Historic Buildings Research Order Form

Research Package 2 - PRIDE Property Search

Jersey Heritage will provide a set of legal land contracts from the Public Registry detailing the previous owners of the property. Please note that records become less accurate over time and we may not be able to trace some properties prior to the 19th Century. As all property transactions until 2007 are written in French a written overview giving a list of owners of the property and dates of transactions will also be provided. Where possible contracts will be cross referenced with Census Records from 1841–1901 to show the number and professions of occupants of the property.

To complete a property search the Archive will need the client to provide the name of the current owner of the building and an approximate date of purchase.

To order a PRIDE Property Search please enter the following details:

Name of Site and Parish: ......................................................
Name of Current Owner: ......................................................
Approximate Date of Purchase: .............................................

I agree to pay Jersey Heritage the sum of £150 for the production of copies of contracts and census records and a written overview.

The data collected from you on this form will be processed in compliance with the Data Protection (Jersey) Law. The information will only be used for internal administration purposes and will not be disclosed to any other ‘third party’ unless required by statute or by obtaining your express approval.

RESEARCH PACKAGE 2
PRIDE Property Search

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Where possible contracts will be cross referenced with Census Records from 1841–1901 to show the number and professions of occupants of the property.

To complete a property search the Archive will need the client to provide the name of the current owner of the building and an approximate date of purchase.

Cost per site for three hours work, copies of contracts, census records and written overview - £150.

Detailed Research
If the client would like further information Jersey Heritage can undertake more detailed research using the following types of archive material which would give more information on former owners/uses of the building;
- Fire Insurance Registers
- Rates Books
- Almanacs
- Plans of the area
- Court Records
- Occupation Requisitioning Records.

Additional research will be charged at £50 per hour.

Reprographic regulations
A full version of the Archive’s Reprographic Policy is available on request.

- No copies will be made or allowed to be made unless a copyright declaration form has been completed and signed by the reader, we will accept faxed or e-mail signatures as long as the copy is in the person's own handwriting and not printed.
- No copies will be made where they would contravene current copyright legislation or the terms of deposit.
- Fees are charged for all copying.
- Copyright in any copies produced by the Jersey Archive, in most cases, belongs to the Jersey Heritage Trust.
- The decision of the Head of Archives concerning the making of any copies is final.
- Jersey has no copyright law of its own but in 1913 adopted the UK Copyright Act of 1911. This law is still current today.
- Copyright law lays down the subsistence, ownership and duration of copyright and protects intellectual property.
- It should never be assumed that the copyright residing in a document in the care of the Jersey Archive is vested in Jersey Heritage or in the depositor.
- However, as a rule, single copies of documents are permitted for research or private study.
- Any breach of copyright in later use of the copies falls on the person for whom they were made.

www.jerseyheritage.org
Historic Buildings Research

Jersey Heritage, through its staff at the Jersey Archive, is offering a historic buildings research package to members of the construction and archaeological professions.

Research will be conducted on your behalf by professionally trained staff at the Jersey Archive. We will undertake to complete any research projects within 2 weeks of receipt of your order.

What we offer

Jersey Heritage offers two levels of research package. Firms can choose to order either package independently or both packages.

Process

To order either research package please complete and sign the attached form. Please note that copies of documents are provided for research purposes only and cannot be published without permission from the Head of Archives and Collections.

RESEARCH PACKAGE 1

Maps/Aerial Photographs

Jersey Heritage will provide copies on CD of the following relevant maps and aerial photographs for the specified site.

Island Maps/Photographs

1795 – Richmond Map
1849 – Godfray Map
1867 – Richards Survey
1934/5 – Ordnance Survey Maps
1943-5 – RA F Aerial Photographs
1965 – Aerial Photographs
1974 – Aerial Photographs
1979 – Aerial Photographs
1992 – Aerial Photographs

Town Maps/Photographs

1800 – Map of St Helier
1834 – Le Gros Map of St Helier
1860 – Map of St Helier
1907 – Map of St Helier

Clients will need to provide details of the specific site on a current map and to sign a copyright declaration form indicating which maps/aerial photographs are required.

Cost per site for two hours work and production of CD - £100

Copyright Declaration Form

Please supply me with one copy of each of the following ticked documents for the site (enter site name and parish):

I declare that:

(i) I require the copy for purposes of research and ‘colourable publication’ only and will not use it for any other purpose;
(ii) I understand that under Article 241 (5) of the Draft Copyright Jersey Law ‘colourable publication’ is defined as ‘not intended to satisfy the reasonable requirements of the public’;
(iii) Under colourable publication I will not supply more than 10 copies of any report including these images to other individuals;
(iv) I have not previously been supplied a copy of the same material;
(v) To the best of my knowledge the work has not been published before the records were deposited with the Jersey Archive nor has the copyright owner prohibited copying.

I understand that if this declaration is false in any material particular the copy supplied to me by you will be an infringing copy and that I shall be liable for infringement of the copyright as if I had made the copy myself.

Please see the Jersey Heritage reprographic regulations overleaf.

I agree to pay Jersey Heritage the sum of £100 for the production of the copies ticked above on CD

Personal Signature: __________________________

Name: __________________________

Business Address: __________________________

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