

Nominate a Heritage Asset

Name and location of your candidate heritage asset (please provide a photograph and a map showing its location):

1. WHAT IS IT? Is it one of the following?	Tick
a building or group of buildings	
a monument or site (an area of archaeological remains or a structure other than a building)	
a place (e.g. a street, park, garden or natural space)	
a landscape (an area defined by visual features or character, e.g. a city centre, village, suburb or field system)	

2. WHY IS IT INTERESTING? Is it interesting in any of the following ways?	Tick / Rank
Historic interest – a well documented association with a person, event, episode of history, or local industry	
Archaeological interest – firm evidence of potential to reveal more about the human past through further study	
Architectural interest – an example of an architectural style, a building of particular use, a technique of building, or use of materials	
Artistic interest – It includes artistic endeavour to communicate meaning or use of design (including landscape design) to enhance appearance	
What is it about the asset that provides this interest?	

3. WHY IS IT LOCALLY VALUED? Is the interest of the asset valued locally for any of the following reasons?	Tick / Rank
Association: It connects us to people and events that shaped the identity or character of the area	
Illustration: It illustrates an aspect of the area's past that makes an important contribution to its identity or character	
Evidence: It is an important resource for understanding and learning about the area's history	
Aesthetics: It makes an important contribution to the positive look of the area either by design or fortuitously	
Communal: It is important to the identity, cohesion, spiritual life or memory of all or part of the community	
How is the asset locally valued as heritage?	

4. WHAT MAKES ITS LOCAL SIGNIFICANCE SPECIAL? Do any of the following features make the heritage significance of the asset stand out above the surrounding environment?	Tick
Age ... Is it particularly old, or of a date that is significant to the local area?	
Rarity ... Is it unusual in the area or a rare survival of something that was once common?	
Integrity ... Is it largely complete or in a near to original condition?	
Group value ... Is it part of a group that have a close historic, aesthetic or communal association?	

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Oxford's identity ... Is it important to the identity or character of the city or a particular part of it?	
Other ... Is there another way you think it has special local value? How does this contribute to its value?	

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Welcome to the nominations form for the Oxford Heritage Assets Register

What the form is for

The nomination form asks you to demonstrate how your candidate asset meets the criteria for inclusion on the Oxford Heritage Assets Register (the criteria are set out on the next page). The criteria ensure registration as a heritage asset is the most appropriate means to manage your valued feature of the environment.

Registration does not mean an asset will be preserved in its current state in perpetuity. Planning policy allows change to heritage assets that conserves or better reveals their significance or, where change requires their loss, replaces the benefit to the public that they provide. The information provided in support of your nomination will help determine what forms of change might be acceptable. Saying "it's important and must never change" won't tell us what we need to know to manage your heritage asset in the future.

Tick or rank?

In answers to Questions 2 – 4 you can rank the interests, values and significance your candidate asset provides to show which you consider the most and least important to its significance; i.e. 1st (most important) – 4th (least important).

Alternatives

If your candidate asset does not have significance that merits inclusion on the register but does contribute to the valued character of the local environment, consider preparing a character statement for the area using the Oxford Character Assessment Toolkit. This identifies features that contribute positively to local character and opportunities for enhancement. It may help to identify other ways that change can contribute to the quality of the local environment and its sense of place.

What happens next?

We will prepare a list of candidate heritage assets, which will be presented to the public (including the owners of candidate heritage assets) for consultation. Any responses received from the public will be placed with the nomination form and will be included in the report made to the review panel.

A panel of councillors, council officers and local experts will review the candidate assets nominated to ensure they meet the criteria. The information you provide in answering the questions will be essential for the panel's consideration of your candidate's significance. If they are uncertain, you may be asked to provide further information. Where the panel consider that a

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candidate has met the criteria they will recommend that the Council include them on the Oxford Heritage Asset Register.

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The Criteria:

Registered Heritage Assets must meet all of the four following criteria:

Criteria 1. They must be capable of meeting the government's definition of a heritage asset.

Demonstrate that your candidate is able to fall within the government's definition of a heritage asset; i.e. a building, monument, site, place, area or landscape.

Criteria 2. They must possess heritage interest that can be conserved and enjoyed.

Identify the properties of your candidate asset that need to be cared for as heritage – this is its *heritage interest*. This might include physical things like its appearance and materials, as well as associations with past people or events. Consider whether the physical features of the candidate asset help to illustrate its associations. The four types of heritage interest listed are recognised in national planning policy.

Criteria 3. They must have a value as heritage for the character and identity of the city, neighbourhood or community because of their heritage interest beyond personal or family connections, or the interest of individual property owners.

Tell us why or how the heritage interest you identified in your answer to Question 2 is of local value - this is its *heritage value*. The types of heritage value suggested on the nomination form are based on national guidance by English Heritage.

Criteria 4. They must have a level of significance that is greater than the general positive identified character of the local area.

Tell us what raises your candidate's heritage value to a level that merits its consideration in planning. Many features of the historic environment are a valued part of local character that should be managed through policies relating to townscape character in the local plan. Registered heritage assets should stand out as of greater significance than these features for their heritage value. The suggested options listed on the nominations form are based on national best practice. If you think your candidate asset has special local significance for another reason please state what it is.

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