

# Local List submission form questions

Please do not complete this form

*We have provided these questions, so you have the correct information to hand when you make a Local List submission using our online form.*

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## Section 1: Your details

Name\* **We will need this to contact you about your nomination**

Title (dropdown)

First name

Surname

Are you nominating on behalf of an organisation? e.g Parish Council, local history group

Yes

No

**If you select yes, you will be asked to provide the name of the organisation and your title/role in the organisation**

Address **Start typing the address in the box and then select the correct one**

Telephone number **Please provide your primary contact number**

Email address\* **We will need this to contact you about your nomination**

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## Section 2: Asset Location

Are you the owner of the asset you are nominating?\*

**Please select yes or no from the drop down. We need to know this, as we will need to notify the owner that their building or asset has been nominated for local listing.**

Asset List Entry Name\* **Please provide a brief name to identify the asset e.g. Primrose Cottage, barn at Home Farm, lamp post in front of Smith's Shop, Jubilee Park**

Description of Asset Location\*

**Please provide enough information to identify the location of the asset. e.g. barn approx. 20m to the north of the Farmhouse at Home Farm, North Street, Sevenoaks; lamp post in front of no 14 South Street (Smith's Sweet Shop), Edenbridge; wall**

extending in front of 12-18 Narrow Lane, Westerham; park located to the east side of Park House Road, Swanley.

This will be important to ensure the local asset can be identified for assessment and for future searches if it is added to the Local List. Please be as specific as possible.

You should need no more than 150 characters to describe where the asset is located.

**Asset Location\*** To help us locate the asset please provide

a Postcode

Street Name or a What3Words address (select from the options below to bring up the correct box)

If you select Street Name or Postcode, start typing the street name or postcode in the box and then select the correct one

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## Section 3: Map

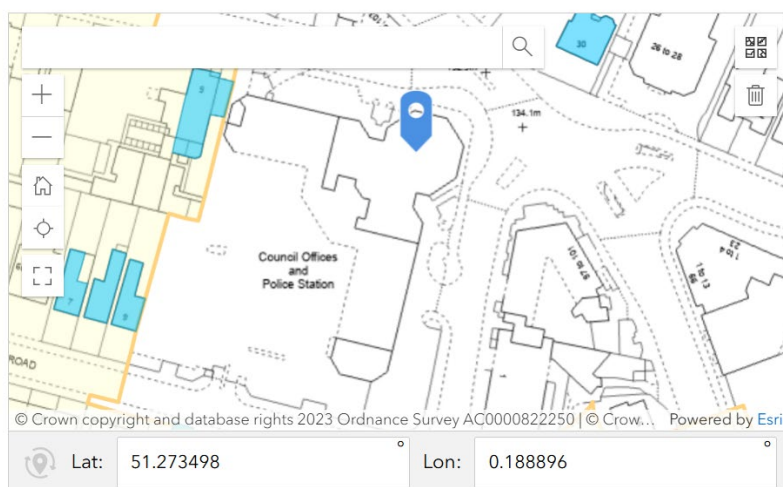
Please click on the map to place or move the point to the location of the asset\*

In this section, you will need to drop a pin on the asset to identify it on a map. The map will zoom to the address you provided in Section 2 and automatically drop a pin. Click on the map to move the pin over the asset.

You can zoom in or out using the + and – button.

You should not need to search for the address, but if you do, type in the box and use the magnifying glass search icon.

Once the pin is in the correct location, click Next.



## Section 4: Type

Asset Type\* Select the one option that is most applicable

Please select one option to tell us what it is you are nominating to make it easier to identify.

- Building – e.g. house or shop
  - Boundary Treatment – e.g. railing or wall
  - Street furniture – e.g. lamp post, post box, trough
  - Monuments and sites
  - Places and area
  - Parks, gardens and other designed landscapes
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## Section 5: Description

Section 5: Description of Asset\* Including design features and materials

This is where you need to describe what the asset is that you are nominating. What does it look like? What is it built of? When was it built? You will need to have visited the asset and made notes about it in order to complete this section.

e.g. Two-storeyed red brick cottages on the corner of a bend in the road, built between 1881 and 1896. On the corner the cottage wall is curved, giving the building a unique aspect. It has a six-panelled door with fanlight and original pattern sash windows with glazing bars. The roof is slate with terracotta decorative ridge tiles.

Please write no more than 1,000 characters.

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## Section 6: Selection Criteria

This is where you need to select the criteria that the asset meets to be considered for Local Listing. You should have carried out research and visited the asset in order to understand whether it meets the criteria.

You will need to select at least one of the criteria to be considered for local listing.

Architectural Interest (Period example)

Select only one option, based on your research and understanding of the asset (otherwise leave blank)

1. If the building was built before 1840, does it survive in anything like its original external condition?

2. If it was built between 1840-1899 (Victorian), does it retain its original features? Is it of sufficient quality to distinguish it from other buildings of that period locally?
3. If it was built between 1900-1919 (early 20th century), does it retain its original features? Is it of sufficient quality to distinguish it from other buildings of that period locally?
4. If it was built between 1920-1938, is it an outstanding example of the style of the period?
5. If it was built between 1939-1945, is it a rare surviving example of a wartime structure?
6. If it was built after 1945, is it a building of exceptional quality and design?

### **Architectural Interest**

Select all that apply, based on your research and understanding of the asset

7. Was the building or structure designed by an architect of national or local importance?
8. Has the building received a national award or recognition?
9. Is it an example of a style of building that is unique to the local area?
10. Is it a group of buildings that together are a good surviving example of an historic architectural style, particularly one associated with Kent?
11. Does the building or structure exhibit important characteristics of design, decoration or craftsmanship? For example, a mural, or clock or decorative tile work on an otherwise undistinguished building.
12. Is it a good early example of a particular technological innovation in building type and technique?

### **Historic Interest**

Select all that apply, based on your research and understanding of the asset

13. Is the building or structure associated with an important national or local historic figure or event?
14. Is it a building, structure or item of street furniture which has an important association with the development of the town or its social or cultural history? For example, schools, churches, public buildings, mileposts, boundary markers and old letter boxes.

15. Is it a building, structure or item of street furniture which has an important association with the history of the area's local economic development? For example, agricultural, industrial, commercial or transport buildings and structures.
16. If a structure such as a wall, terracing or garden building, is it associated with a historic landscape or is it of identifiable importance to the historic design or development of the area?

### **Contribution to townscape**

Select all that apply, based on your research and understanding of the asset

17. Is it a significant landmark building, folly or curiosity that makes a positive contribution to the streetscape?
18. Does the building or group of buildings contribute significantly to the townscape, street scene or appearance of the area?
19. Is it a rare surviving example of street furniture that contributes positively to the local area?

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## **Section 7: Reasons for Nomination**

Reasons for Nomination\* Please provide a reason about why it meets the selection criteria

This is where you need explain how the asset meets the selection criteria to be considered for local listing. You should have carried out research and visited the asset to understand how it meets the criteria and be able to provide a summary of why you are nominating it.

e.g. This is a well-preserved example of a small Victorian cottage that makes an important contribution to the area because of its situation on the corner of the road and because of its many original features. The curved wall on the corner of the road would seem to be quite unusual and in this way the cottage stands out from all the other Victorian houses on this road.

Please write no more than 1,000 characters.

## Section 8: Planning Applications

Is the asset you are nominating affected by a current planning permission or application?

Yes/No

If you select yes, you will be asked to provide the application number. Please not, we cannot fast-track your nomination in response to a live planning application.

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## Section 9: Photographs, Documents and References

### Documentation Submission

Let us know how you plan to submit any supporting documentation regarding this asset nomination.

Please note, any photographs or documents submitted by post or email should quote the reference ID you will receive by email within 24 hours of submitting your nomination.

If you have any photographs, documents, references that you have gathered in your research to support your application and demonstrate how the building meets the selection criteria, then please provide it as part of your submission.

In this section you can let us know how you plan to submit any supporting documentation regarding this asset nomination.

Please note, any photographs or documents submitted by post or email should quote the reference ID you will receive by email within 24 hours of submitting your nomination.

You will be offered three options:

- **Upload:** Upload photographs and/or documents using the upload function (click this option to bring up the upload function)
- **Post:** Submit photographs and/or documents later by post to Local List, Conservation Team, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, TN13 1HG
- **Email:** Submit photographs and/or documents later by email to [local.list@sevenoaks.gov.uk](mailto:local.list@sevenoaks.gov.uk)

## Bibliographic References

Please reference any sources of information that you have used in your application in the text box.

For books, please give the author(s), title, date and page references:

E.g: Black, G, Lewis, S, Lender to the Rich, Giver to the Poor (1992), 169–200

For websites: please specify the title of the web page, the organisation and/or author, the URL (the complete web address), and the date the web page was accessed. Eg

'West Pier Destroyed by Fire', BBC News, URL:

<http://news.bbc.co.uk/1/hi/england/2894981.stm> Date accessed 23 June 2011

For maps: please specify the area or location, publisher and/or surveyor, date, and where the map can be obtained. Eg Dorset (1:2500), Ordnance Survey, first edition 1886

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## Submit your application

Once you have submitted your form, you will receive an email within 24 hours providing you with a reference ID for the nominated asset. Please use this ID in all further correspondence regarding the asset you have nominated.