



Responding to a Consultation

December 2015

What is the designation consultation process?

The consultation process was introduced in November 2009 in order to make our assessment of buildings or sites for listing, scheduling or registration more open and transparent. This process allows Historic England to consult the applicant, owner, local planning authority or other interested parties during the course of the assessment.

What does Historic England consult on?

Alongside the consultation letter that is sent out will be our consultation report, and it is upon this report that you should comment. It comprises information on the history and description of the building or site, derived from our research (possibly including a site visit). These paragraphs will then be used in our final assessment, incorporating any new information gained as a result of the consultation, where appropriate.

How can I respond to the consultation letter?

Responses can be submitted in writing either by email or post. The contact details for the relevant Listing Group team dealing with the building or site are on the consultation letter. You should send us your response within 21 days of the date of the letter. All representations received will be recorded and taken into account when formulating our assessment.

What kind of information should my consultation response cover?

It is important to bear in mind that we can only consider representations that address issues relevant to the particular type of designation assessment. These differ according to whether the building or site is being assessed for listing, scheduling or registration: eg for listing, we can only consider the architectural or historic interest of the building or structure. Please read the consultation report carefully to check for any factual inaccuracies. We would like to know if the information is full and correct in your view, does it adequately describe the history and details of the site or are there things which need to be changed or added? If you have any further information or evidence (photographic, documentary etc) related to our understanding of the building or site, it is helpful if these can be provided in your response.



What happens after I send my response?

We will consider all representations made before finalizing our assessment. For listing, scheduling and wreck cases this is sent to the Secretary of State for Culture, Media and Sport who takes the final decision. For parks and gardens, and battlefields the decision is taken by Historic England.

How will I know if the information I provide has been taken into account?

You will be sent notification of the designation decision which will also include a copy of our final advice report. In this you will see a section specifically addressing consultation responses.

Where can I find out more about the decision making process?

Please see our [Selection Guides](#) on the Historic England website for more information on how we assess whether a building or site merits designation. The website provides access to government policy documents as well as our Selection Guides which provide more detailed information on what we look for in different building or site types. If you do not have access to the internet, please contact the Listing Group team in your area and they will be able to send you hard copies.

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:

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Fax: 01793 414926

Textphone: 0800 015 0516

E-mail: customers@HistoricEngland.org.uk