

## A Historic Building Log Book

### What is a Historic Building Log Book?

In this section of the Manual, we have set out a series of pages in which you can record information on a number of important aspects of the maintenance and care of your building.

The Log Book has three objectives:

- \* to keep all the relevant information on your building together in one place, thereby saving you a great deal of time and effort when you need to take decisions or give information to others;
- \* to record the names of the professional advisers, builders and craftsmen who have actually worked on the building, and the work they did and;
- \* to demonstrate the care that you have taken for the building, when you come to sell it.

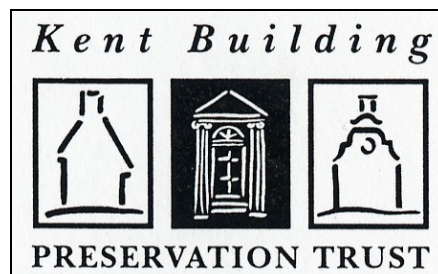
If there are any problems with the quality of the work, you will be able to attribute this more easily to the relevant person (thereby, perhaps, enabling you to put pressure on that person to do remedial work free of charge) even though some years may have passed. For example, it is notorious that workmen repairing a roof fail to clear the gutters and downpipes of the resulting debris – often causing a problem later.

Simply photocopy as many copies of the following pages as you need, and insert them in the Manual as required.

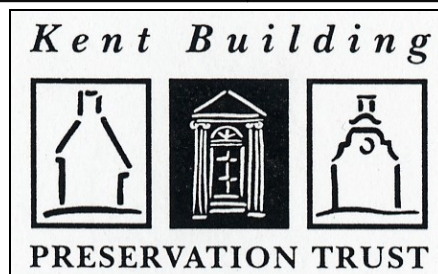
### Section 1: Building Details

Enter the details of your building, and of the relevant local authority overleaf. If your building is listed, you can obtain the information about the date of its construction from the “list description” which your local planning authority will have in its planning department.

Call the Conservation Officer (see the names and addresses in Part 4) or if you have an architect or surveyor, they may be prepared to complete this section for you.



Name/Address of Building	
Ordnance survey grid reference	
List Grade (ring appropriate grade) List Number	Grade I    Grade II*    Grade II    Unlisted
Is the building in a Conservation Area? If so give its name here	
Approximate date of construction or significant additions or alterations (see list description for help)	
Original purpose of building House / Stable / Barn	
Significant events in the recent planning history of the building, eg dates and reference numbers of listed building consents and planning permissions given by local planning authority  <i>(Add further sheets as necessary)</i>	
Name, Address and Telephone Number of local planning authority	Name:  Address:   Tel No: Fax No:



**This record contains valuable information that will help to preserve the property.**

*When you sell the property please transfer this document to the new owner with the deeds.*

## **PART 5:**

### **Historic Building Log-Book**

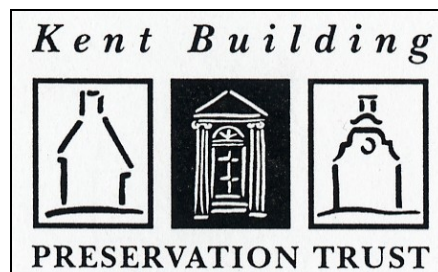
Name of property

KBPT waives copyright on this section  
Please photocopy as needed



**Section 2:  
Directory of Architects, Surveyors, Builders etc  
who may be contacted to deal with any problems  
with the building.**

Builders/Craftsmen etc	Name:  Address   Tel No. Fax No. Mobile No.  Type of Builder/Craftsman:
Builders/Craftsmen etc	Name:  Address   Tel No. Fax No. Mobile No.  Type of Builder/Craftsman:
Builders/Craftsmen etc	Name:  Address   Tel No. Fax No. Mobile No.  Type of Builder/Craftsman:



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Builders/Craftsmen etc	Name:  Address   Tel No. Fax No. Mobile No.  Type of Builder/Craftsman:
Builders/Craftsmen etc	Name:  Address   Tel No. Fax No. Mobile No.  Type of Builder/Craftsman:



**Section 3:**

**Log Book of Work done on Building**

Before starting, check if listed building consent or planning permission is needed

Date of Works	Nature of Work	Name of person making entry & date	LBC PP obtained