



HOW TO APPLY TO HAVE A BUILDING LISTED

Applications for listing are considered by the Secretary of State for Culture, Media and Sport. There is no application form, and no charge. Applications should be made by letter to the address below, and should include the following:

- clear **original** photographs of the building showing all accessible sides as they are at present, including internal photographs if possible (please label the photographs on the back);
- an Ordnance Survey map extract or A-Z map extract (or an up to date site plan) showing the exact location; if possible please indicate on it the position from which the photographs were taken;
- the name and if possible the contact telephone number for the owner; and
- any information that is relevant to the architectural or historic interest of the building; and
- information about whether the building is under threat, the nature of this, and the timescale.

Further information about listing, including the criteria, are included in the leaflet *What Listing Means : A Guide for Owners and Occupiers*.

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Department for Culture, Media and Sport
Listing Team
Designation Branch
Architecture and Historic Environment Division
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