

How to apply for listing



War Memorials Trust

On this sheet you will learn:

- How to write and submit a list description for a war memorial

Introduction

The statutory list is a **record** of heritage places or structures of national architectural and/or historical **importance**. Freestanding war memorials can be 'listed' and about 1,750 already are. To mark the **centenary** of World War I Historic England aims to list 2,500 more war memorials through the Centenary Listing Project and young people can be involved in this.

War Memorials Trust's 'Information about listing' project sheet explains more about what listing is.

Before you start

Before starting to apply for listing you should **discuss** it with your parent or guardian and, if you are doing it as part of your work towards a particular badge or award, the adult who supervises this so they can ensure you meet any necessary **requirements** and work **safely**. Listing a war memorial is something a group of you do together so let your supervisor know in case they also want to involve others.

Is your memorial eligible?

You need to check whether the war memorial you have in mind is **eligible** for listing. Only **freestanding** war memorials can be listed, which means war memorials that are an object that is **not attached** to anything else. This includes:

- Crosses
- Monuments such as cenotaphs, obelisks, stones of remembrance or pillars
- Sculptures and statues
- Freestanding walls, arches and gates

These war memorials **cannot** be listed:

- Plaques, boards, pictures or framed objects attached to a building
- Windows
- Gardens or outdoor spaces. Freestanding war memorial structures within these (like a statue) can be listed but complications around them being in a non-eligible park/garden mean we encourage young people to avoid these and stick to more straightforward cases.
- Memorial buildings such as village halls. These are listed according to the rules for their building type and cannot be listed purely as war memorials.
- Fittings and furniture within a building such as church fittings or bells
- Street furniture such as benches (a bench may be a component of a larger eligible memorial but a memorial bench on its own would not be eligible)
- Any war memorial less than 30 years old

The Centenary Listing Project focuses **only** on memorials to **World War I** (including those that were added to after subsequent conflicts). Memorials that commemorate only previous or subsequent wars can be listed but not as part of this project, so we strongly **encourage** you to focus on World War I memorials.

Is it already listed?

Searching the National Heritage List for England (www.historicengland.org.uk/listing/the-list) will show if your memorial is **already** listed. Check the listed status of buildings your memorial is in the grounds of as this may cover the memorial too.

If your memorial is already listed you **should not** apply for listing again but there are many other activities you can do — have a look for some ideas at www.learnaboutwarmemorials.org/youth-groups. If it is not listed, use the guide on the next page to **apply** for listing.

What to do

To apply for listing you need to **send** Historic England a **list description** for the memorial. This is an explanation of why the war memorial is important. A list description includes a physical **description** and some background **information** about the history of the memorial. Our 'Writing a list description' activity sheet provides a template to use when writing your list description to help you **select** and **order** the information correctly. The three steps below explain what you need to do to be able to complete the activity sheet.

1. Research the memorial

List descriptions must contain certain information so **research** is required to gather this. For a list description you need:

- The **name** and **address** of the memorial
- The **custodian** and their contact details if this is known, but list descriptions can be submitted without this if necessary
- The **reason** for designation. The main reason for listing a war memorial is its historic interest and standard wording explaining this is provided on the 'Writing a list description' activity sheet so you do not need to research this.
- A brief **history** of the memorial
- A concise but thorough **description** of the memorial including its inscriptions (this does not need to include names).
- 1 good quality digital **photograph** showing the whole memorial

Our 'Writing a list description' activity sheet has more detail on what is required for each of these points.

There is lots of information about war memorials available on the **internet**:

- War Memorials Online (www.warmemorialsonline.org.uk)
- IWM's War Memorials Archive (www.iwm.org.uk/memorials)
- War Memorials Trust's Grants Showcase (www.warmemorials.org/search-grants)

Local history sites and some websites at www.learnaboutwarmemorials.org/links/research may be useful, as will local parish/church records and newspapers.

2. Site visit

You may be familiar with the memorial already but a **site visit** is always helpful when applying for a memorial to be listed – it helps you **focus** on exactly what you need to include in the list description and is particularly helpful for writing the physical **description** and obtaining a **photograph**.

When you are at the memorial, take **notes** on it (or take plenty of photos) to use when writing your physical description. To ensure you include everything, first note the **type** of memorial and its main **material**. Then, starting at the top and working downwards, note the main **components** and design **features** of the memorial in detail. Then record where on the memorial any **inscriptions** are and how these appear on the memorial (e.g. on plaques, lead lettering fixed to the memorial, carved or painted). The words of the inscriptions (apart from names) need to be included too so record these carefully including where any line breaks are.

3. Writing and submitting the list description

When you have done your research and site visit you need to write your list description. Use our 'Writing a list description' activity sheet to help you. Your completed list description should not exceed **500** words (it may be less than this). It should be **typed** not handwritten but if this is not possible during your group's meetings you could complete notes to be written up later.

Email your completed list description to katy.whitaker@heritageengland.org.uk (if you have worked as a group only one person needs to email it – this could be your group's supervisor). **Remember** to attach your photograph of the memorial and include your/your group's name in the covering email.