

## MAKING AN APPLICATION TO ENGLISH HERITAGE TO GET A SITE DESIGNATED

### BRIEF NOTES

It is advisable to collect as much information as possible and have it to hand before you start. This should include:

- Find out who the **owner** of the site is. You will need a name, of an individual or an organisation, and a contact address
- Get a six-figure **grid reference** for the site, **or a postcode** or address. Keep the most detailed map that you can find to hand while you complete the application
- Put together all your resources, including published references, any correspondence you have about the site; maps, plans and photographs
- Store any **photographs or plans** you may want to use as **evidence** on your computer; this may mean that you have to scan some sources in advance
- Consider your reasons for the application, and set these out, at least in note form.

Is the site **threatened**? If so, list the threats.

Is it a **strategic priority** site type? Reference your source if it is, e.g. the EH website link. For example, at the moment the targets include War Memorials.

Is it of evident **significance**? If so, why? You will need detailed references for this option

You are then almost ready to start.

This link will take you to the page on the English Heritage website from which you can access the on-line application form. It is worth reading this before you start.

<http://historicengland.org.uk/listing/apply-for-listing/>

You have to log in to start (half way down the page, in the middle) and if you haven't already, will need to register and create a 'Heritage Passport Account' before you can begin. This is very easy.

Once you have logged in, you will be asked if you want to start a new application or – if you have started but not completed an application – you can return to a 'Pending Application'.

- This guide takes you through the pages you will encounter as you work through the form.

## 1. Contact details

Application - Contact - Windows Internet Explorer

http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx

File Edit View Favorites Tools Help Convert Select

Application - Contact

Heritage Protection Reform | Heritage Protection Process | National Heritage Protection Plan

Contact Type Identify Location Extent Threat Ownership Reasons Photographs Documents Comments Summary

### CONTACT DETAILS

Please specify the contact for this application.

\* Mandatory Fields


<b>Personal Details</b>		<b>Address Details</b>	
Title: *	Mrs	Postcode:	TR1 3AY
First Name: *	Emma	<a href="#">Find Address</a>	
Last Name: *	Trevarthen	Address Line 1: *	Historic Environment Recc
Email Address: *	her@cornwall.gov.uk	Address Line 2: *	Fal Building
Repeat Email Address: *	her@cornwall.gov.uk	Address Line 3:	New County Hall
Telephone: *	01872 323606	Address Line 4:	
Alternative Telephone:		Address Line 5:	
Organisation:			
Job Title:	Senior Archaeologist		

**Freedom of Information \***  
English Heritage is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information we hold. We may provide the information you have supplied in response to a request made under this legislation, subject to any exemptions which apply. English Heritage will consult with external parties as necessary prior to releasing information.

I agree:

**Data Protection Act 1998 \***  
Your personal details, along with the other information you have provided and information obtained from other sources, will be retained by English Heritage for administrative purposes and, where applicable, for future consideration. English Heritage will not release personal details to a third party if the disclosure would contravene the Data Protection principles.

I agree:

 Do you need help with this section?

http://www.english-heritage.org.uk/professional/archives-and-collections/ Internet 100%

## 2. Type of application

The screenshot shows a web browser window titled "Application - Type - Windows Internet Explorer". The address bar contains the URL: <http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx>. The page header includes the English Heritage logo, navigation links (HOME, PROFESSIONAL, ABOUT US), a search bar, and utility links (Accessibility, Cookies, Contact, Welcome, Emma Trevarthen, Sign out, Basket). A secondary navigation bar lists categories: RESEARCH, ARCHIVES & COLLECTIONS, HERITAGE PROTECTION (highlighted), ADVICE, PUBLICATIONS, FUNDING, and TRAINING & SKILLS. Below this, a sub-menu for "Heritage Protection Reform" includes links to "Heritage Protection Process" and "National Heritage Protection Plan".

The main content area features a progress bar with steps: Contact, Type (highlighted), Identify, Location, Extent, Threat, Ownership, Reasons, Photographs, Documents, Comments, and Summary. The "TYPE OF APPLICATION" section includes a note: "\* Mandatory Field".

**I would like to: \***

- Propose a **NEW** Heritage Asset to be added to the List.
- Request an **AMENDMENT** be made to an existing List entry.
- Request a Heritage Asset be **REMOVED** from the List.
- Request a Certificate of Immunity (COI).
- Building Preservation Notice (BPN) *For Local Planning Authority use only.*

A help prompt asks: "Do you need help with this section?". Navigation buttons for "Previous Step" and "Save & Next Step" are visible. The footer contains links for "Jobs", "Stay up to date", "Terms & Conditions", and "Contact Us", along with social media icons and a "GO" button for "Our other sites".

### 3. Identify your application: type of monument / site name

Application - Identify - Windows Internet Explorer  
http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx

English Heritage  
HOME PROFESSIONAL ABOUT US  
RESEARCH ARCHIVES & COLLECTIONS HERITAGE PROTECTION ADVICE PUBLICATIONS FUNDING TRAINING & SKILLS  
Heritage Protection Reform | Heritage Protection Process | National Heritage Protection Plan

Contact Type Identify Location Extent Threat Ownership Reasons Photographs Documents Comments Summary

### IDENTIFY YOUR APPLICATION

\* Mandatory Fields

Subject: \*  
Bee boles, Dannonchapel farmstead  
e.g. Grove Farm, Barn and Farmhouse  
e.g. Ring ditch in Kings Field, Littleton  
e.g. Wreck of the Wellington off Plymouth Sound  
e.g. Kiveton Park and Garden, Kiveton  
e.g. Marston Moor Battlefield, North Yorks

Specify the primary County or Unitary Authority for the subject of this application: \*  
Cornwall

Do you need help with this section?

Previous Step Save & Return to Application List Save & Next Step

Jobs | Stay up to date | Terms & Conditions | Contact Us | Our other sites GO

Error on page. Internet 100%

#### 4. Location: either a postal address or a very short description (for sites with no post code) and Grid Reference or Latitude/Longitude

Listing and Designation Application Form - Windows Internet Explorer

http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx

File Edit View Favorites Tools Help

Listing and Designation Application Form

ENGLISH HERITAGE

HOME PROFESSIONAL ABOUT US

RESEARCH ARCHIVES & COLLECTIONS HERITAGE PROTECTION ADVICE PUBLICATIONS FUNDING TRAINING & SKILLS

Heritage Protection Reform | Heritage Protection Process | National Heritage Protection Plan

Contact Type Identify Location Extent Threat Ownership Reasons Photographs Documents Comments Summary

### LOCATION

\* Mandatory Fields

Specify the location of the subject/s, e.g. the address of a building, or the site address of a monument, etc.

If the subject can be identified using a postal address then add it here.

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

[I know the postcode](#)

[Confirm Address](#)

For locations without a postal address (such as gardens or areas of land/sea) please provide a textual description and Latitude/Longitude and/or National Grid Reference if possible:

A row of five bee boles set into a wall abutting the ruined farmhouse at Dannonchapel farmstead, approximately 1 mile down a track running north west from the hamlet of Lower Tynes which is situated on the B3314.

Spell Check

Latitude:(marine only)  Longitude:(marine only)  National Grid Reference:

(e.g. 50.7599) (e.g. -1.0899) (e.g. SU122421)

Internet 100%


### 5. Extent: identify the site on the map provided using drawing tools

The screenshot shows a web browser window titled "Application - Extent - Windows Internet Explorer". The address bar contains the URL: <http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1>. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The application interface features a horizontal navigation bar with the following tabs: "Contact", "Type", "Identify", "Location", "Extent" (which is highlighted in blue), "Threat", "Ownership", "Reasons", "Photographs", "Documents", "Comments", and "Summary". Each tab has a corresponding icon.

Below the navigation bar, the heading "EXTENT" is displayed. The main content area contains the following text:

Please identify the subject of the application on the map below:

- Locate the subject on the map either by entering an address / post code in the search box or by zooming and panning the map.
- Using the drawing tools (accessed via the  icon) draw a shape around the subject (or an individual shape around each subject if there is more than one). Please be as accurate as possible when creating the shape, being sure to only cover the area directly related to your application.
- Once complete, click Save & Next Step to continue.

If you hover the mouse over each icon, the function of the tool will appear as a label. If you need further guidance to create a map, please see the help section below.

Below the instructions is a search box with the placeholder text "Enter address here" and a "Search" button. To the right of the search box are "Map Contents" and "Results" dropdown menus.

The central part of the page is a map showing a rural area with buildings and a track. A red polygon has been drawn around one of the buildings. The map is overlaid with a large, semi-transparent "ENGLISH HERITAGE" watermark. A legend at the bottom of the map area identifies symbols for "Listed Buildings" (a blue triangle), "Scheduled Ancient Monuments" (a red rectangle), and "Parks and Gardens" (a green hatched area).

At the bottom of the browser window, the status bar shows "Done" on the left, "Internet" in the center, and "100%" on the right.

Application - Extent - Windows Internet Explorer

http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1


File Edit View Favorites Tools Help

Application - Extent

Contact Type Identify Location Extent Threat Ownership Reasons Photographs Documents Comments Summary

### EXTENT

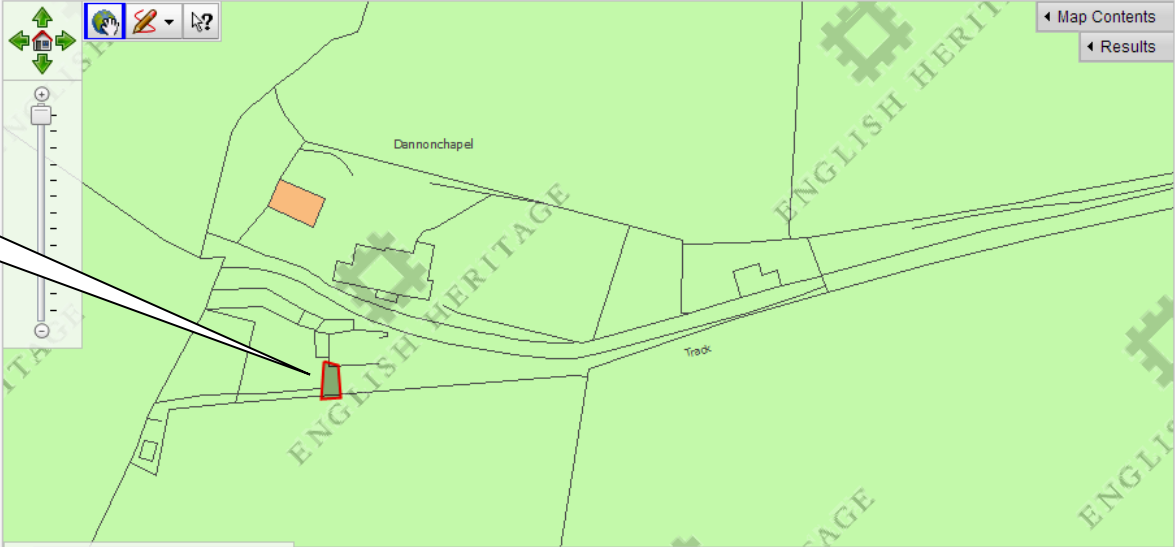
Please identify the subject of the application on the map below:

- Locate the subject on the map either by entering an address / post code in the search box or by zooming and panning the map.
- Using the drawing tools (accessed via the  icon) draw a shape around the subject (or an individual shape around each subject if there is more than one). Please be as accurate as possible when creating the shape, being sure to only cover the area directly related to your application.
- Once complete, click Save & Next Step to continue.

If you hover the mouse over each icon, the function of the tool will appear as a label. If you need further guidance to create a map, please see the help section below.

Enter address here

Search



Map Contents

Results

Click on the 'Save' or 'Clear' tools on the right and database right 2014. All rights reserved. Ordnance Survey Licence number 100024900. Use of this data is subject to British Crown and SeaZone Solutions Limited 2014. All rights reserved. Product Licence no. 102006.006. | Copyright © English Heritage

Legend

- Listed Buildings
- Scheduled Ancient Monuments
- Parks and Gardens

Done Internet 100%

Site identified

## 6. Reason for application

Normally **threat**; but could be because it is clearly important but has for some reason never been scheduled or listed (=evident significance) or because it is an EH **strategic priority** (eg war memorials)

The screenshot shows the 'Listing and Designation Application Form' in a Windows Internet Explorer browser window. The browser's address bar shows the URL: <http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search bar with 'Live Search' and various navigation and utility icons.

The application form is displayed in a tab titled 'Listing and Designation Application Form'. The form has a navigation bar with buttons for Contact, Type, Identify, Location, Extent, Threat, Ownership, Reasons, Photographs, Documents, Comments, and Summary. The 'Threat' button is highlighted with a blue arrow icon.

The 'THREAT' section contains the following text:

To allow us to prioritise our strategic work, as defined in the National Heritage Protection Plan, from Autumn 2012 we will only be taking forward applications that fall into one of the following three categories:

1. Buildings or sites which are demonstrably under serious threat of demolition or major alteration
2. Buildings or sites that fall within an area which is a strategic priority under NHPP (e.g. public libraries, Cold War etc), and which has been identified for designation follow-up
3. Buildings or sites which possess evident significance, and are obviously worthy of inclusion on the National Heritage List for England

We are therefore unlikely to process your application if the building or site is not currently under threat, so to help us make this judgement please provide as much information as possible below about the threat.

Is this asset under threat? \*  
(This may also include a designated asset which is threatened because the designation does not fully cover the significance of the asset)

Other

Details of the threat should be included below. Please note that an asset being for sale does not constitute a threat.

Details of threat

Please provide details of the threat here. If you do not, we will not be able to treat the building or site as being under threat and will be unlikely to progress your application.

Threats: deterioration due to neglect, encroachment of vegetation. The farmstead ruins at Dannonchapel are not currently managed other than to keep the site accessible to the public. The remains of this farmstead are in a state of slow deterioration; there appears to have been some consolidation work carried out in the past but it has clearly failed for the bulk of the site. Some elements of the farm are now difficult to interpret due to their ruinous state, the farmhouse that adjoins the bee bole wall is almost unrecognisable as a domestic building. However, the row of bee boles is currently intact; they are overgrown with brambles but are clearly recognisable. If the current lack of maintenance of this site continues, the condition of the bee boles, and also their context, is threatened

Spell Check

Please be aware that even if the asset is under threat we still require you to provide comprehensive supporting information and reasons for special interest in order for us to be able to progress your application.

\* Mandatory Fields

Do you need help with this section?

This is where the notes you prepared earlier should come in handy. Ideally, cut and paste them into the box



## 7. Ownership information

The screenshot shows a web browser window titled "Listing and Designation Application Form - Windows Internet Explorer". The address bar shows the URL: <http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1>. The page has a navigation bar with tabs: Contact, Type, Identify, Location, Extent, Threat, Ownership (selected), Reasons, Photographs, Documents, Comments, and Summary. Below the navigation bar is the section "OWNERSHIP & OCCUPANCY INFORMATION".

In the majority of cases English Heritage will need to contact the owner(s) of the heritage asset being considered. Please therefore provide owner details if you are able to – ownership details for most properties can be purchased from the [Land Registry](#); there is a charge for this service. Failure to include owner details may considerably delay your application.

Are you the owner of part or all of the heritage asset? \*  No  Yes

Are you the occupier of part or all of the heritage asset? \*  No  Yes

Are there any (other) owners /occupiers that you can give us details of? \*  No  Yes

Please enter the owner's or occupier's details below then click the add details button.

Title: <input type="text" value="Select..."/>	Postcode: <input type="text"/>	<a href="#">Find Address</a>
First Name: <input type="text"/>	Address Line 1: * <input type="text"/>	
Last Name: <input type="text"/>	Address Line 2: * <input type="text"/>	
Organisation: <input type="text"/>	Address Line 3: <input type="text"/>	
* Last Name or Organisation is required	Address Line 4: <input type="text"/>	
Email Address: <input type="text"/>	Address Line 5: <input type="text"/>	
Telephone: <input type="text"/>		
Owner: <input type="checkbox"/> Occupier: <input type="checkbox"/> *		
Extent of Ownership/Occupancy: * <input type="text"/>		

Once added, the details you enter will appear below this box.

Owner/Occupier Details:

- Organisation: National Trust - Owner - Heelis, Kemble Drive, Swindon, . . SN2 2NA

[Remove Selected](#)

If you are unable to provide any Owner/Occupier information then please indicate why not:

\* Mandatory Fields

This was straightforward because there is a National Trust sign at the site! Look out for obvious signs of ownership; ask nearby residents, contact national organisations (e.g. EH, NT) and local authorities (parish, town & county councils) to see if they own the land or are responsible for maintenance (they will only tell you if it is them; if it is not, they cannot tell you who the actual owner is). Use the web to find full addresses; there is also the Land Registry but they charge £4 per search.

## 8. Reason for application – ie what is the particular interest or importance of the proposed site

The screenshot shows a web browser window titled 'Application - Reasons - Windows Internet Explorer'. The address bar shows the URL: <http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into a horizontal navigation bar with tabs: Contact, Type, Identify, Location, Extent, Threat, Ownership, Reasons (selected), Photographs, Documents, Comments, and Summary. Below the navigation bar, the heading 'REASONS FOR APPLICATION' is followed by the sub-heading 'Special Interest'. A bolded instruction states: 'The completion of this section is vital to your application: the detail added here will be important in validating your application.' A paragraph explains that English Heritage assesses historic, archaeological, architectural, and artistic interest against a set of criteria, with links to DCMS selection principles and Selection Guides. Below this, there are four unchecked checkboxes: 'Historic Interest', 'Architectural Interest', 'Archaeological Interest', and 'Artistic Interest'. A 'Useful Links' section lists several external resources. At the bottom of the main content area, a lightbulb icon is next to the text 'Do you need help with this section?'. The footer contains three buttons: 'Previous Step', 'Save & Return to Application List', and 'Save & Next Step'. The status bar at the very bottom shows 'Done', 'Internet', and '100%' zoom level.

Application - Reasons - Windows Internet Explorer

http://services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=50d19ed2-8500-42af-9993-4191a270eea1

File Edit View Favorites Tools Help

Application - Reasons

Contact Type Identify Location Extent Threat Ownership **Reasons** Photographs Documents Comments Summary

### REASONS FOR APPLICATION

#### Special Interest

**The completion of this section is vital to your application: the detail added here will be important in validating your application.**

When considering heritage assets for designation, English Heritage must assess their historic, archaeological, architectural and artistic interest against a set of criteria. The principles of selection for listed buildings and the criteria for scheduled monuments are published by DCMS and can be downloaded from the DCMS website [www.culture.gov.uk](http://www.culture.gov.uk). Detailed guidance on what English Heritage considers when assessing buildings for listing can be found in our [Selection Guides](#), which are published on our website or can be requested from Customer Services. Other links to useful sources can be found at the bottom of this page. The criteria used to assess sites for inclusion in the Register of Historic Parks and Gardens, Battlefields Register, the Schedule of Monuments and the List of Protected Wrecks can also be found on the EH website or can be requested from Customer Services.

- Historic Interest
- Architectural Interest
- Archaeological Interest
- Artistic Interest

#### Useful Links

- [Selection Guides](#)
- [The National Heritage List for England](#)
- [Pastscape](#)
- [British History online](#)
- [Heritage Gateway](#)
- [Images of England](#)
- [Access to Archives](#)
- [Oxford Dictionary of National biography](#)

Do you need help with this section?

Previous Step Save & Return to Application List Save & Next Step

Done Internet 100%

### Historic Interest

Read the prompts! Discuss date/period; context e.g. Civil War, Industrial Revolution, development of agricultural technique; First World War memorial/structure.

### Architectural interest

Name the architect if you know who it is! Describe the style of structure, and discuss its context – is it a regional style? An architectural fashion? NB: where appropriate, use correct architectural terms.

Describe any alterations, alternative uses, and associated buildings/structures/components

### Archaeological interest

Describe setting; relationship with other buildings/features

**NB:** in this section reference any photographs and documents that you think are relevant and plan to submit. Ensure all the images/documents you plan to attach to the application are clearly labelled.

Reference bibliographical sources. You will be asked to list these further on in the application.

## 9. Photographs and Documents

The screenshot shows the 'PHOTOGRAPHS' section of the English Heritage application form. The page title is 'PHOTOGRAPHS'. The instructions state: 'In order to proceed with your application English Heritage needs to make an informed initial assessment of the heritage asset. Please provide clear, current, colour photographs of the heritage asset, including both exterior and interior views where applicable.' The form asks 'Can you upload any photographs to support this application?' with radio buttons for 'No' and 'Yes' (selected). Below this, there is a 'Type' dropdown menu set to 'Exterior', a 'Description' text box containing 'The set of bee boles at Dannonchapel, 2013.', and a 'Select File' button with a file named 'DSCN1210.JPG' selected. An 'Upload Photograph' button is also present. At the bottom of the form, there are navigation buttons: 'Previous Step', 'Save & Return to Application List', and 'Save & Next Step'.

The screenshot shows the 'DOCUMENTS' section of the English Heritage application form. The page title is 'DOCUMENTS'. The instructions state: 'It will help us to progress your application if you are able to provide copies of any supporting documents, such as maps/charts, plans, drawings, journal extracts or bibliographic references.' The form asks 'Can you upload any documents to support this application?' with radio buttons for 'No' and 'Yes' (selected). Below this, there are two more questions: 'Do you have any other documents to support this application which can be posted?' and 'Do you have any bibliographic references to support this application?', both with 'No' and 'Yes' radio buttons. A 'Do you need help with this section?' link is visible. At the bottom of the form, there are navigation buttons: 'Previous Step', 'Save & Return to Application List', and 'Save & Return to Summary'.

Exactly as it says. Read the instructions and prompts carefully.

Have your files ready. Give them understandable filenames (unlike the example above!). Remember you may want to reference these in the 'Reasons...' section. Keep the file size small, preferably under 2mb each.

**TIP:** if you decide against an image it's not easy to delete. However for your first image you can click the 'No' choice at the top (next to 'Can you upload...') and the page will reset itself. Better to have everything ready in advance, however.

Follow this process for the Documents section. Note the request for bibliographic references: use the advice that appears when you click 'yes' to submit this data.

## 10. Application summary

The screenshot shows a web browser window displaying the 'Application Summary' page on the English Heritage website. The browser's address bar shows the URL: `services.english-heritage.org.uk/eh.uds.online.application.full/application.aspx?RadUrid=c1e343a5-e410-4d80-b2f3-d8b7ce`. The page features the English Heritage logo and navigation menus for 'HOME', 'PROFESSIONAL', and 'ABOUT US'. A secondary menu includes 'RESEARCH', 'ARCHIVES & COLLECTIONS', 'HERITAGE PROTECTION', 'ADVICE', 'PUBLICATIONS', 'FUNDING', and 'TRAINING & SKILLS'. A green banner highlights 'Heritage Protection Reform', 'Heritage Protection Process', and 'National Heritage Protection Plan'. A horizontal bar contains icons for 'Contact', 'Type', 'Identify', 'Location', 'Extent', 'Threat', 'Ownership', 'Reasons', 'Photographs', 'Documents', 'Comments', and 'Summary', each with a green checkmark. The main content area is titled 'APPLICATION SUMMARY' and includes the following details:

**EH Reference Number:** 487189

**CONTACT DETAILS**  
[Modify this section](#)

**Telephone:** Mrs Emma Trevarthen (her@cornwall.gov.uk) 01872 323606

**Alternative Telephone:**

**Organisation:** Senior Archaeologist

**Job Title:** Historic Environment Record

**Address:** Fal Building, New County Hall

**APPLICATION TYPE**

**Type:** New

**IDENTIFICATION**  
[Modify this section](#)

**Subject:** Bee boles, Dannonchapel farmstead  
Listing and Designation Online application

**Primary County/Unitary Authority:** Cornwall

**LOCATION**  
[Modify this section](#)

This is the final stage. Check everything on this page carefully. **Note** you can return to each section from here to amend the information.

When all is completed, go to the bottom right hand corner and submit your application.

***Guidelines compiled by***

Emma Trevarthen, HER Officer, Historic Environment Service, Cornwall Council; and Ann Preston-Jones, EH