**Summary of Process for assessing nominations and review**

Nomination received and entered into tracking sheet of nominations under consideration

Eligibility and criteria checks undertaken

Ineligible – nominator notified

Owner, parish and local ward members informed of nomination and offered opportunity to provide evidence

Request to review decision received within 8 weeks of listing. Needs to be based on eligibility of asset to be listed, eligibility of nominator, new evidence, and non-relevant factors taken into account

Divisional Director, Strategy and Performance makes decision within 8 weeks of nomination

Review undertaken by an officer of appropriate seniority who did not take any part in making the decision to be reviewed, within 8 weeks of request. An oral hearing can be requested.

Nomination listed in List of Assets of Community Value

Local Land Charge registered

Appeal to first tier tribunal can follow. If the landowner is successful they can claim compensation for losses incurred in appeal.