

A Guide to making a Nomination

If you would like to make a nomination to Camden's new Local List please read this advice to help you through the process.

Making a Nomination

Question 1 - *What is it that you are nominating?*

A local list can contain a range of different entries but we have broken them down to three groups:

- Building or Group of Buildings (e.g. a house, workshops or school)
- Street feature or other structure that is not a building (e.g. memorial, bench, boundary marker, post box)
- Natural feature or Landscape (e.g. a garden, park, trees)

Please state which group your nomination falls into.

Question 2 - *Where in the borough is your nomination?*

Please provide the address of the item you are nominating. If it has a name then please also provide this. Where the item does not have a street name or number please give sufficient details so that we are able to find the item. For instance 'bench in front of no. 125 High Street', or 'drinking fountain to the east side of no.100 High Street'.

In the local list each asset will need to have an identified location plotted on a map so please provide as much detail as you can.

Question 3 - *Is the asset in a conservation area?*

We will consider nominations that are in or out of a conservation area. If you know that your nomination is within a conservation area then please state this otherwise just mark 'unknown'.

If your item is within a conservation area and identified in the conservation area statement or appraisal as making a positive contribution to a conservation area we will not add it to the local list, as it already has similar protection under Camden's development policy DP25 – Conserving Camden's Heritage. .

Question 4 - *Which of the Selection Criteria does it meet?*

To be considered for inclusion on the Local List nominations should satisfy a **minimum of two criteria with at least one of them being either criteria 1 or 2.**

Criteria 1 - Architectural significance this includes assets that

- a) demonstrate distinctive artistic, craftsmanship, design or landscaping qualities of merit (e.g. form, layout, proportions, materials, decoration);

and/or

- b) are attributed to a locally known, architect, designer, gardener or craftsman and demonstrate quality of design, execution, and innovation.

and/or

- c) exemplify a rare type or function which survives in anything like its original condition and form.

Explanations of terminology

Artistic qualities – for example a piece of public art or decoration on a building or in a public place

Craftsmanship qualities – something that demonstrates skill in manufacture or execution, for instance decorative plasterwork, brickwork or metalwork.

Design qualities – examples of constructed responses to a place that combine function with form to notable effect.

Historic landscaping qualities – for example a historic garden or park layout, or trees that form part of a historic planting scheme

Criteria 2 - Historical Significance this includes assets that

- a) demonstrate rare evidence of a particular phase or period of the area's history;
and/or
- b) are associated with a locally important historic person, family or group;
and/or
- c) are associated with a notable local historic event or movement;

Nominations under this criteria should retain physical attributes which are of key importance to their historical significance.

Explanation of terminology

Physical Attributes – the actual building or feature associated with a historic event or person should remain, not a re-construction on its site.

Criteria 3 - Townscape Significance this includes assets which play a key part in supporting the distinctive character of the local neighbourhood either as a landmark, for their aesthetic qualities, through promoting collective identity or group value.

Explanation of terminology

Landmark – for instance a building marking a corner site, which stands out from its surroundings

Aesthetic qualities – for instance attractively designed detailing or use of materials, or well considered setting of a feature

Collective identity/ Group value – For instance a collection of typical high street building forms located closely together for instance bank, church, town hall, police station, which together reinforce the local identity.

Criteria 4 - Social Significance this includes assets that

- a) are associated with distinctive communal, commemorative, symbolic or spiritual significance;
- and/or*
- b) are associated with locally distinctive cultural heritage, such as art, literature, music or film;

Explanation of terminology

For example buildings or spaces that have a history of being used for important community events; war memorials, locations made famous for appearing in films or paintings or for hosting famous cultural events.

Nominations in this category should demonstrate support from ‘the community’ that they are significant to. This could be in the form of collected signatures or expressions of support.

Nominations under this criteria should also retain the physical attributes which are of key importance to their social significance.

Question 5 - How does it meet the selection criteria you have selected?

This question asks you to explain how your nomination meets the selection criteria you have selected. The more information you can provide the better. The final Local List will have a detailed description of the asset and what it is that is significant about it.

Question 6 – Do you have any supporting information?

To help us understand the significance of your nomination supporting information that demonstrates this will be very useful. This may take the form of modern or historic photographs; newspapers cuttings, personal reminiscences, references to mentions in journals or historic documents.

If you can demonstrate the strength of local support for a nomination this will assist us in assessing its significance. This is particularly important for Criteria 4 – Social significance.

Should you have any further questions then please post a them in the [forum](#) on the main weareCamden local list page where will get back to you with a response. Alternatively you can contact us using the details on our [contact page](#).