Guideline Leaflet LB01: Introducing the Listed Buildings Advisory Committee

Listed building controls can apply to church sites of special historical or architectural interest. The Listed Buildings Advisory Committee offers guidance about maintenance, repairs, and makes decisions about applications for permission to make alterations to buildings – changes to any part of the premises is likely to need consent.

This Guideline Leaflet is regularly reviewed and updated. To ensure that you are using the most up to date version, please download the leaflet from the BUGB website at www.baptist.org.uk/resources

The date on which the leaflet was last updated can be found on the download page.

LB01: Introducing the Listed Buildings Advisory Committee

INTRODUCTION

This is one leaflet that is relevant to churches that have a listed building. The full list is:

LB01 *Introducing the Listed Buildings Advisory Committee*
LB02 *Applying to the Listed Buildings Advisory Committee*
LB03 *Professional Advisors and Applications to the Listed Buildings Advisory Committee*
LB04 *Listed Buildings Application Form*
LB05 *Listed Places of Worship Grant Scheme*
LB06 *Looking after your Church Buildings*
LB07 *Building Materials and External Fittings in Listed Churches*
LB08 *Furnishings in Listed Church Buildings*
LB09 *Photographic Recording*
PC03 *Five Year Inspection Reports – Church Buildings*
PC04 *Redeveloping or Altering Church Premises*
PC05 *Construction (Design and Management) Regulations*
M06 *Grants for Building Work*
L12 *Churches and Disability Issues*

HISTORICAL BACKGROUND

Until 1 October 1994 churches were exempt from full listed building control. The restrictions on alterations to listed buildings did not, until that date, apply fully to places of worship. Listed buildings are properties that have been identified for statutory protection because they have special architectural or historical significance. The fabric and fittings are protected and special permission is required for alterations.

'Ecclesiastical Exemption' applies to listed buildings that belong to a denomination which has introduced their own system of listed building control, and set up denominational committees to determine applications for consent for alterations to the buildings.

Several Christian denominations have negotiated with the Government to operate their own internal system of control. These internal systems were reviewed by the Government in 1997. Several changes and improvements were made to the Baptist system. A further review of Planning and Heritage Protection legislation is in progress and it is expected that more changes will be made.

The scheme was defined, for England and Wales in a Statutory Instrument – *THE ECCLESIASTICAL EXEMPTION (LISTED BULDINGS AND CONSERVATION AREAS) ORDER 1994 (S.1 1994 No 1771).* This has been updated in England. Eventually Wales will have its own legislation and update the 1994 arrangements– as the Welsh Assembly has devolved powers in relation to heritage protection.

.....Don't worry too much about the technicalities!!

THE BAPTIST SYSTEM

The Baptist Listed Buildings Advisory Committee was established in 1994 to determine applications from Baptist Churches in England and Wales who want to make alterations to their listed buildings. It is appointed by and accountable to the Baptist Union of Great Britain, and also operates on behalf of the Baptist Union of Wales.

The members of the Listed Buildings Advisory Committee reflect a wide spectrum of interests. Some are professionally concerned with the preservation of listed buildings, others have a special interest in the history of Baptist chapels and churches, or archaeology, whilst others are Baptist ministers or church members. Strong emphasis is placed on the church being the people of God with the buildings being there to serve a living fellowship within a changing community. The membership of the Listed Buildings

Advisory Committee therefore reflects the balance between the need for rigorous conservation and the necessary adaptation of listed church buildings to meet changing needs.

There are a minimum of eight members of the Listed Buildings Advisory Committee. Three members have to be appointed after consultation with other bodies:

- One member after consultation with Historic England (the new title for English Heritage) and CADW in Wales.
- One member after consultation with the English and Welsh Local Government Associations.
- One member after consultation with the national amenity societies.

As at November 2015 there are thirteen members of The Listed Buildings Advisory Committee. The quorum for a meeting of the Listed Buildings Advisory Committee is four. There are usually ten people at each meeting.

JURISDICTION OF THE LISTED BUILDINGS ADVISORY COMMITTEE

The Listed Buildings Advisory Committee can consider an application for alterations or repairs which will affect the character or appearance of a listed building if **ALL** the following conditions apply:

- The building is in trust with a Baptist Trust Corporation—either alone or with other trustees.
- The Church is in membership with the Baptist Union of Great Britain or the Baptist Union of Wales.
- The building is primarily used as a place of worship and will continue to be used for that purpose after the alterations have been made.

If **ALL** these conditions apply application **must** be made through the Trustees to the Listed Buildings Advisory Committee.

The local planning authority has no jurisdiction in these circumstances to grant listed building consent.

If **ANY** of these conditions do **NOT** apply application for listed building consent must be made to the local planning authority.

WHAT IS LISTED?

CHURCHES SOMETIMES THINK THAT ONLY PARTS OF THE CHURCH ARE COVERED BY THE LISTING – THE WHOLE SITE INCLUDING ANY BOUNDARY WALLS AND GATES ARE COVERED BY THE LISTING.

EVEN IF THE OFFICIAL LISTING ONLY REFERS TO THE EXTERIOR OF THE BUILDING, WORK TO OR AFFECTING THE INTERIOR IS ALSO SUBJECT TO LISTED BUILDING CONTROL.

WHAT WORKS NEED APPROVAL?

Work intended to be carried out to any part of a listed building which will **AFFECT THE CHARACTER OR APPEARANCE OF THE BUILDING** requires listed building consent either through the Listed Buildings Advisory Committee or, if that procedure does not apply, then from the local planning authority.

The work does not have to be structural. For example the removal of pews, the repositioning of the pulpit, the dismantling of the organ or the installation of ramps to improve access are all work which might affect the character or appearance of the building.

If the church are not sure whether consent is required the formal advice of the local planning authority's conservation officer should be sought, or professional advice obtained from an architect or building surveyor suitably qualified and experienced in working with listed buildings, or a church could seek

guidance from the Listed Buildings Advisory Committee.

BREACH OF LISTED BUILDING CONTROL IS A CRIMINAL OFFENCE.

Consent is required for any extension, alteration or work to the listed building itself, any object or structure within the building or fixed to the exterior of the building and generally for any object or structure within the curtilage of the building.

Any change which will affect the structure, appearance or historic character of a listed building is restricted, and a Certificate of Authorisation must be obtained from the Listed Buildings Advisory Committee **BEFORE** any work is done.

Repairs can be undertaken only on a 'like for like' basis using techniques and materials that are suitable and appropriate to the historic fabric. Wherever possible the original historic fabric should be conserved and repaired.

CONSERVATION AREAS

If the Baptist church building is not listed but is in a conservation area application must be made for consent to demolish the building.

ALTERATIONS - PRELIMINARY CONSIDERATIONS

Early Consultation

Churches considering making alterations to their listed building are encouraged to consult at any early stage the staff at Baptist House who administer the Ecclesiastical Exemption scheme, or their Property Trustees. For many churches this will be the Baptist Union Corporation but for others it will be their Local Baptist Association Trust Company. For contact details please refer to the chart at the end of this leaflet.

Churches should obtain and read up to date copies of all the Guidelines Leaflets listed at the start of this leaflet. LB02 *Applying to the Listed Buildings Advisory Committee* is particularly important.

Reviewing the leaflets and an up to date application form at this stage will help churches to understand the processes that are involved, and to identify sources of help.

Churches, and their professional advisors, are urged to discuss their proposals with the relevant national amenity societies and with the conservation officer of their local planning authority. This is best done while the proposals are still in their formative stage and certainly before an application is sent to the Trust Corporation. These bodies will be given details of the completed application during the consultation period, but will often be able to make helpful suggestions at the design stage which could be incorporated into the scheme. In appropriate cases representatives of the amenity societies and the local planning authority should be invited to attend site meetings.

It can be helpful to arrange an initial visit by members of the Listed Buildings Advisory Committee. However, this can never be a substitute for appointing a properly qualified professional Advisor. It cannot be a substitute for the church considering carefully what they hope to achieve overall, and the preparation of a high quality and imaginative scheme that addresses the needs of the church.

Conservation Practice

Applicants to The Listed Buildings Advisory Committee will be expected to demonstrate that the proposed scheme follows commonly accepted planning and conservation principles. The church's professional advisor will be able to explain these.

The dcms (Department for Culture, Media and Sport) has prepared guidance about the matters to be considered by the Listed Buildings Advisory Committee. Although some of the information is fundamentally linked to technical requirements, it illustrates the rigorous approach the Committee must take.

In Wales the equivalent documents are Planning Guidance (Wales); Planning Policy [Revision 1999] and Circulars 60/90 (for archaeology) and 61/95 (for historic buildings).

In general terms good conservation practice will include some, or all, of the following principles:

- Recording of the building before and after works - to provide an accurate record. This information must be made available to be part of the National Historic Environment Records.
- Minimum intervention to effect managed change - undertaking only what is necessary to preserve and enhance the fabric of the building.
- Respect for the original fabric and past works - to preserve the integrity of the building's history.
- Honesty of repair and avoidance of speculation - to prevent falsification of history.
- Reversibility of works - should later practice view the works as unsuitable therefore requiring changes.

A common problem is the incompatibility of modern materials and techniques with many historic structures. The use of some modern materials is positively harmful to historic buildings, leading to a more rapid deterioration of the fabric. The Listed Buildings Advisory Committee will require details of materials, construction methods and/or repair techniques.

Reasons for the Proposals

The church will need to demonstrate why works, which affect the character or appearance of a listed building, are desirable or necessary.

Any change to a listed building must be sensitively handled and will need to take into consideration the impact on the historic record provided by the building itself, the aesthetic effect of the works, and any technical implications.

In broad terms **the church, and their professional advisors will need to prepare Statements of Significance and Statements of Justification that will cover the following**:

- The problems or limitations the church experiences with the existing building that has caused them to consider making alterations.

- The significance of the whole building and in particular the part of the building to be adapted in the context of the architectural history of the church. Is it part of the architect's original design or a later addition? Does it form a significant element of the fabric or is it of secondary importance?

- Help is available to create a comprehensive Statement of Significance from http://www.statementsofsignificance.org.uk/

- Details of information about the building in the Historic Environment Records.

- Is that part of the building beyond economic repair? Reference to photographs and details of construction, together with independent reports on the fabric and the cost of repairs will be needed.

- What other proposals have the church considered which would not need alterations and avoid the loss of historic fabric? Why were these unsuitable? Include details of other strategies that have been tried to meet the church's needs, even if these were unsuccessful.

- Reasons and a full justification as to why the changes set out in the application are necessary, an explanation as to how the need to preserve historic fabric guided the design, and why these particular proposals are presented.

THE LISTED BUILDING ADVISORY COMMITTEE'S CRITERIA

It is helpful to note here that in coming to a decision the Listed Building Advisory Committee are

required to take into account conservation priorities and the following local criteria that might affect the local church:

- The role of the church and its mission to the locality.
- The needs of the congregation of the Baptist church.
- Developments in Baptist church practice and styles of worship.
- The desirability of preserving historic church buildings.
- The importance of protecting features of architectural merit and historic importance.
- The archaeological importance of a church building or archaeological remains within the building or its curtilage (whole site).

The way these criteria are applied is fully discussed more fully in LB02 *Applying to the Listed Buildings Advisory Committee*.

However, offering a comprehensive account of the building, the reasons for change, the impact of changes on the historic fabric, and an appraisal of the proposed construction or repair techniques are essential.

The reasons for change may be obvious to your church – but please remember there is a statutory consultation process. Your application will be assessed by outside organisations on the basis of what it says (or does not say!).

Appointing Professional Advisors

Please refer to the leaflet LB03 *Professional Advisors and Applications to the Listed Buildings Advisory Committee*.

The professional advisors involved in a scheme must be suitably qualified through academic study and experience and able to demonstrate good work on similar buildings, giving evidence of their familiarity with present day conservation principles and repair techniques.

It is strongly recommended that churches appoint advisors who are conservation accredited members of appropriate professional bodies and learned societies such as The Institute of Historic Building Conservation; The Ecclesiastical Architects and Surveyors Association or The Association for Studies in the Conservation of Historic Buildings.

Experience has shown that the lack of a suitably qualified and experienced professional advisor can often result in poorly prepared schemes being presented for consideration. This leads to delays, frustration and disappointment.

THE LISTED BUILDINGS ADVISORY COMMITTEE EXPECT THE PROPOSALS TO HAVE BEEN CONSIDERED ON BEHALF OF THE CHURCH BY AN ARCHITECT OR BUILDING SURVEYOR WHO IS SUITABLY QUALIFIED AND EXPERIENCED IN WORKING WITH LISTED BUILDINGS.

Advisors are expected to take note of and apply current standards of conservation practice in developing a suitable scheme.

Further preliminary technical advice can be obtained from The Society for the Protection of Ancient Buildings; the local planning authority's Conservation Officers and Historic England (formerly English Heritage) or in Wales, CADW. Contact details for organisations that may be helpful are included at the end of this leaflet.

Representatives of the Listed Buildings Advisory Committee are willing to discuss ideas early in the process, and may be able to visit your church for a preliminary conversation.

Organs

If the proposals will affect an organ advice should be sought from the British Institute of Organ Studies. The Institute is committed to the preservation of historic pipe organs. Please contact Andrew Hayden, MPhil BMusHons FTCL, Casework & Conservation Officer, British Institute of Organ Studies, 79 The

Common, Freethorpe, Norwich, Norfolk, NR13 3LX. Telephone +44(0)1493 700258.

MAKING AN APPLICATION

Guidance on making an application is to be found in LB02 *Applying to the Listed Buildings Advisory Committee.* This explains the procedure which will be followed by the Listed Buildings Advisory Committee in considering the application.

Detailed advice for professionals and firms advising churches is contained in LB03 *Professional Advisors and Applications to the Listed Buildings Advisory Committee*. It is essential that a copy of all our leaflets are supplied to the professional advisor at an early stage in the process.

HOW LONG WILL THE PROCESS TAKE

The proposals must be approved by the Trust Corporation before they can be considered by the Listed Buildings Advisory Committee.

Then there is a twenty eight day consultation period, following which it may be necessary for the Listed Buildings Advisory Committee or one or more of their members to visit the church.

The Listed Buildings Advisory Committee normally meets every three months.

Therefore, a **MINIMUM** period for the application process, even where only minor changes are proposed, will probably be **three to nine months**. Where there are major alterations, or where there are a lot of queries, the process will take longer.

A well presented complicated scheme involving changes throughout the building may take less time to process than a minor alteration to a small part of a building where the application is poorly prepared and lacks detail.

Under no circumstances must any of the work be done until a Certificate of Authorisation has been received by the church.

Churches must not enter into contracts with builders before consent has been given and the Certificate of Authorisation received.

CERTIFICATES OF AUTHORISATION

Once your application has been approved a Certificate of Authorisation will be issued by the Listed Building Advisory Committee and forwarded to your Trust Company for them to countersign.

It is important that you read the terms of the authorisation as they are binding on the church as to the work that can be undertaken.

Any subsequent changes that are required to the works that are approved will require fresh permission from the Listed Buildings Advisory Committee. Minor changes in details may be dealt with as a minor variation of the original scheme but only with the consent of the Listed Buildings Advisory Committee.

Sometimes there are conditions and requests for additional details.

These must be submitted for approval – often before work can begin.

Your professional Advisor will be the best person ensure that the church meets the obligations of the Certificate of Authorisation. Remember that the work under the Certificate must be commenced within five years of its issue date.

HISTORICAL RECORDS

It is important that photographs of your buildings internally and externally are taken at regular intervals throughout the building process. It is necessary for these to be either properly printed on photographic

paper or stored on CD Rom.

Churches should maintain a Log Book or record of work done. They should also retain copies of the photographs, and forward copies to the local authority archive department with a set for the Listed Buildings Advisory Committee file.

For more information please refer to Guidelines Leaflet LB09 *Photographic Recording*.

A copy of all the records related to your church and the changes that have been made must also be provided to the Historic Environment Records. Any Certificate of Authorisation issued by the Listed Buildings Advisory Committee will contain a condition that, as a minimum, the Statement of Significance and details of changes made are added to the Historic Environment Records, but details will vary depending on the importance and significance of the building.

COMPLETING THE PROJECT

Once all the work has been completed that has been authorised under the Certificate of Authorisation by the Listed Buildings Advisory Committee, then your professional advisor must forward a Certificate of Completion together with the 'before' and 'after' photographic evidence as required by the Certificate of Authorisation.

It is important not to disengage your professional advisor until the Listed Building Advisory Committee has acknowledged this as satisfactory. The Certificate of Completion should form part of the church's records and log book for future reference.

OTHER CONSENTS

Consent to carry out alterations to a listed building, whether issued by the Listed Building Advisory Committee or the local planning authority, does not remove the need to obtain planning consent or building regulation approval where necessary.

Alterations to the exterior of the building will require planning consent in addition to approval from the Listed Buildings Advisory Committee. The church will need to be guided by their professional advisors as to when it is appropriate to apply to the Listed Buildings Advisory Committee and the local planning authority.

SPOT LISTING

A church building which is not listed may, without warning, be spot listed if it is thought that development proposals are under consideration. The church's professional advisors should be asked to consider the possibility of spot listing before committing the church to substantial fees for a redevelopment scheme or feasibility study. In certain circumstances application for a certificate of immunity from listing may be advisable.

VAT

Before commencement of any work where zero rating of VAT is hoped for, the church and the contractor should check the position carefully.

Your professional advisor should be aware of these requirements. The Listed Buildings Advisory Committee cannot offer VAT advice.

The contact number for the National VAT helpline is 0845 010 9000 and there is also a useful website at www.hmce.gov.uk

GRANTS

Churches will want to look into the possibility of obtaining grants to help with funding. There is information at the end of this leaflet and you can also look at our guidelines leaflet M06 *Grants for Building Work*.

Following the removal of zero-rating on alterations (there are limited transitional rules up to 30 September 2015 enabling alterations to be zero-rated provided either Listed Building Consent has been applied for or a written building contract entered into prior to 21 March 2012) the Listed Places of Worship Grants Scheme was extended to include grants towards alterations in addition to repairs and maintenance to Listed Buildings. More information can be found on their website www.lpwscheme.org.uk.

It may also be helpful to make enquiries of the local authority who often have information about local grant-making bodies.

WORKING WITH HERITAGE GROUPS

It is important that churches form an understanding of the quality and importance of the building they use. This will help when decisions need to be made about which features might be suitable for removal or adaptation, and which features are sufficiently important to require that no changes are made.

The church will come into contact with local regional or national heritage groups or local history groups who are very interested in your building. Many of the people will be volunteers, and enthusiasts about history, architecture and design. It is important to have conversations with these groups because they will be consulted at a later stage when an application is under consideration by the Listed Buildings Advisory Committee. If it is possible to accommodate their views, this should be done. The groups could also have a role in responding to the requests for planning permission to the local authority.

On the other hand, whilst churches should not be reckless in removing or altering historic fabrics without good reasons and the required permissions, the design is not dictated by outside heritage groups. Churches should listen carefully to the advice that is offered and discuss it in full with their professional advisor. Ideally a design will be achieved that takes account of the needs of the church and the requirement to preserve as much historic fabric as possible.

Where an application is made to the Listed Buildings Advisory Committee they have the right to take into account the continuing life, work and witness of the church when reaching a decision about the church's proposals. This does not mean that 'any old design will do' but it does mean that the practical needs of the church are fully considered.

There is a balance to be achieved. Many heritage groups have the best interests of the church, and the best interests of the building at heart. As Baptists we often focus on the people rather than the premises as being important. However, it is important to remember that others take a different view. Listening and learning from experts can only help to inform the church as it makes decisions and enhance the application overall.

APPENDIX ONE: useful addresses and telephone numbers (A) Advisory (G) Grants (O) Official

1 CHURCH BODIES AND CHARITIES SUPPORTING CHURCHES AND CONSERVATION OF BUILDINGS

Allchurches Trust Ltd, Beaufort House, Brunswick Road, Gloucester GL1 1JZ (Tel: 01452 528553) www.allchurches.co.uk (G)

Baptist Union Corporation (The), Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT (Tel: 01235 517700) www.baptist.org.uk (A)

Chapels Society (The), 1 Newcastle Avenue, Beeston, Nottinghamshire NG9 1BT (Tel: 0115 922 4930) www.britarch.ac.uk/chapelsoc/index.html (A)

Cathedral Communications Ltd, High Street, Tisbury, Wiltshire SP3 6HA (Tel: 01747 871717) www.buildingconservation.com (G)

Church Monuments Society, c/o The Society of Antiquaries, Burlington House, Piccadilly, London W1J OBE (Tel: 020 7738 2965) www.churchmonumentssociety.org (A)

Churches Legislation Advisory Service, Church House, Great Smith Street, London SW1P 3AZ (Tel: 020 7222 1265) www.cmainc.org.uk (O)

Friends of City Churches (The), The Church of St Magnus the Martyr, Lower Thames Street, London EC3R 6DN (Tel: 020 7626 1555) www.london-city-churches.org.uk (A)

Friends of Friendless Churches (The), St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB (Tel: 020 7236 3934) www.friendsoffriendlesschurches.org.uk (G)

Historic Chapels Trust, St George's German Lutheran Church, 55 Alie Street, London E1 8EB (Tel: 020 7481 0533) www.hct.org.uk (A)

Institute of British Organ Building, 13 Ryefields, Thurston, Suffolk IP33 3TD (Tel: 01359 233 433) www.ibo.co.uk (A)

Listed Places of Worship Grant Scheme, PO Box 609, Newport NP10 8QD (Tel: 0845 601 5945) (G)

National Churchwatch, 'Endeavour', 8 Commercial Road, Shepton Mallet, Somerset BA4 5DH (Tel: 01749 344992) www.nationalchurchwatch.com (A)

National Churches Trust (The), 7 Tufton Street, London SW1P 3QB (Tel: 020 7222 0605) http://nationalchurchestrust.org (A, G)

2 AMENITY SOCIETIES

Ancient Monuments Society (The), St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB (Tel: 020 7236 3934) www.ancidentmonumentssociety.org.uk (A)

Council for British Archaeology (The), St Mary's House, 66 Bootham, York YO30 7BZ (Tel: 01904 671417) www.britarch.ac.uk (A)

Georgian Group (The), 6 Fitzroy Square, London W1T 5DX (Tel: 0871 750 2936) www.georgiangroup.org.uk (A)

Incorporated Society of Organ Builders (The), Smithy Steads, Clagg Vale, Hebden Bridge, West Yorkshire HX7 5SQ (Tel: 01422 885846) www.isob.co.uk (A)

Joint Committee of National Amenity Societies, St Ann's Vestry Hall, 2 Church Entry, London

EC4V 5HB (Tel: 020 7236 3934) www.jcnas.org.uk (A)

National Association of Decorative and Fine Arts Societies, 8 Guildford Street, London WC1N 1DT (Tel: 020 7430 0730) www.nadfas.org.uk (A)

Society for the Protection of Ancient Buildings (The), 37 Spital Square, London E1 6DY (Tel: 020 7377 1644) www.spab.org.uk (A)

Society for Church Archaeology (The), 38 Millstream Road, Heighington, Lincolnshire LN4 1TY www.britarch.ac.uk/socchurcharchaeol

Twentieth Century Society (The), 70 Cow Cross Street, London EC1M 6BP (Tel: 020 7250 3857) www.c20society.org.uk (A)

Victorian Society (The), 1 Priory Gardens, Bedford Park, London W4 1TT (Tel: 020 8994 1019) www.victorian-society.org.uk (A)

3 PROFESSIONAL ASSOCIATIONS

Ecclesiastical Architects' and Surveyors' Association (EASA), Elden Minns and Co Ltd, Chartered Architects/Surveyors, 453 Glossop Road, Sheffield S10 2PT (Tel: 0114 266 2458) www.easanet.co.uk (A)

Royal Institute of Chartered Surveyors, 12 Great George Street, London SW1 3AD (Tel: 0870 333 1600) www.rics.org (A)

Royal Institute of British Architects, 66 Portland Place, London W1B 1AD (Tel: 020 7580 5533) www.architecture.com (A)

4 OTHERS

Association for Studies in the Conservation of Historic Buildings (ASCHB), 181/2 Macaulay Road, London SW4 0QX (Tel: 0208 540 3066) (A)

CADW, Plas Carew, Unit 5-7 Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ (Tel: 01443 336000) www.cadw.wales.gov.uk

Charities Aid Foundation, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA (Tel: 01732 520001) www.cafonline.org (A,G)

Department for Culture, Media and Sport, 2-4 Cockspur Street, London SW1Y 5DH (Tel: 020 7211 6200) www.culture.gov.uk (A, O)

Entrust, Acre House, 2 Town Square, Sale, Cheshire M33 7WZ (Tel: 0161 972 0044) www.entrust.org.uk (G)

Heritage Lottery Fund, 7 Holbein Place, London SW1W 8NR (Tel: 020 7591 6000) www.hlf.org.uk (A, G)

Historic England, 1 Waterhouse Square, 138-142 Holborn, London EC1N 2ST (Tel: 020 7973 3700) http://www.historicengland.org.uk/ (A, O, G)

Historic England (Archives), The Engine House, Fire Fly Avenue, Swindon SN2 2EH (Tel: 01793 414600/414700) http://www.historicengland.org.uk/images-books/archive/archive-services/ (A, O)

Natural England, 1 East Parade, Sheffield S1 2ET (Tel: 0114 241 8920) www.naturalengland.org.uk (A, O)

VAT and the Built Heritage, www.vatbuiltheritage.org.uk (A)

Baptist Union Corporation East Midland Baptist Trust Company Ltd	Katie Steele Secretary to the Listed Buildings Advisory Committee Baptist House PO Box 44 129 Broadway Didcot Oxon OX11 8RT Tel: 07436 144039 Email: ksteele@baptist.org.uk
Heart of England Baptist Association	Karen Martindale Heart of England Baptist Association 480 Chester Road Sutton Coldfield B73 5BP Office Mobile: 0730 505 1770 Email: karen@baptist-heartofengland.org
London Baptist Property Board	Martin Shaw London Baptist Association Unit C2 15 Dock Street London E1 8JN Tel: 020 7692 5592 Email: martin.shaw@londonbaptist.org.uk
West of England Baptist Association	Rob English West of England Baptist Association Little Stoke Baptist Church Kingsway Little Stoke Bristol BS34 6JW Tel: 0117 965 8828 Email: office@webassoc.org.uk
Yorkshire Baptist Association	Ann Chesworth Trust Officer Yorkshire Baptist Association 17-19 York Place Leeds LS1 2EZ Tel: 0113 278 4954 Email: ann.chesworth@yba.org.uk
Baptist Union of Wales	Judith Morris The Baptist Union of Wales Y Llwyfan Trinity Saint David University College College Road Carmarthen SA31 3EQ Tel: 01267 245660 Email: judith@ubc.cymru

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Legal and Operations Team and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff in the Legal and Operations Team at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Legal and Operations Team also deal with churches that are in trust with the East Midland Baptist Trust Company Limited.

If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details is provided above. If you have private trustees they too should be consulted as appropriate.

Contact Address and Registered Office:

Support Services Team, Baptist Union of Great Britain, Baptist House, PO Box 44,
129 Broadway, Didcot OX11 8RT
Tel: 01235 517700 Fax: 01235 517715 Email: legal.ops@baptist.org.uk
Website: www.baptist.org.uk
Registered CIO with Charity Number: 1181392

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