

## Local Heritage List

### How to nominate a heritage asset

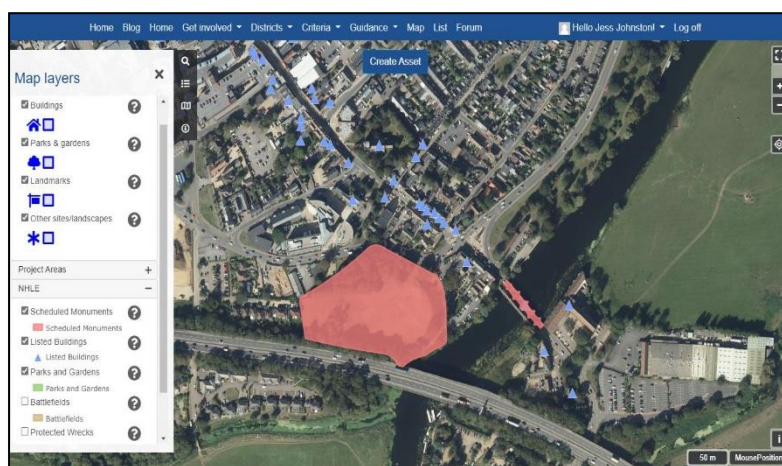
You can choose to nominate a site either from the map or from the list tabs in the menu bar, whichever is easiest for you.

**Step 1:** Before you can nominate an 'asset' on the online platform you will need to register as a user. This is a quick and easy process. See our separate 'how' to guidance on how to register.

**Step 2:** It is important before you start that you check whether the site is already nationally designated. Click on the map tab in the menu bar.



- Find the location you want by zooming in on the map or use the search tools on the left (search for a post code, place name or grid reference) or if you are out at the site use the 'locate me' tool on the top right to zoom to your device's location. If the button doesn't work, you may need to switch on location in your device settings.
- Click on the layers icon (3 dots and 3 lines) Click on the + sign to the side of NHLE. This will give you a list of national designations. If you tick the boxes this will then show all the designated assets in the area.



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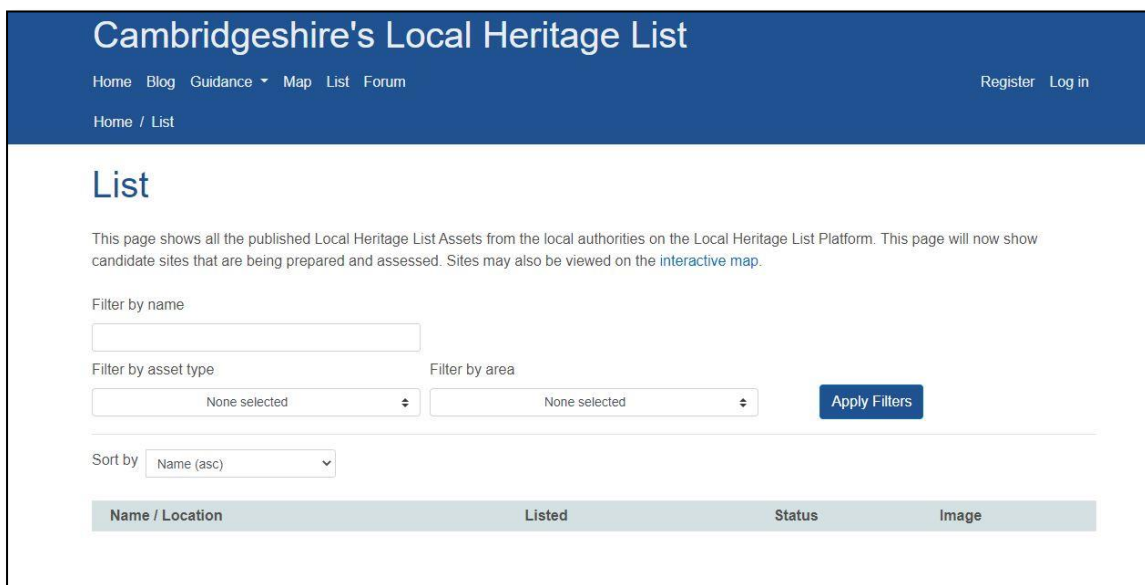
**Step 3:** If the asset is not designated click the blue 'Create Asset' button.

- A target with crosshairs will appear in the centre of the map. Move the map around until the site or building you want to nominate is in the cross hairs, then click OK.

The nomination wizard (the online form to log the information about the asset) will now open.

### Using the List tab in the menu bar

You can also nominate a site from the list tab in the menu bar.



The screenshot shows the 'Cambridgeshire's Local Heritage List' website. The header includes navigation links: Home, Blog, Guidance, Map, List, Forum, Register, and Log in. The main content area is titled 'List' and contains a description: 'This page shows all the published Local Heritage List Assets from the local authorities on the Local Heritage List Platform. This page will now show candidate sites that are being prepared and assessed. Sites may also be viewed on the interactive map.' Below the description are filter options: 'Filter by name' (text input), 'Filter by asset type' (dropdown menu showing 'None selected'), 'Filter by area' (dropdown menu showing 'None selected'), and an 'Apply Filters' button. There is also a 'Sort by' dropdown menu set to 'Name (asc)'. At the bottom, a table header is visible with columns: Name / Location, Listed, Status, and Image.

**Step 1:** Click on the green 'Add a new asset' button. The nomination wizard will now open.

- The first thing you should do is to drop a pin in the map. Move the map around and zoom in or out until you are where you want to be and then click on the map to add the pin. The map window inside the wizard is small and you may find it more difficult to use than the main map. You can click the 'Use current position' to zoom the map to your device's location. If this doesn't work, you may need to switch on location in your device settings.

### The nomination wizard

The **nomination wizard** takes you through the process step by step. You can skip pages, move backwards and forwards through the wizard and edit your entries.

**Step 1** You'll be asked for the name of the site and also the address. These might be exactly the same in an urban area, but in a rural area you might need to be more specific (for example 'The big barn' at 'Hard-to-name Farm, Oak Lane' or if you're nominating something that doesn't have a name or an address, such as an archaeological earthwork.

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## Create a new Asset

Statement of Significance: what is significant about this Asset? Select one or more criteria and provide some explanation for each.

<input type="checkbox"/> Asset type	?
<input type="checkbox"/> Age	?
<input type="checkbox"/> Rarity	?
<input type="checkbox"/> Architectural and Artistic Interest	?
<input type="checkbox"/> Group Value	?
<input type="checkbox"/> Historic Interest	?
<input type="checkbox"/> Archaeological Interest	?
<input type="checkbox"/> Landmark Status	?

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✕ Abandon New Asset
◀ Previous Page
▶ Next Page
🔒 Exit Wizard

**Step 2** Next you'll need to pick what broad category your nomination is for: Building, Park & Garden, Archaeology or Public Art. Click on the ? button if you need some help with this.

The OS grid reference is generated automatically from the mapping.

**Step 3** You'll be asked to describe the site or building.

**Step 4** On the statement of significance page you'll be asked to say why you think it is important. Click the appropriate significance criteria and type into the box.

**Step 5** The next stage is to add any photos or other files you have for the site. Click 'add file', then browse to the file or photo on your device and select the individual file or photo. Add a description, click the Terms and Conditions box and then click 'upload'.

## Create a new Asset

### Upload photo(s)

You may add up to 4 files to this asset at this stage.

#### Terms & Conditions

You must own or hold the copyright to any files you supply.  
You must agree to share those rights with Cambridgeshire County Council.

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📎 Add photo...

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When you have uploaded everything, click 'Finish' to attach the photos to the nomination record.

**Step 6** The final step is to say if you are making the nomination on behalf of someone else (some people may not have access to a computer) or on behalf of an organisation or local group.

**Step 7** You can now 'exit the wizard' to review the completed nomination.

You can continue to edit the information and add photos or files until you are happy with it and ready to send us the record.

**Step 8** Click 'Submit'. The record will now appear in the mapping and everyone will be able to see it in the 'List'.

### Status

#### In preparation

A newly recorded asset in preparation by a contributor

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Thank you for submitting a new Asset record. You may now check and alter the information supplied on this page, and when ready, please click "Submit for review".

Note: this record can only be seen by you - *it will not be visible to Editors/Publishers until submitted.*

[Edit help text](#)

### Actions

Actions available to you (as determined by your role and the status of the Asset record)

[Submit for review](#) [Delete](#) [Edit details](#)