

The Review of the Protected Buildings List Survey Frequently Asked Questions

Q1. Why does the Environment Department want to survey my building?

If your building is currently listed, the Department needs to check it has enough interest to remain on the list.

If your building is not listed, the Department has carried out an initial assessment and has identified it as having potential for inclusion on the Protected Buildings List. A survey will therefore ensure the Department has as much information as possible in order to make a decision on whether or not the building will be added to the list.

Q2. Why is the Department asking you to make an appointment?

An appointment allows you to arrange a date and time that is convenient for you.

Please contact the Conservation and Design Team by telephone (01481 717008) between 9.00am and 5.00pm to arrange a time when a surveyor is available and which is convenient for you. You can also contact us by email: pbsurvey@gov.gg.

Q3. What happens if the appointment needs to be re-arranged?

Please contact the Conservation and Design Team as soon as possible on 01481 717008 between 9.00am and 5.00pm to arrange another convenient time.

The Department will contact you as soon as possible if it has to re-arrange the appointment. Therefore, it would be helpful if you could provide a contact phone number when making the appointment.

Q4. What does the survey involve?

The survey will involve a qualified professional, who is a member of the Department's staff, visiting both inside and outside of the building together with any outbuildings. The survey normally takes about 20 minutes, although this can vary depending on the size of your property.

The survey involves making a written and photographic record of the interior and exterior of each building as well as any outbuildings and features on the site to enable the Department to gather facts about their special interest.

Q5. Why does the Department need access to the inside of my building?

Information about the interior of the building is as important as information about the exterior in assessing its special character. The quality of the interior may influence the decision about whether or not a building is of a quality that would justify it being listed.

The Department is sensitive to issues of privacy and is very grateful for the agreement and co-operation of building owners in allowing access to the interior of their buildings.

Q6. What will happen to the information and photographs gathered by the surveyor?

The information will be used to help make an assessment about the level of special interest of the building and whether it should be listed. If it is decided to list a building the information will be used to write descriptions of the building's characteristics and special interest which will form part of the public record of any building which is on the protected buildings list.

Neither personal information, nor information about personal property not forming part of the buildings and features it is proposed to list will be included in the written description.

Photographs will be retained for reference by the Department but will not be made available to the public in any form without the prior written consent of the building's owner. They may however be requested by the Tribunal in the event of an appeal.

Q7. What happens after my building has been surveyed?

The building will be assessed against *The Criteria** and a decision will be made on whether or not the building should be removed from the list (if it is already a Protected Building), or added to the list. Where a building is added to the list there is a right of appeal.

Owing to the number of buildings which need to be surveyed, and the need to compare buildings across Guernsey, you may not hear from the Department for some time. However, once your building has been assessed, you will be informed of the results and advised of any rights of appeal.

**The Criteria for the Selection of Buildings for the Protected Buildings List* (referred to as *The Criteria*) is available to download from The States web site (www.gov.gg)

Q8. How can I keep in touch with progress on the Protected Buildings Review?

General advice and guidance on the Review of the Protected Buildings List can be obtained from The States web site (<http://www.gov.gg/article/2762/Protected-Buildings-Review>). Also, the *Community Guide to the Protected Buildings List*, can be downloaded from The States web site.

Where buildings are added to the list or where existing entries are changed these will also appear in the 'Gazette Officielle' section of the Guernsey Press.

Q9. Will the surveyor be able to answer questions on other planning matters during the survey?

The surveyor is present to record details about the property and will not be able to answer questions about current planning applications, pre-application discussions or more generally about changes you want to make to your building. You should seek advice in the first instance from the Planning Department on 01481 717200.

Q10. What happens if I do not reply to the Department's Request to Survey letter?

The Department will send a reminder letter. If there is no response to our reminder letter we will proceed to make an assessment based on any information we already have as well as information that can be obtained from a public space.

The Department is keen to stress that we need your help to make the survey possible and we are grateful for your co-operation in allowing us access to your property.