

# Guidance on Making a Request to Review a Registration Decision

Requests may be made to review registration decisions made by Historic England in relation to the Register of Parks and Gardens or the Register of Historic Battlefields. Please read these notes carefully before completing the Review Request Form.

## General information when requesting a registration review

1. The review process allows requests to review a registration decision only when there is significant evidence to indicate that a decision has been wrongly made.
2. We allow a period of 28 consecutive days from the date of our decision letter in which a review may be requested. A review request must be received by us within that 28 day period preferably by email on the [Historic England Review Request Form](#). We will not extend this deadline except in very exceptional circumstances.
3. The review request must contain substantive grounds for a review with appropriate significant evidence. Speculative review requests relying on the possibility of substantive grounds emerging, for example from the response to a request under the Freedom of information Act 2000 or the Environmental Information Regulations 2004, will not be accepted. The 28 day period will not be extended while speculative research is carried out.
4. The onus is on the review applicant to make clear and concise submissions in respect of a review request. Please note that excessive unnecessary submissions may result in your review request being returned to you or a delay in a review decision being taken (We would not expect a review request to contain material in excess of 10 pages of A4 font size 10).
5. The opportunity remains for a further registration application to be made to us should significant new information come to light at a date after the 28 days have elapsed.
6. We will not accept any additional documentation submitted after the 28 day period.
7. **Please remember that until and unless we overturn our original decision the original decision stands.**

## Completing the review request form

It is important that you complete all sections as fully as you can. Sections marked with an asterisk \* must be completed for a review to be considered.

### Section A – Key dates

Review requests and supporting evidence must be submitted to us within 28 consecutive days of the date of the decision letter (see general information above).

### Section B – Applicant contact details

Please provide your name and contact details. We are unable to process review requests unless we are able to contact you.

### Section C – Details of the site

Please provide the name, address and a reference number for the site. The reference number appears on the decision letter and on the adviser's report.

### Section D– Brief summary of your grounds for review

Please provide a very **brief summary** of your grounds for review in Section D, clearly bullet pointed and concise in no more than 250 words.

### Section E - Your full grounds for requesting a review

Please provide clear and concise arguments in Section E. We only review registration decisions in exceptional circumstances. A review will be carried out if there is evidence that the original decision has been wrongly made. Examples of a wrongly made decision would be:

1. Where there has been a significant factual error, e.g. the wrong site was registered; or
2. Where there has been some irregularity in the process that has affected the outcome, e.g. it can be shown that significant relevant considerations have not been taken into account/significant irrelevant considerations have been taken into account.

We also review decisions if there is significant **new** evidence, not previously considered, relating to the special interest of the site as set out in our [Selection Guides](#). For example:

1. Where significant new evidence relating to the date of a site has been discovered; or
2. Where there has been a material change of circumstances affecting the assessment of the site's interest, e.g. where major landscape change has altered the site to such an extent that it has lost its features of special interest.

Please note that, in all the above cases, we can only consider issues which relate to the special interest of the site. Historic England's Selection Guides provide guidance on how we assess sites for special interest. These can be downloaded at:

Parks and Gardens: <https://historicengland.org.uk/listing/selection-criteria/pag-selection/>

Battlefields: <https://historicengland.org.uk/listing/selection-criteria/landscapes-battlefields-wrecks-selection/#271b2144>



If you would like these documents in a different format, please contact the Historic England Customer Services department by telephone on 0370 333 0607 or by email at [Customers@HistoricEngland.org.uk](mailto:Customers@HistoricEngland.org.uk).

Other factors, such as the cost of upkeep/repair of sites, planning considerations and local importance, cannot be taken into account. The repeated submission of evidence previously considered will not on its own be sufficient to trigger a review. We are also unable to conduct a review if you merely disagree with the advice but do not provide new supporting evidence.

You should set out clearly your grounds for review and evidence with reference both to the four numbered points above and to the relevant Selection Guides. You should detail clearly and concisely how you think the site meets, or does not meet, the criteria for registration. If you are providing additional documentation in support of your review request please ensure that the sections relevant to your grounds for review are clearly identified on the document itself. **The onus is on you to provide the evidence to support your review request; we are unable to undertake additional research on your behalf.**

### **Section F – Supporting Documentation**

In this section, please provide a checklist of the documents you are submitting.

### **Section G – Current threats to the site**

Please provide details of current substantiated threats to the site, such as planning applications or pre-application discussions. You should be able to get details about this from your local authority, or by reference to the [Planning Portal](#). This will help us to prioritise our assessment of your review request.

### **Submitting your register review request**

Please submit your completed Review Request Form with any supporting evidence, **preferably by email**, to: [Listing.Enquiries@HistoricEngland.org.uk](mailto:Listing.Enquiries@HistoricEngland.org.uk) (file attachments may not exceed 30MB). Documents submitted by email do **not** need to be provided in hardcopy as well.

If you do not have access to email, or your documents exceed the 30MB limit, review requests may be posted to:

Central Listing Team

Historic England

4<sup>th</sup> Floor, Cannon Bridge House

25 Dowgate Hill

London

EC4R 2YA