

Sevenoaks Local List Toolkit

Introduction

This toolkit has been developed as a simple guide for anyone who would like to nominate a building, structure or space for the Sevenoaks District Local List (the List).

Local List Supplementary Planning Document (SPD)

The Sevenoaks Local List SPD was adopted in 2017 to raise awareness and enhance protection of the many unlisted but interesting and locally notable historic assets which make up the historic environment of the Sevenoaks District. This included an in-depth project to identify local heritage assets in Sevenoaks town by the Sevenoaks Society. The SPD sets the policy context for the Sevenoaks Local List and the selection criteria for local listing.

What are the criteria for Local Listing?

The Sevenoaks Local List SPD contains selection criteria for local listing that has already been adopted by the Council. To be considered for the List a building or structure must meet one or more of the criteria given below and its historic interest should not have been eroded by unsympathetic alteration or extension. The criteria can be viewed in the Sevenoaks Local List SPD and in Section 6 of the guidance form below.

How to nominate a potential Heritage Asset for Local Listing

Once you have identified an asset that you would like to nominate, have checked that it meets the selection criteria, and have all the information required, you can fill in the online form and submit it to us.

Researching Assets for the Local List

You will need to research the asset(s) you wish to nominate for local listing to check that it meets the selection criteria and to complete the online form.

There are many sources of information available to help undertake your research. Sometimes a simple search on your chosen search engine will reveal useful information.

You can look up whether there is a local history group covering your area, check historic maps to help you identify buildings and structures that might be of local heritage interest, go and have a walk around your area and look at buildings and structures to see what has survived well enough to be considered for the List.

Some sources of information are listed below to help you get started.

[Kent County Council Heritage Maps](#)

Includes historic map views (late-19th to mid-20th century) and aerial photography.

[National Library of Scotland – Historic Maps of England](#)

View maps from the late 1800s onwards.

[Historic England Archive](#)

Online catalogue of range of photographs, plans and drawings covering the historic environment of England.

[The National Archives](#)

Extensive catalogue of archival records across the UK and beyond, as well as guidance to assist in carry out research.

[The Weald Local History Resource](#)

Online catalogues of people, places, maps, drawings, engravings, books, writings and numerous lists and directories from the Weald of Kent.

[Kent Archaeological Society](#)

Includes link to sources under the Resources tab and information on local history groups under the Society- Affiliates tab.

[Kent Archives](#)

A comprehensive source of information on Kent history, including guidance and online catalogue.

[Kent Photo Archive](#)

Online photo-archive containing thousands of historic images from Kent.

Visiting a potential Heritage Asset

Once the background research has been used to identify potential buildings and/or structures that may meet the criteria for local listing, it will be necessary to go out and look at the potential heritage asset to see if it survives in a complete enough state and has enough merit to meet the criteria for listing. There is guidance later in this document for completing the online form, so that you can see what information you need to collect.

Taking photographs for your application

You will need to provide photos of the asset you are nominating as an important part of the listing application. Supplying good quality images speeds up the validation process, helps to identify the relevant asset(s) and provides visual evidence in support of your application.

Photography checklist:

Does your application include photographs of:

- The context- the asset/building in its setting, including any landscaping and surrounding buildings.
- The asset- if you are photographing a building, try to capture photographs of the entire front elevation as a minimum, and any other publicly visible elevations, if possible.
- Key features- record any decorative and significant features including any dates, inscriptions or maker's details.

Don't forget to name your photograph files using the below information:

- the name of the asset
- the location of the asset (address)
- what the photograph records
- date taken

Important: You will need the owner's permission to photograph a site if it cannot be photographed from public land. **We can't accept photographs that are taken on private land without the owner's permission.**

Remember: Some places that you think are public spaces, like shopping centres, may be private spaces and you will need permission from the owner to take photographs.