English Heritage Methodology and Guidance for Surveying Listed Buildings

A listed building is a building (or structure) that has been designated as being of special architectural or historic significance. The older and rarer a building is, the more likely it is to be designated. Buildings less than 30 years old are listed only if they are of outstanding quality and under threat.

Listed buildings are graded I, II* and II. Grade I and II* are particularly important buildings of outstanding interest; together they amount to 8% of all listed buildings. The remaining 92% are of special interest and are listed grade II. Structures can occasionally be designated as both a listed building and as a scheduled monument.

A designation may comprise a number of separate buildings/structures (items) such as formal residential terraces. A survey should be completed for either the entire designation or an individual item/s within the designation (e.g. individual terrace houses).

This methodology and guidance should only be used for buildings that are not currently in use for public worship. (A place of worship is defined as a building currently in use for public worship at least six times a year).

Initial assessment

Condition

Q1) Condition of main building elements
Assess the condition of the main building elements as good, fair, poor, very bad or not visible.

Condition categories are defined as follows:

Good	Structurally sound; weathertight; no significant repairs needed.
Fair	Structurally sound; in need of minor repair; showing signs of a lack of general maintenance.
Poor	Deteriorating masonry; leaking roof; defective rainwater goods, usually accompanied by rot outbreaks; general deterioration of most elements of the building fabric, including external joinery; or where there has been a fire or other disaster which has affected part of the building.
Very bad	Structural failure or clear signs of structural instability; loss of significant areas of the roof covering, leading to major deterioration of the interior; or where there has been a major fire or other disaster affecting most of the building.
Not visible	Building element not visible

Roofs: Slipped or missing slates/tiles; deteriorated thatch; slate or tile debris around the perimeter of the building; cracked or missing leadwork; general failure of flashings. Internally look for rot outbreaks, water staining and blistered paintwork on walls.

Rainwater goods: Plant growth in gutters and hopper heads; downpipes that are disconnected or detached; water discharging into the walls; blocked drains with plant growth in them. Internally look for rot outbreaks, water staining and blistered paintwork on walls.

Wall structure: Eroded masonry, cracked or missing pointing, spalling brickwork, failure of render, fallen pieces of brick or stone, saturated masonry, vegetation growth.

Structural stability: Significant cracks, bulges or other structural defects in walls, where these appear likely to threaten the stability of the whole or a large part of the structure of the building.

Doors and windows: Problems with glasswork; decayed window frames, signs of vandalism such as broken or boarded-up windows.

Architectural details: Loss of detail through erosion or decay, pollution likely to result in acidic decay.

Interior: Evidence of leaking/water ingress such as staining or bubbling paintwork; damage to interior fixtures and fittings.

Walls, gates and railings: Flaking or missing paintwork, rusting, decaying wood, eroded/spalling brick or stonework.

Q2) Overall condition
Taking into consideration the evidence collected, assess the condition of the building as a whole as good, fair, poor or very bad.

Q3) Occupancy
Select <u>one</u> of the following options to best describe how the building is used:
> Occupied/in use
> Partly occupied/partly in use
> Vacant/not in use
> Not applicable (N/A)
> Unknown

Q4) Site visit
The date of the site visit should be entered and should take the following format: dd/mm/yyyy

Q5) Photographs
Attach photo/s – maximum of 4 photos to be attached to each survey. Each photo should be given a name (e.g. front elevation, view from street). If the photo was not taken on the same day as the survey was undertaken, the date should be added.

A photograph of each building should be taken to show its condition. Generally photos should be of the exterior, so that the building is recognisable, rather than of specific conservation problems. Photos should be of a high enough resolution to be able to be reproduced in publications. Digital photos should ideally be taken on the highest setting and Jpegs should be at least 3mb when open.

If surveyors are not progressing onto the full assessment they should be given the opportunity to add site notes before concluding their survey. This should include any other information that the surveyor thinks is relevant on the condition of the building. This should be a free text field limited to 500 characters.

This concludes the simple assessment

If the overall condition is poor or very bad, users must proceed to the full assessment

If the overall condition is fair or good, this concludes the survey and it is now ready to be viewed by the moderator for completion. Surveyors should have the opportunity to add notes at this stage if they are not progressing to the full assessment

Full assessment

Q6) Owner type
The owner is the person/body responsible for the building/structure's repair.
Current ownership should be noted as one of the following categories:

Owner category	Details
Charity - heritage	National Trust, Friends of Friendless Churches, Churches Conservation Trust, building preservation trusts, Canal & River Trust (formerly British Waterways) and Historic Royal Palaces. If in doubt check the Charity Commission website - if it states 'heritage' or 'conservation' as part of their charitable purposes, then note 'Charity (heritage)'.
Charity (non-heritage)	This category excludes heritage charities, schools and universities - use 'Educational', and religious organisations.
Commercial company	
Commercial company, multiple owners	
Crown	Crown Estate, Crown Estate Commissioners, Duchy of Lancaster, Duchy of Cornwall and the Royal Household.
Educational (independent)	Educational establishments independent of local authority funding. Independent schools are listed on the Headmasters' and Headmistresses' Conference website.
Educational (state sector)	State-funded schools, non-private universities. Free schools, academies and LPA-maintained schools are all state sector. Universities are generally state, except private (eg Buckingham, language and USA universities).
English Heritage	
Government or agency	Government departments or agencies. Non-departmental public bodies (quangos), BBC, Parliamentary Estate, Royal Parks; excludes Local Authority.
Health authority	National Health Service, health authorities.
Local authority	Local planning authorities, parish councils, Greater London Authority.
Local authority, multiple owners	Multiple local planning authorities. If different types of owner use 'Mixed, multiple owners'.
Mixed, multiple owners	
Other not for profit group	Includes housing associations.
Private	Individuals, private trusts, executors of estates, private royal estates.

Private, multiple owners	
Religious organisation	All congregations and denominational authorities, eg dioceses.
Unknown	
Utility	Network Rail, water boards, harbour authorities.

Q7) Trend
Based on local knowledge and information gathered, note what is expected to happen to the building's condition: improving, stable, declining or unknown.

Q8) Notes from the surveyor
This should include any other information that the surveyor thinks is relevant on the condition of the building. This should be a free text field limited to 500 characters.

This concludes the full assessment and it is now ready to be viewed by the moderator for completion

Moderation of survey data

Moderators will be able to look at the initial and full assessments for all surveys undertaken, amend if relevant and save. In order to complete the survey the moderator will firstly need to determine the risk category based on the following risk assessment methodology.

The overall risk assessment will be calculated by the app using the methodology below. The risk assessment category will be shown on screen to the user.

<u>Overall risk assessment</u>

The overall risk assessment will be calculated by a combination of condition and occupancy/use, using the table below. Structures which cannot be occupied/used are assessed on condition alone.
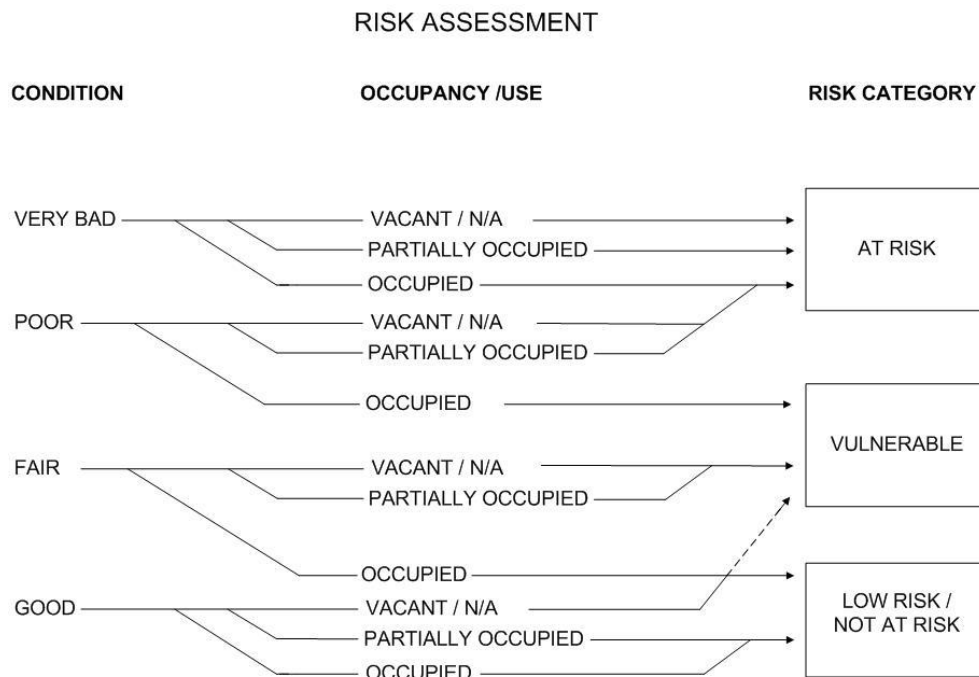
If the risk category is vulnerable or low/not at risk, then no further information is required and the survey is complete. If the risk category is 'at risk', the moderator will assign a priority category and give a summary before the survey can be marked as complete.

<u>Priority category</u>

This section prioritises buildings at risk by the rate of decay and progress towards repair, for example; priority A is highest priority for action, not necessarily for those in the worst condition'. Select a priority category from the following:

A - Immediate risk of further rapid deterioration or loss of fabric; no solution agreed
B - Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented
C - Slow decay; no solution agreed
D - Slow decay; solution agreed but not yet implemented
E - Under repair or in fair to good repair, but no obvious user identified, or under threat of vacancy with no obvious new user (applicable only to buildings capable of beneficial use; often specialised buildings which have become functionally redundant)
F - Repair scheme in progress and (where applicable) end use or user identified; functionally redundant buildings with new use agreed but not yet implemented.

Summary

The moderator will confirm the entry name (is it the whole designation or an item within it?). The summary will include a brief description of the site (taken from the designation description), its condition, risk status and trend as well as a summary of the current situation. This is limited to 600 characters. The summary will also include additional designation info, e.g. if it is in a Conservation Area.

Creating a Buildings at Risk Register

Once the moderator has completed the risk assessment, the LPA will then be able to create a 'Buildings at Risk Register'.

If the risk category is 'at risk' the designated building will be set as on the local 'Buildings at Risk Register' automatically.

If the risk category is 'vulnerable' the LPA will be given the option to put the designation onto the local 'Buildings at Risk Register'.

If the risk category is 'low/not at risk', then the designated building will not appear on the 'Buildings at Risk Register' (i.e. LPAs cannot add this building to the register)

All risk assessments must be agreed by the LPA, before the survey is classed as 'final'. Incomplete surveys cannot lead to a designation being added to the register.

If the LPA did not moderate and complete the survey, they must agree any changes with the moderator before creating their registers. Only designated buildings with surveys marked as complete can be added to the register.

The register will be designed to look similar to the Heritage at Risk Register published by English Heritage. The introductory pages will be standardised and provided by English Heritage, LPAs will have the ability to edit information.

Individual register entries will cover the same information as the entry from English Heritage's Heritage at Risk Register, apart from 'Contact' (see below).

The site name and designation (listing building grade as well as any dual designations such as Conservation Area) will populate from the designation information.

The condition, occupancy and trend will be taken from the full assessment.

The priority category and the summary on the right hand side of the entry will be taken from the 'summary' data compiled by the moderator.

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SITE NAME:	Greenhouse, 120 metres east of Felton Park, with potting shed at rear, Felton Park, Felton
DESIGNATION:	Listed Building grade II*
CONDITION:	Very bad
OCCUPANCY:	Vacant/not in use
PRIORITY CATEGORY:	D (D)
OWNER TYPE:	Private
LIST ENTRY NUMBER:	1154561

Unoccupied greenhouse of circa 1830 that incorporates an C18 garden wall. In very bad condition. English Heritage offered a grant in August 2011 to allow a repair scheme to be drawn up. Funding to allow repairs to be undertaken is being explored.

Contact: Kate Wilson