



**J**amaica's architecture provides a wonderful cultural jigsaw of our past. The weathered churches, imposing courthouses, industrial structures such as factories and aqueducts, elegant great houses and small vernacular houses, beckon us to the past and bear testament to the diversity and skills of our forefathers. We need to protect this heritage for today's and on behalf of future generations, for its historic and architectural value, as well as its aesthetic appeal.

The Jamaica National Heritage Trust (JNHT) has the responsibility under law to ensure that the best of the country's legacy of historic buildings, archaeological sites and landscapes are preserved, maintained and protected. To effectively carry out this task we need the cooperation of everyone, especially the owners and occupiers of these sites.

### WHAT IS A NATIONAL MONUMENT?

The JNHT legally protects the nation's architectural, cultural and material heritage in two primary ways:

- ❖ Declaring a site a National Monument
- ❖ Designating a site Protected National Heritage

Under the JNHT Act, a site is declared a National Monument, if in the opinion of the Trust its preservation is a matter of public interest by reason of the historic, architectural, traditional, artistic, aesthetic, scientific or archaeological value.

Similar factors are taken into consideration when designating a site Protected National Heritage. Areas designated protected national heritage usually have group value particularly where buildings together make up an important architectural or historical unity or a fine example of planning e.g. Titchfield Hill in Portland.

### CRITERIA FOR INCLUSION ON JNHT LIST OF NATIONAL MONUMENTS

To have a site listed as a national monument or protected national heritage, it should:

- ❖ Identify with Jamaican History
- ❖ Prominently identify with great Jamaican personage;
- ❖ Prominently identify with an important moment in Jamaican history;
- ❖ Illustrate the culture of the prehistoric people associated with archaeological discoveries;
- ❖ Identify with an architectural style related to an early master builder/architect;
- ❖ Possess great antiquity;
- ❖ Be an example of important regional or local architectural style,
- ❖ Be of importance to the public's imagination;
- ❖ Possess great natural beauty;
- ❖ Be a place name associated with the above criteria

### STEP 1 THE PROCESS

A request to the JNHT to have a site declared a national monument or protected national heritage, must be accompanied by a letter stating the reasons for wanting the property listed. In addition you should include:

- a) Name and address of owner and occupier of site.
- b) Location of the site
- c) Volume and folio numbers of registered Certificate of Title/ or LNS and Folio numbers at the Island records Office in respect of the site

*If a Title for the property is unavailable, then references or boundaries are used to identify the exact location of the site to be protected.*

- d) Any information on the site.
- e) A photograph of the site or building

**STEP 2** Once the JNHT receives the above information the organization takes steps to:

- a) Verify the Volume and Folio numbers and location of the site at the Office of the Registrar of Titles, Survey Department, or Land Valuation Department.
- b) Obtain the relevant diagrams, plans or drawings in respect of the site
- c) Conduct research and prepare a report and recommendation for the approval of the JNHT's Board of Trustees
- d) Once approved, prepare and serve the Draft Declaration/Designation and Notice of Intention to Declare/Designate the site on the:
  - i. Owner/occupier of the site
  - ii. Local authority or Parish Council where the site is located

- e) Publish Draft Declaration/Designation in the Jamaica Gazette and a notice of intention to do same in a daily newspaper with islandwide circulation.
- f) Affix a copy of the Draft Declaration/Designation on a conspicuous part of the site.

### STEP 3

The JNHT does not arbitrarily declare a site without some input from the public. In this case the public has:

Twenty-eight (28) days for objections and representations to be made to the Trust from the date of publication in the newspaper; and date of service of Notice to the owner/occupier.

If no objections are made then:

- ❖ Declaration/Designation notices are served to owner/occupier, the Parish Council and other interested parties. They are also published in at least one daily newspaper and the Jamaica Gazette and affixed to a conspicuous part of the site.
- ❖ The Declaration is noted on the title.
- ❖ A mark indicating the site is a National Monument or Protected National Heritage is then placed on a conspicuous part of the site.
- ❖ Where possible, a public forum is held in the community where the site is located to advise persons that the site is being declared and the consequences of this act - examining the benefits, added responsibilities of the JNHT and the community and the laws governing future use of the site.

### PRESERVATION NOTICES

In cases where a historic site has not yet been declared or designated and is under threat of demolition, damage or removal, a Preservation Notice is served on the owner or occupier to legally protect it. This gives the organisation

time to conduct necessary research and make its recommendations. The notice has a maximum duration of six months and is issued by the Minister under whose jurisdiction the Jamaica National Heritage Trust falls.



**Jamaica  
National  
Heritage  
Trust**

## Jamaica National Heritage Trust

### Mission Statement

*To inspire a sense of national pride through the promotion, preservation and development of our material cultural heritage, utilising a highly motivated and qualified team in conjunction with all our partners.*

For further information on the  
**Jamaica National Heritage Trust**  
and its activities,  
contact us at:

Tel: 922-3990, 922-1287-8

Fax: 967-1703

Website: [www.jnht.com](http://www.jnht.com)

E-mail: [jnht@wtjam.net](mailto:jnht@wtjam.net)

**Procedure for  
DECLARING  
A NATIONAL  
MONUMENT  
OR  
DESIGNATING  
A PROTECTED  
NATIONAL HERITAGE**