

Local List

Nominations Procedure

This note sets out the procedures for nominating an addition or removal, and the decision-making process that follows.

The Local List – Review Procedure

1 Introduction

London Borough of Bexley maintains a list of ‘Locally listed buildings and structures in the London Borough of Bexley of architectural or historic interest’ (the “Local List”). These are buildings and other structures deemed to be of historic or architectural significance at the local level. These are buildings¹ of local importance considered to have some historic value and making a contribution to the townscape or landscape of the borough.

The Local List complements the National Heritage List for England. Locally listed buildings are of local significance, as opposed to national significance; they do not enjoy the additional statutory controls given to those on the national list, but their conservation is an objective of the National Planning Policy Framework (NPPF) and local policy CSI9 and therefore is a material consideration when determining a planning application.

The Local List is comprised of ‘non-designated heritage assets’ as defined in the National Planning Practice Guidance ([paragraph 39](#)). Non-designated heritage assets are ‘buildings, monuments, sites, places, areas or landscapes identified by local planning authorities as having a degree of significance meriting consideration in planning decisions but which are not formally designated’.

The Local List is actively kept under review. Residents, local amenity groups, and other stakeholders can nominate additions or deletions to the Local List at any time, which triggers a case-by-case basis review of the particular building.

This note sets out the procedures for nominating an addition or removal, and the decision-making process that follows.

2 Selection Criteria

Selection is based on an assessment of the historic and architectural significance of the building. The building’s contribution to the townscape or landscape is considered. The extent to which the building represents a local landmark or carries local significance is also considered. Buildings will be considered if they meet at least two of the broad criteria for selection summarised below:

Criterion	Description
age	Priority will be given to buildings as follows <ul style="list-style-type: none">• Ancient, medieval, and early modern (pre-1837) – all buildings from this period• Victorian/Edwardian (1837 – 1919) – examples of quality and character retaining original features• Inter-war (1919 – 1939) – very selective due to large numbers built, examples of modern styles e.g. Art Moderne, Art Deco, individual architect-designed properties, and exceptional unaltered survivors of mass-produced designs and exemplars of particular building types such as cinemas• Wartime (1939 – 1945) – examples of wartime structures such as shelters, pill-boxes

¹ For the purposes of this document, “buildings” refers to all buildings, monuments, sites, places, areas or landscapes which can be added to the Local List, as defined by NPPG paragraph 39.

	<ul style="list-style-type: none"> • Modern (1946 – present) – only examples of exceptional quality and design
rarity	unique or which are rare surviving examples of a type
aesthetic interest	in local styles, materials or with any other distinctive local characteristics
group value	groupings of assets with a clear visual design or historic relationships
archaeological interest	evidence about past human activity in the locality
historical association	associated with locally important historic people or events
designed landscape interest	locally important historic designed landscapes, parks and gardens that may relate to their design or social history
landmark status	features within the local townscape that offer evidence of history, such as boundary stones, post boxes, drinking fountains/troughs, memorials, lampposts, etc.
social and communal value	sources of local identity, distinctiveness, social interaction and coherence, including things which contribute to the 'collective memory' of a place

3 Additions to the Local List

Making a nomination

Residents, local amenity groups and other stakeholders can nominate a building to be added to the Local List.

A building can only be nominated once every five years.

Nominations for additions to the Local List must include:

- i. information identifying the building to be assessed, including its address;
- ii. an explanation of why the building should be added to the list, with regards to the selection criteria, and in particular background information about the building's historic or architectural significance; and,
- iii. the name and contact details of the person or organisation making the nomination.

Nominations should be emailed to spandgteam@bexley.gov.uk or sent by post to:

Strategic Planning and Growth
London Borough of Bexley
Civic Offices
2 Watling Street
Bexleyheath DA6 7AT

Consideration of nomination

A pre-assessment of the application is carried out to determine that it is valid.

Once an application is determined to be valid, a full assessment will be carried out with the following procedure:

1. the application for local listing is registered and the applicant and the owner of the building notified;
2. notice of the application is published on the London Borough of Bexley website, including details of how people can find out more information and how they can comment;
3. a four week public consultation commences inviting the owner of the building, members of the public and other stakeholders to comment;
4. a planning officer conducts background research including a site visit;
5. the planning officer makes a full assessment using the selection criteria, taking account of the information set out in the application, the comments received during public consultation; and the background research;
6. a report is prepared with a recommendation by the planning officer to the Cabinet Member, who will take the decision whether to add the building to the Local List;
7. the applicant and building owner are notified of the decision taken; and,
8. the Local List is updated if necessary.

There is no right to appeal; however, the building may be nominated for removal from the Local List.

4 Removals from the Local List

Making a nomination

Residents, local amenity groups, and other stakeholders can suggest a building be removed from the Local List. A building should be removed if it has been demolished or otherwise lost the features of historic or architectural significance that originally justified its inclusion onto the list, or if the applicant believes it never met the criteria for inclusion in the first place.

A building can only be nominated for removal once every five years, unless it has been demolished. Nominations for removals from the Local List should include:

- i. information identifying the building to be assessed, including its address;
- ii. an explanation of why the building is no longer appropriate to remain on the list (e.g. it has been demolished, has undergone harmful alterations, etc.); and,
- iii. the name and contact details of the person or organisation making the nomination.

Nominations should be emailed to spandgteam@bexley.gov.uk or sent by post to:

Strategic Planning and Growth
London Borough of Bexley
Civic Offices
2 Watling Street
Bexleyheath DA6 7AT

Consideration of nomination

A pre-assessment of the application is carried out to determine that it is valid.

If it is determined that the application is valid, then a full assessment will be carried out with the following procedure:

1. the application for local listing is registered and the applicant and the owner of the building notified;

2. notice of the application is published on the London Borough of Bexley website, including details of how people can find out more information and how they can comment;
3. a four week public consultation commences inviting the owner of the building, members of the public and other stakeholders to comment;
4. a planning officer conducts background research including a site visit;
5. the planning officer makes a full assessment taking account of the information set out in the application, the comments received during public consultation; and the background research
6. a report is prepared with a recommendation by the planning officer to the Cabinet Member, who will take the decision whether to remove the building the Local List;
7. the applicant and building owner are notified of the decision taken; and,
8. the Local List is updated if necessary.