**Nomination Form for non-designated heritage assets**

Please complete one form per nominated asset.

**Part A – Contact Details**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Organisation (if relevant) |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |

**Part B – Asset Nomination Details**

Please provide the following details about the nominated asset:-

|  |  |
| --- | --- |
| Asset Name  (if there is no obvious name, the address is acceptable) |  |
| Asset Location  (include the full postal address, or nearest address if this is not possible, eg land south of 1 Main Road. |  |

Have you provided the following additional documents (please tick)?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Site Location Plan  (so we can ensure the correct site is assessed. You may hand mark a plan). |  |  |
| Photographs  (please make sure photos do not contain personal information eg people’s faces and vehicle registration plates). |  |  |
| Other documents  (eg written statements, historic evidence, plans/elevations). Please list each document included. |  |  |

Please provide a general description of the nominated asset and its setting and set out why you think the asset meets the selection criteria. The selection criteria is available in this document [**Non Designated Heritage Assets: Selection Criteria (January 2019)**](https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/documents/Non-Designated-Heritage-Assets-Selection-Criteria-(January-2019)-FINAL.pdf)which is available to download from the following web page [www.gedling.gov.uk/heritage-assets](http://www.gedling.gov.uk/heritage-assets).

In summary the selection criteria includes the following:

* Age of the building
* Rarity
* Architectural or Artistic merits
* Designed Landscape Interest
* Grouping
* Archival evidence
* Historical association
* Landmark Status
* Communal Value

|  |
| --- |
| **Please write your comments in this box:** (If required, attach any additional pages at the back of your response) |
|  |

Do you consider the asset to be at risk (through inadequate maintenance or damage)? (Please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes:** |  | **No:** |  |

If you answered yes, why?

|  |
| --- |
| **Please write your comments in this box:** (If required, attach any additional pages at the back of your response) |
|  |

**Part C – Data Protection**

**Data Protection:** The information provided on this form will be used to inform decisions relating to the assessment and identification of non-designated heritage assets in Gedling Borough. Information provided will **not** be treated as confidential and will be used to inform the process of assessing and identifying assets. Personal contact details will **not** be passed to external parties without permission. We will contact you if any further information is required in relation to your nomination and to notify you of the outcome of the assessment. For further information on how we use your personal data please visit: [www.gedling.gov.uk/planningpolicy-privacy](http://www.gedling.gov.uk/planningpolicy-privacy).

Signed …………………………………… Date …………………………

|  |  |
| --- | --- |
| **Please return the completed forms to:**  Email: [planningpolicy@gedling.gov.uk](mailto:planningpolicy@gedling.gov.uk)  Post: Planning Policy, Civic Centre, Arnot Hill Park Nottingham Road, Nottingham, NG5 6LU. | **For more information:**  Telephone: 0115 901 3733/3734  Web: [www.gedling.gov.uk/heritage-assets](http://www.gedling.gov.uk/heritage-assets) |

If you require any assistance in completing this form or require further information, please contact the Planning Policy team.

This form is available in large print and other formats on request.