

Criteria and Procedure for Considering a Nomination for Listing as a Building of Traditional Local Character

Criteria

The criteria against which nominations should be considered are summarised in the table below. These are broad in their nature, demonstrating that the local significance of a building can result from a wide set of values.

Criterion	Description
Age	The age of a building may be an important criterion and the age range can be adjusted to take into account distinctive local characteristics
Rarity	Appropriate for all buildings, as judged against local characteristics
Aesthetic value	The intrinsic design value of a building relating to local styles, materials or any other distinctive local characteristics
Group value	Groupings of buildings with a clear visual, design or historic relationship
Evidential value	The significance of a local building of any kind may be enhanced by a significant contemporary or historic written record
Historic association	The significance of a local building of any kind may be enhanced by a significant historical association of local or national note, including links to important local figures
Archaeological interest	This may be an appropriate reason to designate a locally significant building on the grounds of archaeological interest if the evidence base is sufficiently compelling and if a distinct area can be identified
Designed landscapes	Relating to the interest attached to locally important designed landscapes, parks and gardens
Landmark status	A building with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene
Social and communal value	Relating to places perceived as a source of local identity, distinctiveness, social interaction and coherence; often residing in intangible aspects of heritage contributing to the “collective memory” of a place

The same principles applied to assessing nationally designated buildings can be adapted and used in a local context for assessing locally important buildings. Further guidance on assessing the significance of a building can therefore be found in the 20 Selection Guides for nationally designated buildings (i.e. Listed Buildings), published by Historic England: <https://historicengland.org.uk/listing/selection-criteria/listing-selection/>

Each nomination should demonstrate the buildings' suitability to be added to 'The List' through an assessment against the above criteria, using the relevant guidance as appropriate. The local importance of the building should be expressed within a Statement of Significance accompanying the nomination.

Procedure for Adding or Updating a Building on 'The List'

1. A Building of Traditional Local Character can be nominated to be added to 'The List' by the Council by any person or body.

2. No more than one listing request per asset will be considered by the Council within any 5 year period.
3. Any person or body may request an appeal against the inclusion of any existing building that appears on 'The List' or against a nomination. The procedure for this is set out in Appendix 3.
4. Nominations should include the following as a minimum and any submission that does not include this will be rejected:
 - a. A full Statement of Significance – identifying the significance of the building in the local context, using the above criteria and guides as appropriate;
 - b. Location Details - Ordnance Survey grid reference(s), full street address and a suitably scaled map showing the extent of the building being nominated;
 - c. Photographs – visual recording of the building from the public realm, concentrating on significant elements.
5. The Director of Environment together with the Executive Member for Planning and Regeneration has delegated responsibility:
 - a. to designate and de-designate Buildings of Traditional Local Character;
 - b. to determine whether a building is added to 'The List' following a period of public consultation. This consultation shall include publishing the nominated building and supporting information on the Council website.
6. When considering whether to add a building to 'The List', the Council will inform and consult with the owner of the building. The Ward Member(s) and Town/Parish Council will also be consulted.
7. In deciding whether a nominated building should be included on 'The List', the Council will assess the building against the criteria set out in the published Criteria and Procedure for Considering a Nomination for Listing as a Building of Traditional Local Character
8. A decision should be made following consultation but within 12 weeks of receiving a nomination. This period can be extended if more time to consider the nomination is required by the Council or if this is listed for review by the Planning Committee. Decisions relating to Buildings of Traditional Local Character shall be formally recorded within the Council's Record of Decisions.
9. Once a decision is made on whether to include a building on 'The List', the Council will inform the owner in writing. In doing so the Council will set out the implications of the inclusion and the right to request a review against the inclusion on 'The List' .
10. The current list, together with supporting information, is published on the Council website and will also be available on the publically accessible Local Historic Environment Record, currently managed by Berkshire Archaeology and available

at: <http://www.readingmuseum.org.uk/get-involved/berks-archaeology/berkshire-archaeology/>.

11. Buildings on 'The List' shall be identified on the external-facing version of the Council GIS. They shall also be identified within the planning constraint layer of the internal-facing Council GIS.
12. The Council will maintain a list of unsuccessful nominations, including the reasons why nominations were not approved.

Implications of adding a building to 'The List'

The List of BTLC's is primarily a means of positively identifying buildings as locally significant. It does not place additional requirements for obtaining planning permission and has no impact on permitted development. The inclusion of a building on 'The List' indicates that it is of local significance and is a material planning consideration in the assessment of any application for development that will have an impact on the local asset.

Procedure for Appeals

1. Requests for an appeal against the original decision of the Council in respect of a request to designate an asset as a Building of Traditional Local Character can be made by any person or body.
2. The request for the review must be made to the Council in writing by any person. This must be received within eight weeks beginning with the day on which written confirmation of the decision was issued to the relevant parties listed above. The Council is able to allow longer periods for submitting a review.
3. In considering the request for a review an original decision about whether to include an asset on 'The List', the Council will take into account the following factors:-
 - a. The eligibility of the building against the Criteria and Procedure for Considering a Nomination for Listing as a Building of Traditional Local Character (as set out in The Procedure for Adding or Updating a Building on 'The List')
 - b. Any new factors that have come to light since the original decision was made. For example, removal of a building from 'The List' may be appropriate in circumstances where it no longer meets the criteria for selection, has been demolished, or has undergone development changes that have negatively impacted on its significance.
 - c. Any matter put forward that the Council cannot consider in assessing whether the asset should be designated (i.e. Matters not included in the Criteria and Procedure for Considering a Nomination for Listing as a Building of Traditional Local Character)
4. The Council will not take any financial or commercial issues into account in the decision to include a building on 'The List'.
5. All valid review requests that meet the requirement set out in this procedure will be assessed by the Planning Committee which will have the final decision on whether the asset will be included on "The List".