

Appendix 2: Proposed protocol for urgent designation to the Local Heritage List

If an asset is:

- identified to be facing immediate threat of demolition or at risk of a rapid and significant loss of architectural or historic significance.
- is considered to comply with the adopted listing criteria for the Local Heritage List **and**
- is not protected by any other planning policy or legislation

then it may be designated as Local Heritage as follows:

Methodology:

- i. An asset at risk is identified by Officers and/or Members.
- ii. Heritage Officers agree there is a prima facie case for inclusion in line with all three bullets above.
- iii. The Heritage Officer sends a case report to the Heritage Champion, ward councillor, relevant local amenity society and relevant Area Committee representative to respond to the proposal.
- iv. A decision on inclusion to the local heritage list is taken based on majority votes.
- v. If comments are not returned by those identified within one week the decision will be taken based on the majority of all responses received.
- vi. If an asset is agreed to be at risk and meet the criteria it will be added to the local list and the officer will convey to the relevant stakeholders accordingly.
- vii. If it is agreed not to be at risk, then that asset will be considered for the next round of the local listing process and the officer will convey to the relevant stakeholders accordingly.

Reporting:

- A yearly report will be circulated to Policy and Resources Committee members advising of any urgent updates to the Local Heritage List.