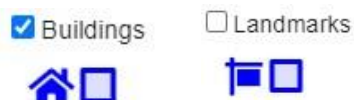








MERSEYSIDE LOCAL HERITAGE LIST – CANDIDATE STATUS DESCRIPTORS

Once you are a registered user, you can start to nominate candidates which will be considered for inclusion on the Local Heritage List.

There are only two symbols that should be used in this first phase of the project:



As you work through the process, you will see assets change colours at different stages:

SYMBOL	STATUS	DESCRIPTION
	In Preparation	A record that has been started but not submitted for the first stage of approval. Only the registered user and Administrator should see the symbol in orange
	Pre-Candidate	A record that has been submitted and awaiting approval from the Administrator that it is appropriate to nominate. Only the registered user and Administrator should see the symbol in yellow. This process should be completed within 5 working days.
	Candidate (Work in Progress)	Once the Administrator has approved the record, the colour of the asset turns green. At this point, registered users will be alerted to the new candidate and can add comment or further information. This consultation stage is for 8 weeks.
	Candidate Ready	Following the public consultation period, the Conservation Officer at the Local Planning Authority assesses the nomination and makes a judgement regarding the significance. The asset will turn mid-blue. If deemed appropriate the Officer will seek formal approval. This process may take up to 12 weeks.
	Locally Listed	Once formally adopted, the asset will turn darker blue and the name and address will come up when you hover over it.
	Rejected, Refused, Deleted	Any duplicate, incorrect or incomplete record will be rejected. Non-responses to additional information requests will result in the nomination being deleted after six months. Any nomination that is assessed as not being suitable for consideration (at any stage) will be refused. Any demolition of a locally listed asset or where it is moved to the national listing scheme, the record is deleted.

If you use the List function rather than the Map function on the website, you will see the status of each asset you have nominated or commented on.