)
- The Oxford Dictionary of National Biography contains details of the people who shaped the history of the British Isles and may be useful if the asset has a connection to a renowned person. [LINK](#)

Additionally there are numerous Local museums and organisations with web sites dedicated to specific genre of the historic environment and we recommend that further research is done using the internet, if appropriate.

Contact

Conservation_planning@bathnes.gov.uk

Guidance on making BACS payments for Planning Performance Agreements (B&NES Council Planning Services)

B&NES Planning are currently not taking telephone payments. All staff are working from home and are unable to use personal phones for payments for security reasons. The easiest way to pay is by bank transfer. Planning Services BACS payments details follow:

Payee - Planning Services

Bath and North East Somerset Council

General account:

Sort code 56-00-34

Account No: 57134464

Please quote your reference number or address and

XXXXXXX

When completed please e-mail a screenshot of the transfer through to Planning Registration, and the PPA application will be registered. BACS payments may take some time to clear through the accounting system so this advances the registration process.

If you can't pay by BACS please contact these offices for assistance:

Contact details

Paul Rixon

Technical Support Officer

Planning Services

Bath & North East Somerset Council

Telephone: 01225 394041

Email: planning_registration@bathnes.gov.uk

www.bathnes.gov.uk

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