

BUC GUIDELINES

LB1 Introducing the Listed Buildings Advisory Committee (09/2009)

INTRODUCTION

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

- B4 *Redeveloping Church Premises*
- B12 *Five Year Inspection Reports – Church Buildings*

- LB1 *Introducing the Listed Buildings Advisory Committee*
- LB2 *Applying to the Listed Buildings Advisory Committee*
- LB3 *Professional Advisors and Applications to the Listed Buildings Advisory Committee*
- LB4 *Building Materials and External Fittings in Listed Churches*
- LB5 *Looking after your Church Buildings*
- LB6 *Listed Buildings Application Form*
- LB7 *Furnishings in Listed Churches, Pews, Pulpits, Platforms, Organs, Projection Screens, Light Fittings and Sound Systems*
- LB8 *Photographic Recording*

- C8 *Construction (Design and Management) Regulations*
- C13 *Disability Discrimination Act 1995*

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.

The legislation is a Statutory Instrument—*THE ECCLESIASTICAL EXEMPTION (LISTED BUILDINGS AND CONSERVATION AREAS) ORDER 1994 (S.1 1994 No 1771)*.

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 BAPTIST SYSTEM

The Baptist Listed Buildings Advisory Committee was established in 1994 to determine applications from Baptist Churches who want to make alterations to their listed buildings. It is appointed by and accountable to the Legal Committee of 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, some have an interest in the history of Baptist chapels and churches, whilst others are Baptist ministers. Strong emphasis is placed on the church being the people of God and 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 English Heritage and CADW.
- One member after consultation with the English and Welsh Local Government Associations.
- One member after consultation with the national amenity societies.

As at January 2008 there are fourteen members of The Listed Buildings Advisory Committee. The quorum for a meeting of the Listed Buildings Advisory Committee is four.

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 WORKS NEED APPROVAL?

Work intended to be carried out to 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.

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

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 **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. *LB2 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 conservation principles as outlined in:

The Government's Planning Policy Guidance Note 15 (PPG 15) - *PLANNING AND THE HISTORIC ENVIRONMENT*.

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

This was first published in 1994, for England and Wales.

Where archaeology is also involved (such as may apply with graveyards) PPG 16—*ARCHAEOLOGY AND PLANNING*—will also apply. Advice is available from the Council for British Archaeology. For contact details please refer to chart at end of this leaflet.

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.
- Minimum intervention - to undertake only what is necessary to preserve 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, etc, deem the works 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 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?
- 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 avoid the need to make alterations and the loss of historic fabric? Why were these unsuitable? What other strategies have been tried to meet the church's needs, but 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 the following criteria:

- 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.

The way these criteria are applied is fully discussed more fully in LB2 *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 on the basis of what it says (or does not say!).

Appointing Professional Advisors

Please refer to the leaflet LB3 *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. See references to PPG 15 and PPG 16 (and the equivalent documents for Wales).

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

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 Christopher Gray, 17 Belvoir Street, Melton Mowbray LE13 1QA.

MAKING AN APPLICATION

Guidance on making an application is to be found in LB2 *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 LB3 *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 that 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.

Your professional Advisor will be best placed to 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 LB8 *Photographic Recording*.

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. A useful publication is *Sources of Grants for Building Conservation* (2nd Edition, August 1999) which can be obtained from Cathedral Communications Limited. The same company also publish *The Building Conservation Directory* and Annual Reports on *The Conservation and Repair of Ecclesiastical Buildings*. For contact details please refer to chart at end of this leaflet.

From 1 April 2004 extra relief from VAT payments became available for listed buildings. There are also changes to the Listed Places of Worship Grants Scheme. For contact details please refer to chart at end of this leaflet.

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

LB.1 (03/2008) Introducing the Listed Buildings Advisory Committee

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

1 CHURCH BODIES

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 0BE (Tel: 020 7738 2965) www.churchmonumentsociety.org (A)

Churches Main Committee, 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)

2 AMENITY SOCIETIES

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

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

English Heritage, 1 Waterhouse Square, 138-142 Holborn, London, EC1N 2ST (Tel: 020 7973 3212) www.english-heritage.org.uk (A, O, G)

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)

National Monuments Record Centre, Kemble Drive, Swindon SN2 2GZ (Tel: 01793 414613/414600) www.english-heritage.org.uk (A, O)

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

| | |
|--------------------------------------|---|
| Baptist Union Corporation | <p>Steve Wing Deputy Secretary to the Listed Buildings Advisory Committee Baptist House PO Box 44 129 Broadway Didcot Oxon, OX11 8RT</p> <p>Tel: 01235 517754 Email: swing@baptist.org.uk</p> |
| North West Baptist Association | <p>Steve Wing Deputy Secretary to the Listed Buildings Advisory Committee Baptist House PO Box 44 129 Broadway Didcot Oxon, OX11 8RT</p> <p>Tel: 01235 517754 Email: swing@baptist.org.uk</p> |
| Yorkshire Baptist Association | <p>Steve Wing Deputy Secretary to the Listed Buildings Advisory Committee Baptist House PO Box 44 129 Broadway Didcot Oxon, OX11 8RT</p> <p>Tel: 01235 517754 Email: swing@baptist.org.uk</p> |
| Heart of England Baptist Association | <p>Mrs K Martindale Heart of England Baptist Association BMS International Mission Centre 24 Weoley Park Road Selly Oak Birmingham B29 6QX</p> <p>Tel: 0121 472 4986 Email:</p> |
| London Baptist Property Board | <p>The Revd P W Martin London Baptist Association 235 Shaftesbury Avenue London, WC2H 8EP</p> <p>Tel: 020 7692 5592 Email: paul.martin@londonbaptist.org.uk</p> |
| West of England Baptist Association | <p>Mr G Starling West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol, BS16 1DN</p> <p>Tel: 0117 965 8828 Email: office@webassoc.org.uk</p> |

| | |
|--------------------------------------|---|
| South West Baptist Trust Corporation | <p>Mrs Helen Beaven South West Baptist Trust Corporation Wonford Baptist Chapel 36-38 Wonford Street Exeter, Devon, EX2 5DL</p> <p>Tel: 01392 433533 Email: helen@swbaptists.org.uk</p> |
| Baptist Union of Wales | <p>The Revd P M Thomas BA BTh JP The Baptist Union of Wales Ilston House 94 Mansel Street Swansea, SA1 5TZ</p> <p>Tel: 01792 655468 Email: peter@bedyddwycymru.co.uk</p> |

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 Baptist Union Corporation Limited 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 at the Baptist Union Corporation, 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 Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited, the North Western Baptist Association (Incorporated), and Yorkshire Baptist Association.

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 has been included.

If you have private trustees they too should be consulted as appropriate.

Contact Address and Registered Office:

The Baptist Union Corporation Ltd, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT England

Telephone **01235 517700** facsimile **01235 517715** e-mail **buc.corp@baptist.org.uk DX 40852 Didcot**

A Company Limited by Guarantee. Registered in England No 32734. Registered Charity No 249635