



Use these steps to help you make your nomination.

## Step 1: Is your site on our map?

Take a look at our [interactive map](#) to see if your site is already on the national or Local Heritage List (link) or if it is in a Dudley MBC Conservation Area. If it is, it means that it is already well protected, and you don't need to nominate it to be added to the Black Country Local Lists.

If the map shows that your site has already been 'nominated', you can still send us your information to enrich our knowledge and help us assess the site. Use our [contact form](#) or send us an email [Contact@blackcountrylocallist.org.uk](mailto:Contact@blackcountrylocallist.org.uk)

## Step 2: Does it meet the criteria?

There is an agreed set of [criteria](#) for assessing nominations to the Local Heritage List. You may also find it useful to look at our [short illustrated guide](#) which includes examples of sites that have met the criteria.

All sites need to meet **at least one** of the criteria.

Each nomination will be looked at by our specialist team. They will use your information to help make recommendations about which sites should be included on the revised Black Country Local Heritage Lists, assessed for statutory protection on the National List, or added to the local Historic Environment Record.

After all the nominations have been assessed there will be a public consultation on the revised Local Heritage Lists before they are published.

## Step 3: What do you know about your site?

Collate everything you know about your site.

The more we know about a site, the better we can assess its importance. Think about the site's age, why it exists, whether it has links to important historical figures, its architectural or visual appeal and its current condition. You don't have to be an expert or use specialist language.

You can use the [Research Guide](#) for top tips on how to use sources and resources to uncover more.

You may find it useful to [download or print a copy](#) of the nomination form so you can see how it looks - and the questions it asks - before you start your online nomination.

## Step 4: Complete your nomination form!

You can complete the form [online](#) or [download or print a copy](#) which you can fill in by hand or electronically. This can be returned by email to [Contact@Blackcountrylocalist.org.uk](mailto:Contact@Blackcountrylocalist.org.uk) or by post to:

c/o Eleanor Ramsey, Archaeology and Historic Environment Officer  
Civic Centre  
St Peters Square  
Wolverhampton,  
WV1 1RP

The deadline is **14<sup>th</sup> February 2022**. Remember to provide as much information as possible!

The form takes about 10 minutes to fill out.

### Before you start make sure you have the following:

- The location of the site (its address, postcode or national grid reference)
- Information about the site's history
- A photograph of the site and any related references and links

If you are unsure about how to fill out a question use the Nomination Form examples in our [Toolkit](#) to help you.

### What type of questions will I be asked?

- The name and address of your site
- If it is a building or structure, park or garden, archaeological site, site of geological interest, or public work of art
- Information about its date, structure, design and construction
- What historic interest and local connections it has
- If you can supply an image
- The sources you have used

#### Top Tips!

You can't save your online nomination half way through - so be prepared!

Have your research notes to hand before starting the form.

There is also an optional question about whether your nomination is on behalf of an organisation.

## Step 5: Submit your nomination!

Leave your contact details if you are happy for us to get in touch with you if we have any queries about your nomination.

## Step 6: Stay connected!

If you would like us to keep you informed about progress, make sure you leave your details when completing your nomination or [keep updated here](#).