



Lewisham Hotel, West Bromwich



Town Hall, Wednesbury



Midland Bank, Blackheath, Rowley Regis



Post Office, Horseley Heath, Tipton



Baptist Church, Smethwick

DEVELOPING & MANAGING LOCAL LISTS

Supplementary
Planning
Document

Adopted January 2012

1 Introduction

- 1.1 The Government recognises that the historic environment and its heritage assets can make a positive contribution towards the quality of life for both existing and future generations. As a consequence Planning Policy Statement 5 'Planning for the Historic Environment' sets out a framework for securing their re-use, using good management practice that is appropriate to the nature and scale of importance of the heritage assets and recording those elements of the historic environment that are lost in order to contribute to our knowledge and understanding of the past.

Heritage Assets are defined as:

'A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. Heritage assets are the valued components of the historic environment. They include designated heritage assets and assets identified by the local planning authority during the process of decision-making or through the plan making process (including local listing).'

Key Objective

To preserve the historic character and distinctiveness of Sandwell as part of the Black Country and the West Midlands through the adoption of a local list that provides a robust framework for their protection for existing and future generations.



The Old Post Office, High Street, West Bromwich

2 Purpose of the Report

- 2.1 A consultation document 'Good Practice Guide for Local Listing: Identifying and Managing Significant Local Heritage Assets' was produced in February 2011. The document states that Local Authorities will better understand the heritage assets of importance within their community and should therefore take ownership of these lists.

Sandwell MBC's has a relatively small number of national listed buildings, but is rich in historic development which has been demonstrated through the studies undertaken through the HMRA initiative, the Black Country wide Historic Landscape Characterisation and the Distinctly Black Country project. Sandwell's Heritage also plays an important part in the quality of life that it offers in particular this is recognised by a number of organisations such as the Civic Societies, History Groups, education establishments, business organisations as well as the wider community. This document seeks to:

- Set out the policy and legislative framework.
- Identify the processes for developing and adopting local lists.
- Consultation and implementation.
- Good practice in management and maintenance.
- Setting out the planning controls for the re-use of these buildings.
- Evidence based approach to demonstrating that buildings no longer have a viable use.
- Good practice for the historic recording of buildings of local or historic importance when they are lost through redevelopment.

The document will provide a framework for local stakeholders together with future developers who have an interest in buildings that form part of the local list.



School Board Offices, High Street, Smethwick

3 Policy Context

3.1 National Policy

PPSS 'Planning for the Historic Environment'

PPSS contains the policies that establish the government's vision for the historic environment. This includes ensuring that the historic environment and its heritage assets are conserved and enjoyed for the quality of life they bring for future generations.

Policy HE6 states that applications for consent affecting heritage assets should provide information relating to the significance of the heritage asset. This should include appropriate information to assess the impact of the proposal on the heritage asset, which in this instance would be locally listed buildings.

Policy HE7 set out the principles for determining the applications which include ensuring that the specific elements of the historic environment are identified and assessed for their significance and the subsequent impact of the relevant proposal. This includes the nature of the heritage asset for future generations, the significance for any particular community and the positive contribution that the proposal makes towards the historic environment.

Policy HE8 also highlights additional policy principles which include recording any heritage assets. This could include recording of buildings to be demolished or archaeological investigations.

3.2 Black Country Joint Core Strategy February 2011

The Black Country Joint Core Strategy (BCJCS) sets out strategic policies for the Black Country. There are a number of policies that are relevant to the collaboration, maintenance and management of a local list which are as follows:

Policy CSP4 : Place Making

The policy refers to all developments demonstrating an understanding of the historic character and local distinctiveness of the area and showing how these proposals make a positive contribution to place-making.

Policy ENV2 : Historic Character and Local Distinctiveness

New developments should aim to protect and promote the special qualities, historic character and local distinctiveness of the Black Country. The policy refers to sustaining a number of distinctive elements within future proposals such as principal medieval settlements, medieval pre-industrial settlements and subsequent developments, Victorian and Edwardian development, the canal network and archaeological remains of traditional manufacturing. The policy states that preservation and enhancement should be afforded to locally listed historic buildings and archaeological sites.

Policy ENV3 : Design Quality

To achieve high quality design, the policy considers that the identity of place is important to understanding and responding to successful place-making.

Policy ENV4 : Canals

The policy recognises that the Black Country's canal network is one of its most defining historic assets and comprises undesignated heritage assets. All developments should therefore protect and enhance its special historic, architectural, archaeological and cultural interest.

3.3 **Proposed Site Allocations & Delivery Development Plan Document**

The draft Site Allocations and Delivery Development Plan Document (SADDPD) is in the process of being produced by the Council. It forms part of the spatial strategy within the Black Country Core Strategy (BCCS) where broad areas for housing growth and employment protection have been established. The SADDPD will provide detail of these broad areas together with local policies that respond to particular issues in the Borough which includes the historic environment. A draft policy has been devised which sets out the Council's broad aspirations for the protection of locally listed buildings. The draft policy is set out below:

Buildings of Local Historic/Architectural Importance

Proposals for alteration, extension and change of use to locally listed buildings should clearly demonstrate that they will positively contribute towards the architectural or historical significance of the heritage asset.

Demolition of locally listed buildings will be resisted unless it can be demonstrated that no viable use can be found or that the proposal will have a substantial public benefit

When demolition is unavoidable the Council will seek to obtain an appropriate level of archaeological building recording prior to demolition taking place which will be incorporated within the Historic Environment Record (HER).



Old Hill Police Station, Cradley Heath



The Goose & Garter Public House (formerly The Sandwell Hotel), High Street, West Bromwich

4 Legislative Framework

4.1 **The Planning (Listed Building and Conservation Areas) Act 1990**

The Act states that buildings must be of 'special architectural or historic interest' to merit national listing. The Secretary of State is responsible for compiling a list of such buildings and has a set criteria for making these assessments. Works which include demolition, internal or external alterations and extensions to these buildings will then be subject to listed building consent which may be in addition to planning permission. In addition certain demolition works to buildings within conservation areas will also require conservation area consent under the provisions of this act.

4.2 **The Town and Country Planning Act 1990**

New developments and changes of use require planning permission and in some instances planning permission is required together with listed building consent for works to a listed building. In terms of conservation areas, minor alterations to buildings may also require planning permission if they are deemed to effect the character or appearance of the buildings within the conservation area. These works can include replacement of timber windows to uPVC windows, erection of satellite dishes and inappropriate coloured external painting.

4.3 **Article 4 Directions**

Sandwell MBC can impose article 4 directions to restrict the rights of landowners to carry out certain categories of development which would otherwise be automatically permitted through the Town and Country Planning (General Permitted Development Order) of 1995 and and subsequent enactments and amendments. At present, an article 4(2) direction has been included for the residential properties within the High Street, West Bromwich Conservation Area in order to ensure that minor alterations to windows, walls and fences are controlled by the local planning authority to ensure that the proposals either preserve or enhance the character of the conservation area. The Council will consider using these powers to control such rights to buildings that form part of the local list.



Midland Bank, Blackheath, Rowley Regis

5 Criteria for Local Listing and adoption of the Local List

It is important that a criteria is established to ensure that those buildings and structures which form part of the local list are measured and assessed using the same approaches and that the process is open and transparent. The Local List should in the first instance recognise the special nature of important local buildings or structures and will broadly follow the principles set out in the national criteria for listing.

The main criteria for selection to the local list will be as follows:

1. *Age*
2. *Architectural Interest*
3. *Historic Interest*
4. *Historic Association with people or events*
5. *Group Value*
6. *Rarity – uniqueness*
7. *Industrial archaeology*
8. *Landmark/townscape value*

5.1 **Age**

Pre 1700

Sandwell's pre-seventeenth century buildings such as the Oak House and Manor House are already nationally listed, however opportunities arise through further development to discover earlier buildings and settlements through archaeological excavations. In some circumstances there will be opportunity to include these sites within a local list.

1700-1840

This period includes the Georgian period, the canal era and the first stage of the industrial revolution, however much has been swept away by Victorian development. Big House, in Oldbury is a fine example of a Georgian house and other notable nationally listed buildings include the Soho Foundry and Pattern Stores of 1795, Highfields in West Bromwich and Sandwell Park Farm. Whilst there is limited survival of Georgian properties within Sandwell owing to buildings being re-fronted or substantially altered the inclusions of these buildings should still be included where a sufficient number of their original characteristics survive.



The Bell & Bear Inn, Rowley Regis.

1840-1914

This period is Sandwell's greatest period of growth and development and indeed national selection is also more selective for this period. Whilst some types of development from this period are still common (e.g. terraced housing) others are rapidly becoming scarcer (e.g. Chapels).

This period saw an ever increasing pace of development and this is only partly reflected in the rates of survival. Survivals from the first 40 years (1840-1880) are very significantly less in numbers than from the next 30 years. The Local List should therefore, put greater emphasis on buildings dating from 1840-80 than from the later period because of their scarcity in Sandwell.

The national criteria of excellence is particularly applied to this (and more recent) time period. The effect of this is that good local Victorian/Edwardian buildings fall short of this standard and well known architects rarely worked in the area.

The Local list should include buildings and structures within Victorian and Edwardian parks which are often decorative and attractive Arts and Crafts or Gothic style. Similarly, most Victorian and Edwardian schools were built to a high architectural standard, two are listed within Sandwell and others could be considered worthy of local listing.

1918-1939

National listing operates very selectively for the inter war period. This period nevertheless introduced the Art Deco style and brought in many changes in urban form, most notably associated with the advent of the motor car and modern 'geometric' housing layouts. In addition this introduced new high quality designed civic buildings in a classical form. National listed buildings include St. Francis of Assisi (Friar Park), The Abbey Public House (Bearwood) but other fine examples such as government buildings, labour exchanges and post offices could be considered for local listing.

Post War – 1945 to date

Post war buildings can often provide an important historical overview of changes within Sandwell in both design and technology. Exemplars such as schools and churches which exhibit good design, appearance, technological innovation and use of materials will be worthy of consideration.

5.2 **Architectural Interest**

The national list focuses on works of great design, craftsman and well known architects and builders. The Local list needs to consider local vernacular and materials, local character and appearance this may include buildings by local architects which follow the styles of the great architects.



Sandwell Accountancy (formerly United Counties Bank), Cradley Heath

5.3 **Historic Interest**

The retention of buildings and structures representing local history can sometimes be more difficult to sustain than other historic survivals (e.g. chain shops, other workshops without tools and equipment have very few physical remains to retain). The Local List particularly needs to look at local historic buildings forms, styles and materials and pioneering social/cultural history whose expression led to new building types (e.g. almshouses, old peoples bungalows, often have a clear physical form and materials).

The Local List can secure retention of the external form, style and materials of significant buildings of local historic interest even though the interior has been upgraded to present day standards or its function wholly altered.

If the building or place survives in whole or in part, this is important along with the degree of change in the surroundings. Where physical survival is limited or non-existent, events are best left to be recorded by a plaque, memorial or street/place name.

Buildings must have a direct and meaningful association with the personality concerned and his/her times, and there needs to be some tangible survival of fabric. Where memorials or statues have been erected, these are appropriate for Local Listing (those located in cemeteries and graveyards should not normally be considered).



Shireland School, Waterloo Road, Smethwick



Chances School, Smethwick

5.4 **Historic association with people or events**

There is a distinct difference between local and national events and personalities, e.g. compare Bishop Asbury (1745-1816), a Methodist who emigrated to America extensively travelling and preaching the Methodist message and Reuben Farley (1826-1899) a local businessman, who served the West Bromwich community and was elected Mayor five times. Events and places within the area of local historic interest are often still controversial as to what happened and how important it is, e.g. the Wednesbury Riots. The criteria must, therefore, be considered as independently and objectively as possible based on research and evidence. Most important is the degree of physical survival of remains.

5.5 **Group Value**

Essentially, where the value of the group is greater than the sum of its parts, the individual buildings may not be exceptional in age, architecture or history but their collective value is important. This quality is already covered in part by Conservation Areas and other policies referred to in section 3.2. Nevertheless, this category is extremely valuable in Local Lists where small groups of buildings form a group that makes a place or locality unique.



*Left: Former West Bromwich Institute,
Lodge Road, West Bromwich*

Local Lists, therefore, need to look at industrial buildings in terms of their design, materials and unique external features when considering their importance and local heritage value.

Canal features and survivals of railway, tramways, bus and other means of transport should be considered carefully for Local Listing.

5.6 **Rarity – uniqueness**

This category is clearly understandable in the national/regional context but needs to operate slightly differently at a local context. In the national context farmhouses, barns and mills are common but so many are eligible for listing that the selection is rigorous. Farmhouses, barns and mills are rare in Sandwell and often fall well short of listing quality. As a result of this scarcity, such features might be considered rare in the local context and well worthy of inclusion on the Local List.

5.7 **Industrial Archaeology**

This can be a very difficult topic for national listing and local listing. The most important industrial archaeological sites (e.g. Soho Foundry, Chances Glassworks) are closely linked to what was manufactured, the machinery, plant and equipment. Once the machinery has gone the building becomes a shell. Also, it is against the nature of technology and industrial evolution for a process or product to restart in exactly the same format as it once was, change being endemic to 'progress'.

As indicated above, industrial archaeology is exceedingly diverse and plant, machinery and equipment are its essence, housed within buildings or structures. As significantly internal features, these usually need to be considered for national listing on their merits, as Local Listing can only deal with buildings and permanent structures.

5.8 **Landmark or townscape value**

The national criteria does not make reference to landmark value. The issue has two sides. Locally a landmark can be a well-known building and widely visible, adding to appearance and character of a local hill or ridge top. Unfortunately, close up the building may be of poor architectural quality but has a presence from a distance which fulfils a vital role as the focus or centrepiece of a locality.

The Local Listing process can and should consider landmark value of a building or structure. Its quality, merit, historic importance and materials can form part of that decision but where these are not enough in themselves, the landmark value alone could justify inclusion.



Lloyds & Barclays Banks, High Street, Smethwick

6 Consultation and Community Involvement

English Heritage's consultation document 'The Good Practice Guide for Local Listing' states that Local Lists play an important role in recognising and celebrating the value of local heritage to communities by:

- Encouraging local people to identify important aspects of their local heritage that they consider should be protected.
- Providing more information to communities about their local historic environment.

The Council commissioned an appraisal of buildings and structures of local architectural, historic or archaeological significance as part of the Historic Urban Characterisation Project of part of Sandwell's pathfinder Housing Market Renewal Area (HMRA). The area covered elements within West Bromwich and Smethwick. It is considered that the appraisals of the properties identified will form an initial draft local list of buildings for consultation and engagement, and will be revised through a programme of engagement for Wednesbury, Tipton, Oldbury and Rowley Regis. In addition the Black Country wide Historic Landscape Characterisation and the Distinctly Black Country project demonstrates the distinct character of the Sandwell as part of the Black Country and these studies can also help to inform the basis of future local lists.

The Council can seek to engage communities with the compilation of local lists through public consultation events held within town centre locations which include community groups such as Civic Trusts and Historical Societies together with publicity through the Council's web site. A nomination form will be posted on the web site (see appendix 1) which will seek details of the building and how the building meets one or more of the criteria listed in Section 5. It is envisaged that draft lists will, in the first instance, be compiled by the Council using data collection, site survey and historic documentation.

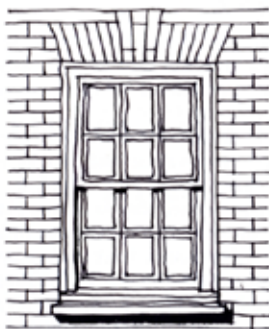
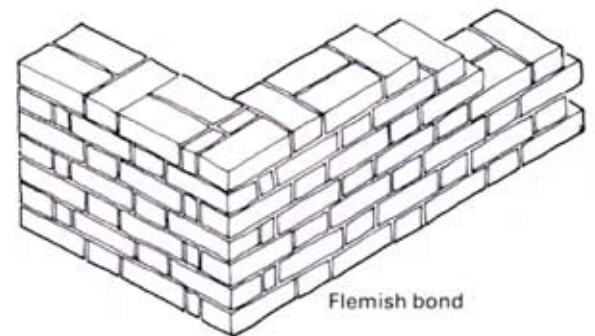
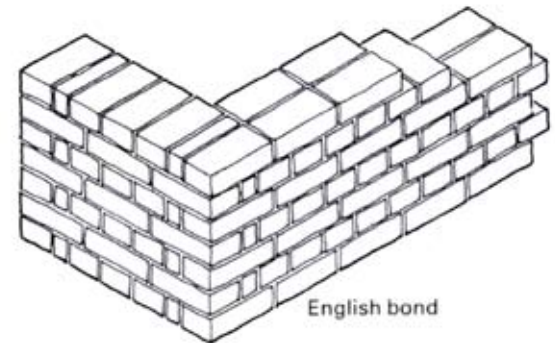
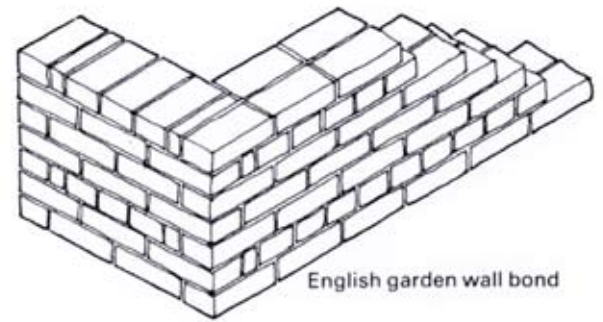


The Blue Gates Hotel, High Street, Smethwick

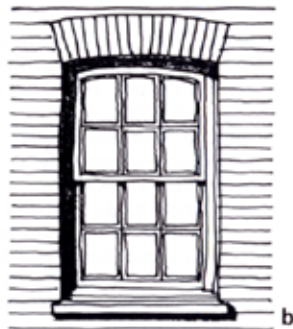
The draft lists will be posted to the web site for comment and consultation events will be held in order to ensure that engagement focuses on the communities for each area of Sandwell, although this does not preclude other groups from engaging in all the areas of Sandwell. Appendix 2 provides an indication of timescales for the drafting of local lists by area, community consultation, re-evaluation following consultation and final adoption.

7 Good Management

7.1 The architectural integrity and historic fabric of buildings will be a key contributor to the local listing process, much as it is, with the national listed building process, therefore the safeguarding of the physical external and internal fabric of the building will be important to the local historic environment and its interpretation for present and future generations. The key component to their survival is appropriate ongoing maintenance and management of these buildings and structures in order to preserve the historic fabric of the building. Therefore the original materials of the building should be retained and repaired in the first instance and regular maintenance such as re-painting, re-pointing of brickwork and general checks to guttering for blockages will safeguard the historic character of the building. Materials for historic buildings should include lime based mortars and lime wash treatments to enable the building to breathe and retain its historic integrity. Brick repairs should respect traditional building methods such as English bond, Flemish bond etc. Later buildings which are constructed with more modern materials (i.e. concrete, cladding etc) should be repaired to respect their original design.



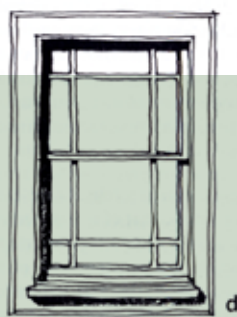
Typical early eighteenth century window frame flush with the wall face. Heavy section glazing bars.



Typical mid eighteenth century window frame set back from wall face. Slightly more slender glazing bars.



Typical late eighteenth century window. Frame set back from wall face and recessed behind reveals. Very slender glazing bars.



Early nineteenth century window with 'bordered' sashes. Later in the century glazing bars were often omitted completely.

More substantial repairs of materials should carefully consider the original design and detail when carrying out works to the architectural features of the building. For example; a timber sash window does not always need wholesale replacement and a simple repair will be sufficient, however where the timber is substantially rotten and has clearly failed, the replacement window should respect the original material and window profile (i.e. timber framed, sashed, quarter paned etc.). Repairs to brickwork should follow the existing brick bond pattern such as Flemish bond, English Bond etc.

Similarly roof furniture and materials should respect the original i.e. Welsh slate, clay tiles, guttering, chimney pots etc. and internal features of note should be retained, i.e. decorative plaster work, skirting and architrave, original staircases, internal doors and openings. A wide range of reference material has been produced by English Heritage together with other written texts that have been included on the useful web sites section on page 8.

For the main, planning permission will not be required for minor repairs and alteration to locally listed buildings, except where the building falls into a conservation area and in these instances substantial alterations to the external appearance of the building will require planning permission. Where the architectural merit of the building has distinguished the building for local listing, then article 4 directions will be considered to ensure that external changes can be assessed through the planning process.

When insensitive alterations which harm the significant historic character of the building are undertaken, the Council will pursue enforcement action to ensure that the building is re-instated to respect the historic character and architectural significance of the building.

The Local List will be added to the GIS Planning System to ensure that planning applications will take account of the significance that the building has to the local community.

7.2 **Re-use and redevelopment**

The Council's draft policy for local listing within the Site Allocations and Development Plan Document promotes re-use in order to safeguard these buildings. Many historic buildings are adaptable to change and conversions to new uses can meet the aspirations of sustainable development through the retention of existing buildings, but also ensuring that the building is retained for future generations to appreciate its historical or architectural significance.

When a building becomes redundant, it is clearly under threat of falling into disrepair. In the first instance the Council, will actively assist in encouraging new uses of the redundant buildings, but alterations should be sensitive to the historical or architectural merit of the building. The Council offers a pre-application service to owners, developers and any other interested parties and we can assist in offering solutions for modern intervention of services, examples of successful new uses and good practice in conservation and restoration techniques.

There will be occasions when the future use of the building cannot be identified nevertheless the Council would expect applications for demolition and redevelopment to demonstrate that the re-use of the buildings has been fully explored. Planning applications for demolition and redevelopment of a local listed building should include a statement showing the period of time of vacancy, marketing of the building and the positive benefits to the local community for the redevelopment of the site. The submission for the case for demolition should include:

a) *Vacancy*

The planning submission should include a statement which demonstrates that no viable use for the heritage asset can be found together with a condition survey. All viable uses should have been explored to identify the long term maintenance of the site including those discounted due to the significant harm they would cause to the historic character and appearance of the heritage asset. A condition survey should include the quality of the external fabric of the building (i.e. roofing, guttering, masonry and doors and window openings) together with significant internal features (i.e. decorative plasterwork, fire surrounds, balustrades).



Vacant Public House, Old Hill

b) Marketing

The planning submission should also include evidence that a marketing strategy has been devised to seek other potential owners for the site which includes:

- a reasonable period of time that reflects the current market conditions;
- an asking price that reflects the condition of the building;
- that reasonable endeavours to access grant funding for the heritage asset's conservation have been sought;
- opportunities that have been explored for charitable or public authorities willing to take on the heritage asset.

c) Public Benefits

When it has been demonstrated that new uses or occupancy through marketing cannot secure a future sustainable use for the site, the new proposal should also demonstrate that the loss of the heritage asset is outweighed by the benefits of bringing the site back into use.

This can be illustrated through pre-application events with the local community, the use of good

design that respects the historic aspects of the site together with the wider area and the benefits associated with the new use itself. Applicant's should refer to the Statement of Community Involvement with regard to guidelines for seeking the views of the local community.

d) Historic Building Recordings

Planning permissions for demolition and redevelopment of Locally Listed Buildings in some cases may be appropriate, when no viable uses can be found and the benefits of the new development outweigh the loss of the building. In these instances conditions will be attached to the planning permission requiring a written scheme of investigation for an historic building recording and in some cases an archaeological evaluation before the demolition works commence. The institute for Archaeologists has published standards and guidance on archaeological investigation of ground, standing remains and buildings (www.archaeologists.net) and English Heritage has published guidance on building recording (Understanding Historic Buildings : a guide to good recording practice [2006]). The Council's Conservation Officer will also provide advice in relation to the level of recording required for each individual building. The completed building recording and/or archaeological evaluation will be included on the Council's Historic Environment Record and within the Smethwick Library archive.

The Historic Environment Record or HER is a record of all known sites and monuments of archaeological and historical importance in the Borough of Sandwell. It links archaeological sites with studies, evidence, finds and includes buildings and structures, demolished and extant. The HER is a resource for students, Archaeological/Conservation Consultants or the interested public. In conjunction with this, the library accumulated for the compilation of data is also available as a source for further studies. The record is sometimes called the Sites and Monuments Record (SMR). It records the archaeology of the Borough from its earliest prehistoric remains through to recent time.

8.1 Monitoring

The Council publishes an Annual Monitoring Report (AMR) which monitors land use changes within Sandwell's Borough. A Monitoring indicator will be developed for Local Lists to assess land use changes to be incorporated into the AMR.

The GIS Planning System will be effective tools for monitoring planning applications for re-use, extension or redevelopment. The effectiveness of the policies and criteria for safeguarding local listed buildings can then be measured against these proposals.

Where no changes have occurred to locally listed buildings, this will be less easy to measure and will require the input of resources to carry out on site evaluations and correspondence with the owners of locally listed buildings. The support of local communities will also be invaluable to the monitoring of changes to locally listed buildings.

8.2 Review and evaluate

It is also recognised that the local list is an evolutionary process and that further buildings will be identified following the initial roll out programme. The Council will carry out reviews of the local lists on a four year cycle and a report will be presented to the Council's Cabinet for Regeneration and Economy with new buildings for inclusion and the formal adoption. This does not preclude the introduction of buildings by nomination of local communities or ad hoc findings by the Conservation Officer during these periods but formal adoption process are unlikely to be carried out between these four year cycles.

In addition there may be instances when the buildings that are nominated for local listing are considered by the Council's Conservation Officer to merit nomination for national listing. In these instances the Council will submit an application to the English Heritage for National Listing.

Useful web sites for Historic Conservation Services

www.english-heritage.org.uk/professional/advice/conservation-principles/
www.ihbc.org.uk/tech_panel/
www.spab.org.uk/
www.oldhousestore.co.uk
www.stevensons-of-norwich.co.uk
www.stormwindows.co.uk
www.ventrolla.co.uk
www.stonefed.org.uk
www.bng-ltd.co.uk/
www.alwoodcraft.co.uk/
www.bonsersrestoration.co.uk/projects/
www.timberwindows.com/content/Products/Historic/
www.thetraditionalwindowcompany.com/content/Timber_Sash_Windows.html
www.georgebarnsdale.co.uk/sliding-sash-windows.php
www.mandrjoineryservices.co.uk/
www.finditinsandwell.co.uk/

References

Brunswick, R W *'Brick Building in Britain'* (London 1997)

Brunswick, R W *'Traditional Buildings of Britain'* (London 1993)

English Heritage *'Stopping the Rot'* (1999)

Department of Communities and Local Government *'PPS5 - Planning for the Historic Environment'* (2010)

Department of Communities and Local Government *'Good Practice Guide for Local Listing: Identifying and Managing Significant Local Heritage Assets - draft consultation document'* (February 2011)

Nomination Form for Local Listing

Section 1 Applicant Information

Date of Nomination

Nominee Information

Name:

Address:

Telephone No.

Email:

Section 2 – Building of Interest

Building to be considered

Name of Building:

Address (including postcode)

Section 3 – Claims to special interest

Please tick one or more of the following

Age

Architectural Interest

Historic Interest

Historic Association with people or events

Group Value

Rarity – uniqueness

Industrial archaeology

Landmark/townscape value

**Special interest of the building
(supporting documentation can be submitted separately)**

Continued.....

Supporting documentation attached:

Photograph	<input type="checkbox"/>
Other documentary evidence	<input type="checkbox"/>

Section 4 - Background information about the building

Is the building currently occupied Y/N

If so name of occupants

Nature of use

Residential	<input type="checkbox"/>
Restaurant/café	<input type="checkbox"/>
Public House	<input type="checkbox"/>
Retail	<input type="checkbox"/>

Commercial	<input type="checkbox"/>
Industrial	<input type="checkbox"/>
Other	<input type="checkbox"/>

Contact details

Please return your completed form, photographs and additional information to Sandwell MBC, Strategic Planning, Development House, PO Box 42, Lombard Street, West Bromwich, B70 8RU. We are also able to accept applications by email to alison_bishop@sandwell.gov.uk

Thank you for completing the application

Freedom of Information Act 2000

Sandwell MBC is subject to the Freedom of Information Act and so any information that you provide to us may become publicly available. The decision on disclosure is subject to exemptions which take account of the provisions in the Data Protection Act.

Data Protection Act 1998

The information you provide, including personal details, and any information obtained from other sources will be retained by Sandwell MBC, in hard copy form and /or on computer for administrative purposes and future consideration, where applicable.

Sandwell MBC will not release personal information to a third party if its disclosure would contravene any of the principles set out in the Data Protection Act 1998.

Appendix 2 - Process of Engagement and Adoption of Local Lists

Towns	Initial Draft Lists	Community/Involvement	Evaluation of List	Adoption to Local List
West Bromwich	May/June 2011	July/August 2011	Oct/Nov 2011	December 2011
Smethwick	May/June 2011	July/August 2011	Oct/Nov 2011	December 2011
Wednesbury	Nov/Dec 2011	May/April 2012	July/August 2012	September 2012
Tipton	Nov/Dec 2011	May/April 2012	July/August 2012	September 2012
Oldbury	Sept/Oct 2012	Dec 2012/January 2013	April/May 2013	June 2013
Rowley Regis	Sept/Oct 2012	Dec 2012/January 2013	April/May 2013	June 2013

