

Supplementary Planning Guidance
Managing change in historic buildings
Planning Advice Note #
February 2008

About Supplementary Planning Guidance

Supplementary planning guidance builds upon the provisions of the Planning and Building (Jersey) Law 2002 and the policies in the Island Plan 2002: it provides more detailed advice on the way in which the provisions of the law and Island Plan policies are likely to be interpreted and applied. It can also provide clarification about how the planning system operates.

This guidance does not replace the law and does not have the same status as the policies in the Island Plan, which remains the first consideration when making decisions on development proposals. It will, however, be a material consideration in the determination of applications and can be given substantial weight.

This particular guidance note is the second of a series, which collectively, provide comprehensive supplementary planning guidance on the historic built environment: (the first being Archaeology and Planning, Planning Policy Note 1 (January 2008)). Its content is applicable to protected buildings and sites - which includes

- Sites of Special Interest (SSI);
- proposed Sites of Special Interest (pSSI);
- Buildings of Local Interest (BLI);
- Archaeological Sites (AS)
- Areas of Archaeological Potential (AAP)

– that have been selected because of their special architectural, archaeological, historical or other interest, as appropriate.

The 2002 Island Plan, together with this and other recent supplementary planning guidance (specifically Planning Policy Note 1: Archaeology and Planning (January 2008)) now provides the definitive planning framework of policy and guidance for the management of change in the historic built environment.

On this basis, the planning policy framework for the historic built environment presently comprises the following:

- Island Plan (2002) Policy G11: Sites of Special Interest
- Island Plan (2002) Policy G12: Archaeological Resources
- PPN 1 (2007) Policy HE1: Preservation of Archaeological Resources
- PPN 1 (2007) Policy HE2: Archaeological Evaluation
- PPN 1 (2007) Policy HE3: Archaeological Excavation and Recording

Island Plan (2002) Policy G13: Buildings and Places of Architectural and Historic Interest

For the avoidance of doubt, all policies contained within the Interim Policies for the Conservation of Historic Buildings (1998) (policies HB1 – HB14) and the Traditional Timber Windows and External Doors in Historic Buildings: policy statement (1999) (HWD1 – HWD6) are superseded.

All of the current supplementary planning guidance is listed and can be viewed on and downloaded from the States of Jersey website www.gov.je/PlanningBuilding/Pages/default.aspx. Documents which pre-date electronic production will be added to the website for viewing or downloading following review, as appropriate. Hard copies of all supplementary planning guidance can be obtained from Planning and Building Services, Planning and Environment Department, South Hill, St Helier, JE2 4US. t: 01534 445508 e: planning@gov.je

Much of this document is based on Planning Policy Guidance note 15, Planning and the Historic Environment (Feb 2007) published by the Communities and Local Government Department and has been adapted to reflect Jersey legislation, systems and processes and to take account of the uniqueness of the Jersey historic built environment. It is produced under PSI licence number C2007000457 issued by the Office of Public Sector Information in England.

Contents

1. Purpose
2. Context
3. Identifying the historic built environment
4. Protecting the historic built environment
5. Planning framework for protected buildings and sites
6. Planning applications affecting protected buildings and sites
7. Consent for works already executed
8. Advice to owners
9. General principles
10. Use
11. Alterations and extensions
12. Demolitions
13. Buildings and fire legislation; access for disabled people
14. Fixtures, curtilage structures and setting
15. External elevations
16. Roofs
17. External doors
18. Windows
19. Shopfronts
20. Interiors
21. Minor additions and new services
22. Roadside and other structures
23. Keeping buildings in good repair

Appendices

Appendix 1 Sites of Special Interest: alteration and repair

Appendix 2 Selected sources

Useful contacts

1 Purpose

This guidance is for property owners, developers, architects and agents, amenity societies and the general public. It will also be used by the Minister for Planning and Environment, the Planning Applications Panel and the Planning and Environment Department in the application of the planning process to the protection and management of the historic built environment which includes all protected buildings and sites designated as SSI, pSSI, BLI, AS and AAP.

The purpose of this supplementary planning guidance is to;

- provide advice, and outline the approach that will be adopted, in respect of the management of change to protected buildings and sites
- define the planning policy regime applicable to the protection of the historic built environment

It can be consulted for various reasons, by various people, and provides an easily accessible common source of information. Owners and users of protected buildings and sites might refer to the guidance to see how best they might accommodate their needs without harm to the special interest of their property. Architects and agents might consider how proposals can be developed and justified in relation to the acceptability of schemes by both clients and the Planning and Environment Department. The Minister for Planning and Environment, the Planning Applications Panel and planning officers may also use the guidance to aid understanding and to ensure consistency in decision-making.

It is important however to emphasise the word 'guidance' as this is not intended as a set of inflexible instructions: there is no intention to fetter designers or discourage innovation, but where guidance is needed this provides a simple, accessible source and acts as an expansion of the existing planning policy framework.

Much of this guidance is based on accepted best practice for the management of change in historic buildings and sites in England and is reproduced under licence from Planning Policy Guidance Note 15 - Planning and the Historic Environment. It has been adapted to reflect Jersey legislation, systems and processes and to take account of the uniqueness of the Jersey historic built environment.

2 Context

The historic built environment of the Island – defined here as being made up of all the buildings and sites which appear on the Register of Buildings and Sites of Architectural, Archaeological and Historical Importance in Jersey or identified in supplementary planning guidance as being of some archaeological importance, and including SSIs, pSSIs, BLIs, ASs and AAPs - is a finite resource and an irreplaceable asset. Once lost, these protected buildings and sites cannot be replaced; and they can be robbed of their

special interest as surely by unsuitable alteration as by outright demolition or excavation.

The physical survivals of our past are to be valued and protected for their own sake, as a central part of our cultural heritage and our sense of Island identity. They are an irreplaceable record which contributes, through formal education and in many other ways, to our understanding of both the present and the past. Their presence adds to the quality of our lives, by enhancing the familiar and cherished local scene and sustaining the sense of local distinctiveness which is so important an aspect of the character and appearance of our Island. The historic environment is also of immense importance for leisure and recreation.

The Minister is committed to the concept of sustainable development - of not sacrificing what future generations will value for the sake of short-term and often illusory gains. This commitment has particular relevance to the preservation of the historic built environment, which by its nature is irreplaceable. Yet the historic built environment of Jersey is all-pervasive, and it cannot in practice be preserved unchanged. We must ensure that the means are available to identify what is special in the historic environment; to define, through the development plan system its capacity for change; and, when proposals for new development come forward, to assess their impact on the historic environment and give it full weight, alongside other considerations.

Though choices sometimes have to be made, conservation and sustainable economic growth are complementary objectives and should not generally be seen as in opposition to one another. Most historic buildings can still be put to good economic use in, for example, commercial or residential occupation. They are a valuable material resource and can contribute to the prosperity of the economy, provided that they are properly maintained: the avoidable loss of fabric through neglect is a waste of economic as well as environmental resources. In return, economic prosperity can secure the continued vitality, and the continued use and maintenance of historic buildings, provided that there is a sufficiently realistic and imaginative approach to their alteration and change of use, to reflect the needs of a rapidly changing world.

Conservation can itself play a key part in promoting economic prosperity by ensuring that an area offers attractive living and working conditions which will encourage inward investment - environmental quality is increasingly a key factor in many commercial decisions.

The responsibility of stewardship is shared by everyone - not only by government, but also by business, voluntary bodies, churches, and by individual people as owners, users and visitors of historic buildings.

There should be a general presumption in favour of the preservation of protected buildings and sites, except where a convincing case can be made for alteration or demolition. While the protection of a building or site should not be seen as a bar to all future change, the starting point for the exercise of control is the requirement to have special regard to the desirability of preserving the building, site or its setting or any features of special architectural, archaeological or historic interest which it possesses. This

reflects the great importance to society of protecting the historic built environment from unnecessary demolition and from unsuitable and insensitive alteration and should be the prime consideration for all those considering works to protected buildings and sites.

3 Identifying the historic built environment

The Minister for Planning and Environment has obligations under the Planning and Building (Jersey) Law 2002; the Convention for the Protection of the Architectural Heritage of Europe (Granada, October 1985); the European Convention on the Protection of the Archaeological Heritage (revised) (Valletta, January 1992); and the Jersey Island Plan 2002 to:

- identify and protect buildings and places of cultural significance (arising from their architectural, archaeological, historical or other relevant interests);
- maintain an inventory of these heritage assets;
- develop public awareness and understanding of the architectural and archaeological heritage

These obligations are, to a large extent, met by the inclusion of these heritage assets on the Register of Buildings and Sites of Architectural, Archaeological and Historic Importance in Jersey; in the Island Plan and in associated supplementary planning guidance. Together, the Register; the Island Plan and associated supplementary planning guidance provide a complete list of all the protected buildings and sites which are specifically identified by the Minister as being of heritage value at any one time. This therefore includes all protected buildings and sites identified as a SSI, pSSI, BLI, AS or AAP.

Inclusion of a built heritage asset on the Register; in the Plan and in associated supplementary planning guidance is intended to identify its contribution to the heritage and amenity of Jersey, and to ensure that it is a material consideration in the planning process where protection is conferred upon buildings and sites of interest either by statutory Listing and/or planning policy.

4 Protecting the historic built environment

Once protection is conferred upon a building or site, consent is normally required for its demolition, in whole or in part, and for any works of alteration, extension or excavation which would affect its character as a building or site of special architectural, archaeological, historic or other interest. It is a criminal offence to carry out such works without consent where it is required.

Controls apply to all external works to protected buildings, and also to internal works where the building is a Site of Special Interest (SSI) that would affect its special interest. Consent is not normally required for minor repairs using the same material, but, where repairs are extensive or involve different materials or include alterations which would affect the character of the building, consent is required. Whether repairs actually constitute alterations which require consent is a matter of fact and degree which must be determined in each

case: further advice on this is provided in the appendices to this document. Where painting or repainting of a protected building would affect the building's character, consent is required. Further detailed guidance on alterations to protected buildings, is given in below.

It should be noted that controls apply to the whole of a protected site, not just the front elevation or the main building. Also in Jersey, churches are not exempt from control as they are in England. It is also relevant to note that approval under the Building Byelaws is distinct from planning permission and building owners should ensure that they have all necessary permissions to undertake work to a protected building or site.

5 Planning framework for protection of the historic built environment

The planning policy regime for the protection of the historic built environment has evolved over time: in 1998 the then Planning and Environment Committee published the Interim Policies for the Conservation of Historic Buildings¹ in advance of the adoption of the new Island Plan. This document provided a general framework – comprising principles, interim policies and supplementary planning guidance – for the management of change to the historic built environment. This was supplemented, in 1999 by a policy statement for replacement windows and external doors².

Much of this previous policy and guidance is now obsolete. The 2002 Island Plan, together with this and other recent supplementary planning guidance (specifically Planning Policy Note 1: Archaeology and Planning (January 2008)) now provides the definitive planning framework of policy and guidance for the management of change in the historic built environment.

On this basis, the planning policy framework for the historic built environment presently comprises the following:

- Island Plan (2002) Policy G11: Sites of Special Interest
- Island Plan (2002) Policy G12: Archaeological Resources
 - PPN 1 (2008) Policy HE1: Preservation of Archaeological Resources
 - PPN 1 (2008) Policy HE2: Archaeological Evaluation
 - PPN 1 (2008) Policy HE3: Archaeological Excavation and Recording
- Island Plan (2002) Policy G13: Buildings and Places of Architectural and Historic Interest

For the avoidance of doubt, all policies contained within the Interim Policies for the Conservation of Historic Buildings (1998) (policies HB1 – HB14) and the Traditional Timber Windows and External Doors in Historic Buildings: policy statement (1999) (HWD1 – HWD6) are superseded.

¹ Planning and Environment Committee (July 1998) *Interim Policies for the Conservation of Historic Buildings*

² Planning and Environment Committee (1999) *Traditional Timber Windows and External Doors in Historic Buildings: policy statement*

New policy and guidance dealing specifically with windows and doors in historic buildings is presently the subject of consultation; and historic character areas is in preparation.

6 Planning applications affecting protected buildings and sites

Where planning applications affecting protected buildings and sites, or SSI applications for works not requiring normal planning permission are to be submitted they must be made on the appropriate form and must include sufficient particulars, including a plan, to identify the building in question and such other plans and drawings as are necessary to describe the works for which consent is sought. For all but the simplest work this should mean measured drawings of all floor plans and external or internal elevations affected by the work proposed. There should be two sets of drawings, the first showing the structure before work and the second the altered structure or new development to replace it after the proposed work. The inclusion of photographs can be particularly helpful – of all elevations in demolition cases, or the part of the building affected in alteration and extension cases. The Minister will seek any additional particulars necessary to ensure a full understanding of the impact of a proposal on the character of the building in question.

The issues that are generally relevant to the consideration of all protected building and site applications are;

- The importance of the building or site; its intrinsic architectural, archaeological, historic or other interest and rarity;
- The particular physical features of the building (which may include its design, plan, materials or location) which justify its protection;
- The building or site's setting and its contribution to the local scene, which may be very important, e.g. where it forms an element in a group, park, garden or other townscape or landscape, or where it shares particular architectural forms or details with other buildings nearby;
- The extent to which the proposed works would bring substantial benefits for the community, in particular by contributing to the economic regeneration of the area or the enhancement of its environment (including other protected buildings or sites).

Conditions will normally be attached to any permit issued, and where they require prior approval of parts of the proposal, the permit is not valid until those conditions have been discharged.

Where applications are refused, the procedure for reconsideration or appeal is the same as that for all other planning applications.

Comment: Check status of RfRs

7 Consent for Works Already Executed

Article 20 of the Planning and Building (Jersey) Law 2002 allows consent to be sought even though the works have already been completed. Applications for consent to retain such works follow the same procedures as other

applications and should contain sufficient information to show what existed prior to the works as well as showing what has been done. Consent will not be granted automatically to recognise a fait accompli; the Minister will consider whether he would have granted consent for the works had it been sought before they were carried out, while having regard to any subsequent matters which may be relevant. If the work is not of a suitable type or standard, consent will not normally be given, and the risk of prosecution or enforcement action will remain. If consent is granted, it is not retrospective; the works are authorised only from the date of the consent and a prosecution may still be brought for the initial offence.

Enforcement may be intrinsically desirable for the benefit of the building in question, while the work entailed by enforcement may also represent a sufficient response to the offence. However, unauthorised work may often destroy historic fabric the special interest of which cannot be restored by enforcement. Moreover, well-publicised successful prosecutions can provide a valuable deterrent to wilful damage to, or destruction of, protected buildings or sites, and it is the Minister's policy to encourage proceedings where it is considered that a good case can be sustained.

8 Advice to Owners

Owners of protected buildings and sites are encouraged to seek expert advice on whether proposed works require consent, and on the best way to carry out any such works to their property. Many will need to obtain professional advice but officers of the Planning and Environment Department are able to provide informal advice on other sources of information, some of which are listed at the end of this document.

9 General principles

These guidelines are concerned principally with works that affect the special interest and character of a protected building or site and require consent. The range of protected buildings is so great that the guidance cannot be comprehensive, but it does summarise the characteristics and features which make up the special interest the historic built environment and which should be given full weight in the process of judging applications for works to protected buildings and sites, alongside other considerations – in particular the importance of keeping protected buildings in viable economic use whenever possible. Much of the advice also applies to repairs but cannot be considered as a manual of repair or specialist advice for which attention is drawn to other sources³.

Each historic building has its own characteristics which are usually related to an original or subsequent function. These should as far as possible be respected when proposals for alterations are put forward. Marks of special interest appropriate to a particular type of building are not restricted to external elements, but may include anything from the orientation, the plan or the arrangement of window openings to small internal fittings. Owners and

³ Jersey Heritage Trust *This Old House*;
English Heritage *The Repair of Historic Buildings: Advice on Principles and Methods*

their designers should attempt to retain the characteristics of distinct types of building. The use of appropriate local materials is very desirable.

Alterations should be based on a proper understanding of the structure. Some protected buildings may suffer from structural defects arising from their age, methods of construction or past use, but can still give adequate service provided they are not subject to major disturbance. Repairs should usually be low-key, reinstating or strengthening the structure only where appropriate; such repairs may sometimes require consent. New work should be fitted to the old to ensure the survival of as much historic fabric as is practical. Old work should not be sacrificed merely to accommodate the new.

Information about the history and development of a building will be of value when considering proposed alterations. This may be gained from the physical evidence in the building itself – ghosts of lost features in plaster, rough edges where features have been cut away, empty peg-holes and mortices – which can elucidate the original form or construction. There may also be documentary information, such as early photographs, drawings, written descriptions, or other documents relating to its construction or use.

Subsequent additions to historic buildings, including minor accretions such as conservatories, porches, balconies, verandas, door dressings, bargeboards or chimneys, do not necessarily detract from the quality of a building. They are often of interest in their own right as part of the building's organic history. Generally, later features of interest should not be removed merely to restore a building to an earlier form.

In general the wholesale reinstatement of lost, destroyed or superseded elements of a building or an interior is not appropriate, although, where a building has largely retained the integrity of its design, the reinstatement of lost or destroyed elements of that design could be considered. In such cases there should always be adequate information confirming the detailed historical authenticity of the work proposed. Speculative reconstruction should be avoided, as should the reinstatement of features that were deliberately superseded by later historic additions.

Modern extensions should not dominate the existing building in scale, material or situation. There will always be some historic buildings where any extensions would be damaging and should not be permitted. Successful extensions require the application of an intimate knowledge of the building type that is being extended together with a sensitive handling of scale and detail.

10 Use

Generally the best way of securing the upkeep of historic buildings and areas is to keep them in active use. For the great majority this must mean economically viable uses if they are to survive, and new, and even continuing, uses will often necessitate some degree of adaptation. The range and acceptability of possible uses must therefore usually be a major consideration when the future of protected buildings is in question.

Judging the best use is one of the most important and sensitive assessments that all bodies involved in conservation have to make. It requires balancing the economic viability of possible uses against the effect of any changes they entail in the special architectural and historic interest of the building fabric, interior, and setting of the historic building. This may not necessarily be the most profitable use if that would entail more destructive alterations than other viable uses.

The best use will very often be the use for which the building was originally designed, and the continuation or reinstatement of that use should certainly be the first option when the future of a building is considered. But not all original uses will now be viable or even necessarily appropriate; the nature of uses can change over time, so that in some cases the original use may now be less compatible with the building than an alternative. For example, some business or light industrial uses may now require less damaging alterations to historic farm buildings than some types of modern agricultural operation.

If a building is so sensitive that it cannot sustain any alterations to keep it in viable economic use, its future may nevertheless be secured by charitable or community ownership, preserved for its own sake for local people and for the visiting public, where possible with non-destructive opportunity uses such as meeting rooms.

11 Alterations and Extensions

The following paragraphs deal first with alterations and extensions and then with demolitions, though considerations relevant to the two types of case to some extent overlap. For instance, some of the considerations in relation to demolitions may also be relevant to substantial works of alteration or extension which would significantly alter the character of a protected building. Since applications will often raise the issue of the most appropriate use for a building, the question of use is also discussed here.

Many protected buildings are already in well-established uses, and any changes need be considered only in this context. But where new uses are proposed, it is important to balance the effect of any changes on the special interest of the protected building against the viability of any proposed use and of alternative, and possibly less damaging, uses. In judging the effect of any alternation or extension it is essential to have assessed the elements that make up the special interest of the building in question. They may comprise not only obvious visual features such as decorative façade or in the case of SSIs, internally, staircases or decorated plaster ceilings, the spaces and layout of the building and the archaeological or technological interest of the surviving structure and surfaces. These elements are often just as important in simple vernacular and functional buildings as in grander architecture.

Many protected buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses. Indeed, cumulative changes reflecting the history of use and ownership are themselves an aspect of the special interest of some buildings, and the merit of some new alterations or additions, especially where they are generated within a secure

and committed long-term ownership, should not be discounted. Nevertheless, protected buildings do vary greatly in the extent to which they can accommodate change without loss of special interest. Some may be sensitive even to slight alterations; this is especially true of buildings with important interiors and fittings – not just great houses, but also, for example, chapels with historic fittings or industrial structures with surviving machinery. Some protected buildings are the subject of successive applications for alteration or extension; in some cases it needs to be borne in mind that minor works of indifferent quality, which may seem individually of little importance, can cumulatively be very destructive of a building's special interest.

Achieving a proper balance between the special interest of a protected building and proposals for alterations or extensions, is demanding and should always be based on specialist expertise; but is rarely impossible, if reasonable flexibility and imagination are shown by all parties involved. Thus, a better solution may be possible if an applicant is willing to exploit unorthodox spaces rather than set a standardized requirement; or if an architect can respect the structural limitations of a building and abandon conventional design solutions in favour of a more imaginative approach.

The preservation of facades alone, and the gutting and reconstruction of interiors, is not normally an acceptable approach to the re-use of protected buildings; it can destroy much of a building's special interest and create problems for the long-term stability of the structure.

12 Demolitions

While it is an objective of Ministerial policy to secure the preservation of historic buildings, there will very occasionally be cases where demolition is unavoidable. Planning controls ensure that proposals for demolition are fully scrutinised before any decision is reached. These controls have been successful in keeping the number of total demolitions very low in recent years. The destruction of historic buildings is in fact very seldom necessary for reasons of good planning; more often it is the result of neglect, or of failure to make imaginative efforts to find new uses for them or to incorporate them into new development.

There are many outstanding buildings for which it is in practice almost inconceivable that consent for demolition would ever be granted. The demolition of any protected buildings should be wholly exceptional and should require the strongest justification. Indeed, the Minister would not expect consent to be given for the total or substantial demolition of any protected building without clear and convincing evidence that all reasonable efforts have been made to sustain existing uses or find viable new uses, and these efforts have failed; that preservation in some form of charitable or community ownership is not possible or suitable; or that redevelopment would produce substantial benefits for the community which would excessively outweigh the loss resulting from demolition. The Minister would not expect consent for demolition to be given simply because redevelopment is economically more attractive to the developer than repair and re-use of a historic building, or because the developer acquired the building at a price that reflected the

potential for redevelopment rather than the condition and constraints of the existing historic building.

Where proposed works would result in the total or substantial demolition of the protected building, or any significant part of it, the Minister would expect that, in addition to the general considerations set out, that the following considerations be addressed:

1 The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use. Any such assessment should be based on consistent and long-term assumptions. Less favourable levels of rents and yields cannot automatically be assumed for historic building. Also, they may offer proven technical performance, physical attractiveness and functional spaces that, in an age of rapid change, may outlast the short-lived and inflexible technical specifications that have sometimes shaped new development. In the rare cases, where it is clear that a building has been deliberately neglected in the hope of obtaining consent for demolition, less weight should be given to the costs of repair.

2 The adequacy of efforts made to retain the building in use. The Minister would not expect consent to be granted for demolition unless he is satisfied that real efforts have been made without success to continue the present use or to find compatible alternative uses for the building. This should include the offer of the unrestricted freehold of the building at a realistic price reflecting the building's condition (the offer of a lease only, or the imposition of restrictive covenants, would normally reduce the chances of finding a new use for the building);

3 The merits of alternative proposals for the site. Whilst these are a material consideration, the Minister takes the view that subjective claims for the architectural merits of proposed replacement buildings should not in themselves be held to justify the demolition of any protected building. There may, very exceptionally, be cases where the proposed works would bring substantial benefits for the community which have to be weighted against the arguments in favour of preservation. Even here it will often be feasible to incorporate protected buildings within new development, and this option should be carefully considered; the challenge presented by retaining protected buildings can be a stimulus to imaginative new design to accommodate them.

Planning officers will consider, in all cases of alteration or demolition, whether it would be appropriate to make it a condition of consent that applicants arrange suitable programmes of recording of features that would be destroyed in the course of the works for which consent is being sought. They should not, however require applicants to finance such programmes in return for the granting of consent. Nor should applicants expect to be granted consent merely because they have arranged suitable programmes. (For advice on the recording of buildings see 'Analysis and recording for the conservation and control of works to historic buildings' produced and published by the ALGAO in 1997)

Hidden features of interest are sometimes revealed during works of alteration, especially in older or larger buildings; chimney pieces, fireplaces, early

windows and doors, panelling, wattle-and-daub partitions and even wall-paintings may come to light. Applicants should be made aware of this possibility and should seek the advice of the Historic Buildings Team when such things are found. If there is any likelihood that hidden features will be revealed, the planning officer should attach an appropriate condition to the permit to ensure their retention or proper recording, or should require exploratory opening up, with SSI consent as necessary, before considering consent for the main works.

13 Building and Fire Legislation; access for disable people

In exercising their responsibilities for the safety of buildings under the building and fire legislation, building control officers should deal sympathetically with proposals for the repair or conversion of historic buildings. The Building Bylaws will be operated in a way which avoids removal of features which contribute to the character of a protected building and are part of the reason for its being protected. It is particularly important that there should be a flexible approach to structural matters, to ensure that any changes are in character with the rest of the building and that there is no unacceptable damage to the fabric. In order to ensure that requirements which are unacceptable in terms of a historic building can be considered as part of a planning or SSI consent application, the precise Building Bylaws requirements should be made explicit before an application has been determined. A successful outcome is more likely to be negotiated if all the relevant officers have been consulted from the outset.

It is important in principle that people with disabilities should have dignified easy access to and within historic buildings. If it is treated as part of an integrated review of access requirements for all visitors or users, and a flexible and pragmatic approach is taken, it should normally be possible to plan suitable access for disabled people without compromising a building's special interest. Alternative routes or re-organizing the use of spaces may achieve the desired result without the need for damaging alterations.

14 Fixtures, Curtilage Structures and setting

The protection of a building confers protection not only on the building, but also on any object or structure fixed to the building which is ancillary to the building. It may be difficult in some cases to decide whether a particular object or structure is a fixture or not. Each case must be treated in the light of its own facts, and owners who are contemplating works are advised to contact the Planning and Environment Department first.

The protection of a building confers protection also on any object or structure within its curtilage so landowners and planning officers will need to consider the facts of each case whether and decide whether a particular structure forms part of the land and falls within the curtilage of the protected building.

The principal tests as to whether an object or structure is within the curtilage of a protected building relate to the physical layout of the land surrounding the protected building at the date of the protection and the relationship of the

structures on the surrounding land to each other. Changes in ownership, occupation or use after the date of protection will not bring about the removal of the protection for a building which formed part of the principal building or site at the date of protection. It may be considered that for a structure or building within the curtilage of a protected building to be part of a protected building it must be ancillary to the principal building, that it must have served the purposes of the principal building at the date of protection, or at a recent time before the date of protection, in a necessary or reasonably useful way and must not be historically an independent building. Steps will be taken to identify and map the extent of curtilage in each case as resources permit.

Considerations which may assist in forming a view, include:

- The historical independence of the building;
- The physical layout of the principal building and other buildings;
- The ownership of the buildings now and at the time of protection;
- Whether the structure forms part of the land;
- The use and function of the buildings, and whether a building is ancillary or subordinate to the principal building.

It is always necessary to recognise, however, that the question of whether a building, structure or object is within the curtilage of, or is fixed to, the principal building, unless specifically included in the protection, is in any particular case a matter of fact and can be clarified first by reference to the Historic Buildings Team at Planning, but ultimately is a matter for the Royal Court. Great caution must, therefore, be exercised in attempting to extrapolate any general principles from this guidance which does not purport to be definitive.

Setting is important and can relate to changes to curtilage structures and to proposals for new-build which might impact on the special character or appearance of a historic building. It is however impossible to define setting in mathematical terms as skylines and views / vistas can be vital in some cases with a setting extending to a very wide area. In others cases, setting might be limited to immediately adjacent land where a site is enclosed and the proposal relatively modest. The only way to assess the impact of any proposal on the setting of a protected building is by considering it on site and by being aware of this very important element of any proposal.

15 External Elevations

15.1 Walls: Walls are the main structural fabric of a building. Alterations to wall surfaces are usually the most damaging that can be made to the overall appearance of a historic building. Alterations or repairs to external elevations should respect the existing fabric and match it in materials, texture, quality and colour. Brick or stonework should not normally be rendered unless the surface was rendered originally. It may be necessary to remove more recently applied render if this is damaging the surface beneath. Every effort should be made to retain or re-use facing brickwork, stonework, tile or slate hanging.

15.2 Openings: Door and window openings establish the character of an elevation; they should not generally be altered in their proportions or details,

especially where they are a conspicuous element of the design. The depth to which window frames are recessed within a wall is a varying historical feature of importance and greatly affects the character of a building: this too should be respected. Rubbed gauged brick or stone voussoir arches should be kept wherever possible or copied and the original design repeated in any new work or repairs. Historic cill and lintel details should be retained.

15.3 Pointing: The primary feature of a wall is the building material itself and the pointing should normally be visually subservient to it. There are occasions where decorative pointing is used, but in general pointing that speaks louder than the walling material is inappropriate. Repointing should usually be no more than a repair – a repeat of the existing mix and appearance – except where the mix is inappropriate or damaging. Any change in the character of the pointing can be visually and physically damaging and requires consent.

It is important to ensure that repointing does not extend beyond the area where it is necessary. Historic pointing may survive wholly or in part and this should be preserved. New work or repair should integrate with the existing coursing. Tumbled brick or stonework in gables and patterned and polychrome brickwork are particularly important in this context. Cutting out old mortar with mechanical cutters should not be permitted because it makes the joints unacceptably wide, and may score the masonry above perpendicular joints.

15.4 Plaster and render: Existing plaster should not be stripped off merely to expose rubble or brick walls that were never intended to be seen. Refacing of stone, brick or terracotta façades with roughcast, cement render, stick-on stone, Tyrolean render, cement-based paints or other cosmetic treatment that is difficult or impossible to remove should be avoided. This is particularly so where architectural or decorative features would be partially obscured or covered over.

Traditional lime-based render is generally preferable to cement-rich render. Cement render forms a waterproof barrier that prevents any moisture trapped within the wall from evaporating and tends to drive damp both higher up and further in. This can lead to the breakdown of the wall surface which will, in time, fall away with the render. Cement render also gives distinctive hard sharp edges to quoins and wall openings. Traditional render based on lime has a softer appearance and allows natural evaporation.

Some historic renders like stucco and Roman cement were intended to have smooth surfaces and sharp edges in imitation of well cut ashlar stonework. These should not be replaced with other types of render. On late 18th and 19th century stuccoed elevations where there is mock joining, grooving, rustication or plaster architectural elements like cornices and architraves these should always be retained where possible or carefully copied, never skimmed off. Any new lining out should be matched carefully to the existing.

Decorative plaster details and plaster features such as pargeting or sgraffito work should not be destroyed. Such features are not always durable and it may be appropriate to reproduce them to complete a decorative scheme. Proper evidence is required for such a scheme of reproduction.

15.5 External painting: Painting – or repainting such as a change of colour – requires consent when it could affect the character of a protected building. Previously unpainted surfaces should not normally be painted over. (An exception to this rule can be made for the sheltercoating of decayed stonework with a lime-based mixture). In many cases the colour of the paint may be less important than the first application of an unsuitable covering which could be damaging to remove. Cement based or other waterproof and hard gloss paints should not be used on surfaces covered with traditional render. The correct finish for traditional renders and plasters is limewash (although much 19th century stucco has traditionally been coated in oil paint). When inappropriate paint has been applied, expert advice should be obtained on suitable methods of removal. Downpipes are usually best painted in unobtrusive colours, but lead downpipes should not normally be painted.

15.6 External cleaning: Cleaning a building usually requires consent. This is not only because cleaning can have a marked effect on the character of buildings, but also because cleaning processes can affect the historic fabric. The cleaning of a building within a homogeneous terrace would obviously affect the appearance of the terrace as a whole. All cleaning methods can cause damage if carelessly handled. Cleaning with water and bristle brushes is the simplest method, although water cleaning can lead to saturation of the walls and outbreaks of rot in timbers. Other methods including abrasive and chemical cleaning can damage wall surfaces and destroy detail. Applicants must show that such cleaning is both necessary and worthwhile to remove corrosive dirt or to bring a major improvement in appearance, and should ensure that cleaning is carried out by specialist firms and under close supervision. Areas not being cleaned should be protected.

15.7 Wrought and cast iron: The character of wrought iron fittings, railings, lamp-brackets etc is derived from the unique qualities of the material and from traditional smithing techniques. Since wrought iron is now difficult to obtain, old ironwork should be retained wherever possible. It is not possible to copy satisfactorily the character of wrought iron using mild steel. Old cast iron features, including railings, balconies, windows, fire-grates, door furniture and structural beams and columns can be visually and architecturally important. Such features may carry the name of the foundry and the date of casting, thereby adding to the historic interest of the building. Broken cast iron can be repaired and damage should not be regarded as an excuse for removal.

15.8 Parapets and other features: Parapets (solid or balustraded), pediments, parapeted or coped gables and saddlestones, eaves, cornices and moulded cappings are essential terminal features in the articulation of an elevation. If they have to be replaced, it should be in facsimile and in the same materials.

15.9 Porches: Porches are sometimes the dominant feature of an elevation; their dealing should always be respected. Open columned porches of the Classical type should not normally be enclosed (e.g. with glazed sides and doors to the front), but should be left open. In those instances where new porches are considered acceptable, their design should be undemonstrative and should not challenge the integrity of the façade.

15.10 Balconies and verandas: Balconies and verandas are very often formal components in the design of an elevation. They should be maintained and repaired; and if they have to be replaced, facsimiles should be erected using matching materials. As with porches they should not normally be enclosed with glazing.

15.11 Fire escapes: Fire escapes can be very damaging to the external appearance of a building. If an escape is essential it should be inconspicuously located and fixed in such a way to avoid rust or other staining of the wall surfaces. In many cases there may be alternative ways of ensuring adequate fire protection and means of escape that would require less physical alteration.

15.12 External plumbing: External plumbing should be kept to a minimum and should not disturb or break through any mouldings or decorative features. A change from cast iron or lead downpipes to materials such as plastic or extruded aluminium requires consent and should not normally be allowed.

15.13 Inscriptions and other features: Inscriptions, old lettering, old shop signs, inn sign boards, date plaques and stones, coats of arms, monograms, fire insurance plaques, commemorative or symbolic carvings and statues in niches are part of the history of a building. These features should be retained in situ wherever possible. If works require the temporary removal of an interesting feature, it should be put back in its former position. New signs and advertisements will require consent. They should be carefully designed and positioned with appropriate fixings that will not damage the building.

15.14 Carved details: Carved and other sculptural details such as moulded brickwork and terracotta are an important part of the design and character of buildings that carry them. Where such details are decaying, it is important to record them.

16 Roofs

The roof is nearly always a dominant feature of a building and the retention of its original structure, shape, pitch, cladding and ornament is important.

The cannibalising of other buildings for traditional materials should be discouraged. When a roof is stripped it is important that as much as possible of the original covering is re-used, preferably on the visible slopes, with matching new materials or other slopes.

16.1 Thatch: Thatched roofs should be preserved, and consent should not be given for their replacement by different roof coverings. Where medieval thatch survives with characteristic smoke blackening on the underside, it should be retained in situ and overlaid. When roofs are re-thatched, this should normally be done in a form of thatch traditional to the region, and local ways of detailing eaves, ridges and verges should be followed. Re-thatching roofs that have lost their thatch may require additional consideration in relation to the Building Bye-laws.

16.2 Slates and tiles: The pattern and coursing of different roofing materials are distinguishing features of different building types. This patterning

and coursing should be retained and, where necessary, restored with matching materials.

16.3 Lead and copper: Both lead and copper are traditional roof coverings and should not normally be replaced by modern substitute materials. Details such as lead rolls, hips and ridges are important visual elements. Any dates or inscriptions in the lead should be preserved.

16.4 Embellishments to roofs: Towers, turrets, spires, bellcotes and cupolas are not only part of the overall design or indeed sometimes its main feature, but frequently make an important contribution to the townscape or landscape. This is particularly so with public buildings and churches. Lesser decorative embellishments such as ridge and cresting tiles, iron cresting, finials, gargoyles and spouts, bargeboards, valences, cartouches and statues should also be preserved.

16.5 Dormers and rooflights: Early dormers should be retained and carefully repaired. If beyond repair they should be reconstructed with all details reproduced. Enlargement of existing dormers on principal elevations should normally be avoided.

Any decision as to whether new dormers or rooflights can be added to a roof must be approached carefully. Historic roof structures must not be damaged by their insertion. New dormers should not upset a symmetrical design of either an individual building or a terrace.

Where new dormers would be inappropriate to the type of building or proposed position, new rooflights preferably in flush fittings, may be acceptable, but not on prominent roof slopes.

16.6 Chimney stacks and pots: Chimney stacks are both formal and functional features of the roofscape and can be important indicators of the date of a building and of the internal planning. In many cases chimneys also perform a vital structural function, and they should normally be retained, even when no longer required. There may, however, be poorly built and positioned later additions that can be removed with advantage. Chimney pots can sometimes be valuable decorative features in their own right, but they are also functional features: plain Georgian and 19th century pots are often important as part of a traditional roofscape which will be damaged if they are removed.

17 External Doors

17.1 Doors and doorways: Original doorways and any surviving original doors should be retained. Their replacement or defacement is often entirely unnecessary. Domestic and public building door types vary widely and if they have to be replaced their design should be appropriate to the character of the building. Replacement doors should copy the original in the materials, the detail of the design, and the paint finish. Modern off-the-peg doors are not generally acceptable for use in protected buildings, nor are doors with incongruous design features such as integral fanlights. Unpainted hardwood or stained or varnished softwood doors are rarely suitable.

17.2 Redundant doorways: Doorways that become redundant should in general not be removed. This is particularly the case where a terrace of

houses is converted into flats or offices and some of the doors are no longer required: It is most important that they are retained for the sake of the overall design of the terrace.

17.3 Door detail: Doorcases, door furniture including hinges, knockers and letter-boxes, foot scrapers, fanlights, pediments, columns, pilasters, cornices, consoles and carved or stucco moulded details should not be removed or mutilated, but retained even if the doorway is redundant.

18 Windows

As a rule, windows in historic buildings should be repaired, or if beyond repair should be replaced 'like for like'. If consent is given for additional windows it is important that their design, scale and proportion should be sympathetic to the character of the building.

Within the broad window types such as sash or casement there is a wide variation of details according to date and function. Standardisation to one pattern - such as the many new 'Georgian' sashes which adopt early 19th century details – should be avoided. The thickness and moulding of glazing bars, the size and arrangement of panes and other details should be appropriate to the date of the building or to the date when the window aperture was made.

If a building has been re-windowed there may be a desire to return to the original glazing pattern. In general the existing windows should be retained, unless they are obviously inappropriate or in very poor condition. There may be some cases, particularly to uniform urban terraces, where a return to earlier glazing patterns following a specific local pattern is appropriate.

Leaded and other metal-framed casements in 19th century and particularly earlier buildings are an increasing rarity and should be repaired or re-leaded rather than replaced.

Eighteenth and 19th century fancy glazing bars in geometric Gothic or marginal patterns should be retained wherever possible or copied, whether they are original to the building or later additions.

Twentieth century mild steel windows were often a design feature of Modern Movement and Art Deco buildings. These should be repaired, or replaced like for like if beyond repair.

Paint is usually the correct finish for windows; staining is not a traditional finish and should not normally be used. However, early windows of oak were commonly limewashed or left unpainted and these should not now be painted but left to weather naturally.

18.1 Old glass: All old glass is of interest, whether it is stained, painted or etched glass or early plain glass such as crown glass. Great care should be taken to protect old glass during building works. If it is necessary to remove panes to repair the window frames or infrastructure they should be reset. Where external protection for glass is required, it should be reversible and as unobtrusive as possible.

18.2 Replacement Windows: The insertion of factory made standard windows of all kinds, whether in timber, aluminium, galvanised steel or plastic is almost always damaging to the character and appearance of historic buildings. In particular, for reasons of strength the thickness of frame members tends to be greater in plastic or aluminium windows than in traditional timber ones. Modern casements with top-opening or louvred lights or asymmetrically spaced lights are generally unsuitable as replacements for windows in historic buildings. Such alterations should not be allowed. Architects' drawings and specifications should make clear the manner in which new windows are intended to open.

It is usually impossible to install double-glazed units in existing frames or to replicate existing frames with new sealed units without making noticeable changes to the profiles of glazing bars, stiles, and rails. The new glass in such units may also significantly alter the appearance of the window. Such changes are rarely acceptable in protected buildings. Weather stripping and draughtproofing are visually more innocuous changes as well as thermally efficient and cost-effective. Secondary glazing in a removable inner frame is another acceptable option for some windows.

Old louvred and panelled external shutters are important features and often contribute to the design of an elevation. Blind-cases and canopies should also be preserved.

19 Shop Fronts

19.1 Shop fronts and display windows: Wherever shop fronts of merit survive they should be retained. Early 20th century shop fronts such as those with Art Nouveau or early Art Deco details can be as unusual as 18th or 19th century examples. Features of value such as blinds in blind boxes, shutters in shutter boxes against an upright and stall-risers are often concealed beneath later facings. Premises where works to shop fronts are proposed should always be inspected and the possible survival of old features checked.

There are many examples of first floor display windows, and infrequent examples of second floor ones. These date from the late 19th and early 20th century and give a characteristic appearance which should be preserved. Proposals to remove a modern shop front to restore an elevation to its previous designed appearance matching the rest of a terrace can usually be encouraged, but should be viewed with caution in cases where the shop front is of interest in itself.

19.2 Shop blinds and security grilles: Retractable apron blinds covered in canvas are often characteristic features of historic shop fronts and should be retained. Modern plastic canopies are not acceptable.

External steel roller shutters are not suitable for historic shop fronts. Traditional timber shutters give reasonable protection: laminated glass and internal chain-link screens are modern alternatives. Traditional stall-risers are an effective deterrent to 'ram-raiders', as are small shop windows between masonry piers.

19.3 New shop fronts: New shop fronts should be designed in sympathy with the rest of the elevation and incorporate any ground floor details of interest. Large inserted plate-glass shop fronts without any visual support for the upper part of the premises can have an unfortunate effect, and shop fronts should not extend into the storey above or alter the proportion of first floor windows. Modern materials such as plastics are to be avoided as facings. The fascia board should not be out of scale with the building as a whole and should usually be finished at the top with console brackets and a cornice or other capping. Not only is this the traditional treatment for shop fronts, but the cornice provides an architectural division between the modern shop front and the older upper floors.

Depending on the nature of a proposed commercial or office use, it is very often unnecessary to provide display windows and thus alter an intact ground floor. Existing openings should be retained wherever possible, and if alteration is necessary it should only be to the minimum extent required. Standard corporate shop fronts are seldom appropriate for historic buildings, nor are internally illuminated fascia boxes or signs. The prestige value of protected building premises and their distinctive detailing can be emphasised instead.

20 Interiors (SSIs only are controlled but this advice represents best practice generally)

20.1 Planform: The plan of a building is one of its most important characteristics. Interior plans and individual features of interest should be respected and left unaltered as far as possible. Internal spaces, staircases, panelling, window shutters, doors and doorcases, mouldings, decorated ceilings, stucco-work, and wall-decorations are part of the special interest of a building and may be its most valuable feature.

20.2 Walls: Internal walls in old buildings should always be investigated with care in advance of alterations in case ancient or interesting features are hidden in the plaster or behind the panelling or other covering. In many cases the partitions themselves are of historic interest. New partitions where permitted, should be kept to a minimum. They should not cut through mouldings or enriched plaster decoration, but be shaped around them to allow for reinstatement at a later date.

20.3 Plasterwork: All old plain plasterwork should be preserved where possible. Traditional lime and hair plaster has good insulation qualities and is better able to tolerate condensation than modern gypsum plaster. Care should always be taken with works to old plaster, especially when chasing-in electrical wiring, in case there is early decoration. All decorative features from a simple cornice or cove to elaborate wall and ceiling decoration should be preserved.

20.4 Chimneypieces and chimneybreasts: Good chimneypieces are part of the decorative history of a building and are often central to the design of a room. There is no excuse for their removal if this is simply because a chimney is redundant. In the rare cases where there is no alternative to the removal of a chimneypiece, it should be saved for use in another position and not be removed from the building. The removal of a later chimneypiece of interest

should not normally be allowed even if an earlier open hearth is known to survive behind it. The removal of a chimneybreast is almost never acceptable, not least because it may affect the structural stability of the building.

20.5 Staircases: The removal or alteration of any historic staircase is not normally acceptable. The stair is often the most considerable piece of design within a building and can be important dating evidence. In retail premises, the removal of the lowest flight of stairs – which will preclude access to and use of upper floors – should not be allowed.

20.6 Interior paintwork and decoration: A careful choice of both type and colour of paints or wallpapers can make a significant contribution to the appearance and integrity of a historic interior. Inappropriate schemes may conversely, be visually damaging. In some instances specialist advice should be sought on the original scheme of decoration which may survive beneath later layers. Although strict adherence to historical forms is not normally a requirement in buildings whose interiors are of a 'private' rather than a 'museum' character, the use of historically appropriate decoration can greatly enhance most protected buildings. Where important early schemes of interior decoration survive, cleaning and conservation rather than renewal may be appropriate. Over-painting, even of deteriorated or discoloured areas of plain colour, may damage or obscure the historical record.

20.7 Floor surfaces: Floor surfaces are too often disregarded when buildings are refurbished. It is not only marble floors that are important: all types of paving such as stone flags, and pitched cobbles, old brick floors, early concrete, lime ash, and plaster floors, should be respected. This also applies to old boarded floors, especially those with early wide oak or elm boards. All such features should normally be repaired and re-used. When new floorboards are needed, they should be of the same timber, width and thickness as those they are replacing. Great care should be taken when lifting old boards for the installation or repair of services, especially where the boards are tongued or doweled. The cutting of joists for new services should be kept to a minimum, and any early sound-deadening or fire-proofing between the joists should be preserved.

20.8 Floor strengthening: Proposals for floor strengthening often form part of refurbishment schemes, and may be dictated by the inflexible requirements of particular clients or funding bodies, demanding the same standards as those applied to new buildings. These are almost always at variance with the architectural and structural integrity of a historic building and should not normally be regarded as a sufficient justification for major alterations. The floors of most historic buildings can be made perfectly adequate for the actual loads they will carry.

Low-key techniques of stiffening existing floors, or limited strengthening, may often be possible, provided there is minimum disturbance to the overall structural equilibrium, thereby retaining as much existing fabric and structure as possible, as well as, where necessary, improving performance. Repairs should usually be carried out using traditional materials and methods, such as

scarfing on new timber. Where more modern techniques are put forward, applicants will need to show good reason why these are being proposed.

Often the pressure for floor strengthening and replacement arises from the presence of dry rot within the structural members. Dry rot eradication, can rapidly lead to the progressive stripping and dismantling of a building. In every case where remedial works are proposed, the minimum works necessary should be carried out after detailed discussion. The use of new techniques requiring the minimum removal of timber should be encouraged.

21 Minor Additions and New Services

21.1 Minor additions to protected buildings: There are some standard fixtures that require consent when they affect the character of a protected building. These include satellite dishes, meter boxes, burglar alarms, security and other floodlighting, video cameras, and central heating and other flues, both standard and balanced. Only undamaging and visually unobtrusive positions for such fixtures should be agreed.

21.2 Introduction of services to protected buildings: The poorly thought out introduction of services, such as mains electricity, telephone or gas, can be detrimental to the structure, appearance and character of a building. Long runs of surface wiring and any external gas piping should be avoided unless chasing-in would destroy historic fabric. The introduction of new services to historic interiors of SSIs must also be handled with care, and any false floors or ceilings for concealing services, computer trunking, fibre optics, central heating etc, should be reversible, and not entail alterations to other features such as doors or skirtings.

22 Roadside and other protected structures

The list of items which might come under this heading is quite wide and can cover anything from a milestone to a fortification. Where however there is a noted archaeological interest, this guidance must be considered in light of the archaeology as well as the structure or erection and it may be that additional advice specific to that area of expertise will be needed. (See also SPG on archaeology.)

Where structures exist which are not 'buildings' in the accepted sense of the word they can still be protected, and for the most part the principles within this guidance can be applied. A wall is still a wall whether it is part of a building, encloses a farm group or is part of a harbour or breakwater for example.

In most cases, the advice for any historic structure or erection (granite gateposts for example) is based on simple respect – do as little as possible to change the item and ensure that maintenance is carried out when required using the same or suitably sympathetic materials.

23 Keeping buildings in good repair

Regular maintenance and repair is the key to the preservation of historic buildings. Modest expenditure on repairs keeps a buildings weathertight, and routine maintenance (especially roof repairs and the regular clearance of gutters and downpipes) can prevent much more expensive work becoming

necessary at a later date. It is a common misunderstanding that historic buildings have a fixed lifespan, and that gradual decay of their fabric is inevitable. On the contrary, unless there are intrinsic defects of design or materials, the lifespan of a historic building may be indefinite provided that timely maintenance and occasional major repairs such as the renewal of roof coverings and other features are regularly undertaken. Major problems are very often the result of neglect and, if tackled earlier, can be prevented or reduced in scale. Regular inspection is invaluable.

There is no specific duty on owners to keep their buildings in a good state of repair (though it will normally be in their interests to do so), but the Minister has powers to take action where a historic building has deteriorated to the extent that its preservation may be at risk.

This Old House (subtitled 'How to look after your historic property) published by the Jersey Heritage Trust provides simple and helpful advice on repairs – what to look for, and how to deal with problems. The advice here deals with change, rather than maintenance, but both can be helpful to owners and users of old buildings generally, and to those in building trades and professions who do not have wide experience in dealing with the additional responsibilities attached to working with protected buildings and sites.

Appendix 1

Repair and alteration

To assist with the interpretation of that work which might be deemed to constitute a repair, the following guidelines are provided.

Interpretation

- To be a repair, the work must be minor
- To be a repair, the work must use the same materials as those existing. The same means exactly that including mortar mixes, etc.
- The introduction of any different material constitutes a change which is not a repair, and for which an application must be made.
- The removal of any element and its replacement is not a repair and thus needs an application.

For Sites of Special Interest, permission is required for work that would not normally require planning permission, where it affects the special interest of the site. In some cases, however, work will involve routine maintenance or repair where the special interest of the site or building remains unaffected. This will not necessarily require the benefit of express permission.

Procedure

Any person or body responsible for a building or structure Listed as a Site of Special Interest should ensure that there is agreement that proposed works are a repair, with Planning and Building Services, **prior** to the commencement of works. An exchange of correspondence will clarify and provide an appropriate record.

Where works are thought to be repair, a note of the location; form of the existing structure; and proposed repair technique, together with details of all materials, will allow a quick and simple assessment which will determine that either the work is agreed as repair, or that an SSI application is required. If the repair is needed urgently, this exchange can be made by email.

No work should be commenced until this process has been completed or an application determined where one is required. Undertaking the work without the appropriate agreement or permission has the potential to result in enforcement action and/ or prosecution where the special interest of the building or structure is harmed.

Appendix 2

Selected sources

Web sites

www.buildingconservation.com **The Building Conservation Directory** - a source of advice and advertisements covering a wide field. The list of useful contacts is very varied. The paper copy is published annually and the website updated regularly.

www.ihbc.org.uk **The Institute for Historic Building Conservation**, the professional body for those with a close involvement in the historic built environment. The list of competencies required for membership requires a broad spread of knowledge and experience in this field.

www.architecture.com **The Royal Institute of British Architects** who can advise on the selection of Architects with specific areas of experience or expertise.

www.rtpi.org.uk **The Royal Town Planning Institute** who can advise on the on the selection of town planning consultants with specific areas of experience or expertise.

www.rics.org **The Royal Institute of Chartered Surveyors** who can advise on the selection of Surveyors with specific areas of experience or expertise.

www.istructe.org.uk **The Institution of Structural Engineers** who can advise on the selection of Structural Engineers with specific areas of experience or expertise.

www.ciat.org.uk **The Chartered Institute of Architectural Technologists** whose members are not Architects but who have an accepted level of competence.

www.georgiangroup.org.uk **The Georgian Group** whose publications and expertise relate to properties of the Georgian period.

www.hfbg.org.uk **The Historic Farm Buildings Group** whose studies and expertise relate to farm groups.

www.spab.org.uk **The Society for the Protection of Ancient Buildings** whose publications and courses cover a wide spectrum.

www.c20society.org.uk **The 20th Century Society** whose expertise relates to the protection and preservation of the best of 20th century buildings.

www.victorian-society.org.uk **The Victorian Society** whose publications and expertise cover buildings of that era.

www.societe-jersiaise.org **The Societe Jersiaise** La Société Jersiaise was founded in 1873 to promote and encourage the study of the history, the archaeology, the natural history, the language and many other subjects of interest in the Island of Jersey.

www.ciosjersey.org.uk **The Channel Island Occupation Society** who specialise in work and research relating to structures surviving from the Nazi occupation of the islands.

Publications

This Old House: how to look after your historic property Jersey Heritage Trust

The Building Conservation Directory Cathedral Publications Ltd

Creative Re-use of Buildings (Vols I & II) (2000) Latham

Practical Building Conservation (Vols 1-5) various authors

Historic Farm Buildings (1989) Lake

Traditional Farm Buildings of Britain (1987) Brunskill

Victorian Style (1997) Miller & Miller

Victorian House Style (1994) Osband

Edwardian House Style (1994) Hockman

The Period House (1998) Russell, Chris & Chris

The Elements of Style (1991) Calloway ed.

Old Jersey Houses Volumes I & II (1965 & 1997) Stevens

Useful contacts

Planning and Building Services

Planning and Environment Department, South Hill, St Helier, Jersey, JE2 4US

t. 01534 445508 f. 01534 445528

e: planning@gov.je w: www.gov.je/PlanningBuilding/Pages/default.aspx

Jersey Heritage Trust

The Weighbridge, St Helier, Jersey, JE2 3NF

t. 01534 633300

e: info@jerseyheritage.org w: www.jerseyheritage.org