A close up of a sign

Description automatically generatedQuinquennial Inspection   
Cover Sheet

Please populate the following document typing directly into the fields provided and return as a word document (**not** pdf) to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk) along with the associated Report.

|  |  |
| --- | --- |
| Recent picture (main façade) |  |
| Name of church | Click or tap here to enter text. |
| Church address line 1 | Click or tap here to enter text. |
| Church address line 2 | Click or tap here to enter text. |
| Church address town/city | Click or tap here to enter text. |
| Church address postcode | Click or tap here to enter text. |
| Church BUGB membership number | Click or tap here to enter text. |
|  | |
| Date of inspection | Click or tap here to enter text. |
| Weather at inspection |  |
|  | |
| Inspector Name | Click or tap here to enter text. |
| Inspector post-nomials  (e.g. BSc, RIBA, AABC) | Click or tap here to enter text. |
| Professional Firm | Click or tap here to enter text. |
| Inspector/Firm Contact Number | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of building | | Click or tap here to enter text. | | | | | | |
| Grade of listing | | Unlisted | | | Grade II | | Grade II\* | Grade I |
| Locally Listed | | Yes | | | No | |  |  |
| Conservation Area | | Yes | | | No | |  |  |
|  | | CA Name | | | Click or tap here to enter text. | | | |
|  | | | | | | | | |
|  | Upkeep by tenant/council/other: | | | | | Name (if applicable) | | |
| Buildings /structures identified in listing description /within curtilage of listed building: | Chapel | | | |  | Click or tap here to enter text. | | |
| Hall | | | |  | Click or tap here to enter text. | | |
| School / Institute | | | |  | Click or tap here to enter text. | | |
| House(s) | | | |  | Click or tap here to enter text. | | |
| Railings/Gateposts | | | |  | Click or tap here to enter text. | | |
| Other | | | |  | Click or tap here to enter text. | | |
|  | | | | | | | | |
| External areas: | Burial ground | | | |  |  | | |
|  | Car park | | | |  |  | | |
|  | Other (Please specify) | | | |  | Click or tap here to enter text. | | |
| List trees surrounding building | | | |  | | | | |
| Tree preservation orders: | | | Yes  (leave blank if no) | | | | | |

|  |
| --- |
| **Plan(s)** – please insert jpeg/png (this need not be to scale and is to understand layout) |
|  |
| 1: Click or tap here to enter text. |
|  |
| 2: Click or tap here to enter text. |

|  |  |
| --- | --- |
| *Please fill in the following fields for the chapel buildings only. If you would like to include the relevant information for halls, schools/institutes or other buildings associated with the chapel please copy this table below.* | |
| Brief description of building / site: | Click or tap here to enter text. |
| Brief description of building’s setting: | Click or tap here to enter text. |
| Recent alterations to surroundings affecting setting: | Click or tap here to enter text. |
| Predominant walling material | 1: Click or tap here to enter text.  2: Click or tap here to enter text. |
| Predominant roofing material | 1: Click or tap here to enter text.  2: Click or tap here to enter text. |
| Predominant window details | Material: Click or tap here to enter text.  Style (e.g. sash): Click or tap here to enter text.  Single-glazed  Stained glass  (indicate even if only 1 instance) |
| Architectural Style/Period: | Click or tap here to enter text. |
| Details of key later additions / alterations: | Date/period (1): Click or tap here to enter text.  Description (1): Click or tap here to enter text. |
| Date/period (2): Click or tap here to enter text.  Description (2): Click or tap here to enter text. |
| Key associations (architects, patrons, ministers of note) | Click or tap here to enter text. |
| Approx. size (m2) | Footprint: Click or tap here to enter text. m2  Number of storeys: Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Features  (main chapel)** | *Please note additional information known about features e.g. date / whether original to building / specific period in building’s history; notable details regarding their design, materials, designers, craftspeople, patrons, dedications etc.* | | | | |
| Gallery | No | End | 2-sided | 3-sided | 4-sided |
| Gallery –details: | Click or tap here to enter text. | | | | |
| Pulpit | Click or tap here to enter text. | | | | |
| Baptistry | Click or tap here to enter text. | | | | |
| Organ | Click or tap here to enter text. | | | | |
| Pews | Click or tap here to enter text. | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Facilities** | | | | | | |
| Catering location: | Chapel | | Hall | School / Instit. | | Other |
| Catering facilities: | Commercial Kitchen | | Kitchen | Kitchenette | | Tea Point |
| WCs (please indicate number) | | Chapel | Hall | School/Institute | Other (please specify) | |
|  | Unisex | 0 | 0 | 0 | 0 | |
|  | Male | 0 | 0 | 0 | 0 | |
|  | Female | 0 | 0 | 0 | 0 | |
|  | Accessible | 0 | 0 | 0 | 0 | |

# Condition Rating

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Information in the following section must be provided by the Inspector who has undertaken the Inspection* | | | | |
| Overall Condition | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Structural Stability | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Rainwater Goods | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Roofs | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Walls – High Level | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Walls – Low Level | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Interior | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Facilities\* | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Services\*\* | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |
| Other\*\*\* | Very Bad | Poor | Fair | Good |
| Comment: | Click or tap here to enter text. | | | |

*\*Facilities: Includes toilets, kitchen etc.*

*\*\*Services: Includes heating, electrics, water supply etc.*

\*\*\**Other: Includes access provision, fire protection, lightning protection, presence of asbestos etc.*

Support Services Team, Baptist Union of Great Britain,  
 Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk) Website: www.baptist.org.uk

Registered CIO with Charity Number: 1181392

Date Reviewed: September 2020 Date of Issue: September 2020