

## Local List Designation Process

- Entries for inclusion to the list will be submitted to the Development Department and considered for validation where assets will be identified and data assessed. All draft entries will be tested against the selection criteria.
  - The nomination process will be launched to the wider public to invite entries for the Local Heritage List for Preston.
  - A nomination form has been prepared to enable members of the public, local communities and interest groups to nominate local heritage assets for inclusion in the Local Heritage List
  - A leaflet/flyer will be distributed to Parish Councils, Ward Committees and members of the public. Publicity will also go on the Council's website and social media.
  - A Local Heritage List Review Panel will be designated, a member of which will take the nominations to the respective Parish Council and or Area Forum. The panel will comprise of council design and conservation officers and representatives of special interest groups. Specialist advice will be sought in assessing nominated local heritage assets as required.
  - The following paragraphs set out how the Local Heritage List for Preston will be managed;
- **Owner notification.**

Owners of nominated local heritage assets will be notified and consulted on the proposed inclusion of their property in the Local Heritage List. The notification will specify which of the criteria it is considered that the nominated local heritage asset meets. Owners can often provide valuable additional information that can influence the decision about whether to add the building to the Local Heritage List or not. Input from owners is welcomed and all representations made in relation to each asset will be considered as part of the nomination process.

Any objection to the inclusion of a particular building, monument, site, place, area or landscape in the Local Heritage List would need to be justified within the terms of the selection criteria. Issues that do not relate to the selection criteria, such as development potential, personal preference or privacy cannot be considered.

- **Assessment Process and the Review Panel.**

### Step 1

Nominated draft entries will be assessed and reviewed against the selection criteria prior to inclusion in the draft Local Heritage List.

### Step 2

The Local Heritage List Review Panel will consider the nominated entries prior to making recommendations to the Local Parish Council and Area Forums for the inclusion of local heritage assets in the Local Heritage List.

### Step 3

The draft list will be made publically available for period of public consultation, 21 days is recommended, when owners, nominees, members of the public and will have an opportunity to make representations and contribute to the decision making process.

### Step 4

The resulting draft list will go through a final assessment with the Local Heritage List Review Panel who will make recommendations to the Preston City Council Cabinet Members for the inclusion of entries to the Local Heritage List.

### Step 5

The approved list will have material weight in the decision making process in line with the Central Lancashire Core Strategy, policy 16. The list will remain publically accessible via Preston City Council's website. It is recommended the list will be reviewed every 5 years.

- **Ongoing management of the Local Heritage List.**

The Local Heritage List Review Panel will reconvene at regular intervals as required, and at least once annually, to assess new nominations, review the Local Heritage List and to add or remove assets as appropriate. New nominations will require appropriate consultation, and revisions to the Local Heritage List will need to be ratified by Cabinet Members.