

# **A HOUSEHOLDER'S GUIDE TO ARCHAEOLOGY AND PLANNING IN WALES**



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The text for this guide was prepared by Ken Murphy of Dyfed Archaeological Trust, with contributions from the staff of the other three archaeological trusts, Cadw and Brecon Beacons National Park Authority. The illustrations are from a selection of projects undertaken by the trusts in recent years.

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## **CONTENTS**

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| <b>WHO SHOULD READ THIS GUIDE?</b>                                     | <b>1</b>  |
| <b>HERE’S SOME KEY POINTS</b>                                          | <b>1</b>  |
| <b>WHAT IS ARCHAEOLOGY?</b>                                            | <b>3</b>  |
| <b>WHY IS ARCHAEOLOGY INCLUDED IN PLANNING?</b>                        | <b>3</b>  |
| <b>WHAT ARE ARCHAEOLOGICAL SITES, MONUMENTS AND BUILDINGS?</b>         | <b>5</b>  |
| <b>WHERE DO I FIND INFORMATION ON ARCHAEOLOGY?</b>                     | <b>8</b>  |
| <b>HOW DOES ARCHAEOLOGY FIT INTO THE PLANNING PROCESS?</b>             | <b>10</b> |
| <b>WHAT DO I NEED TO DO TO GET PLANNING PERMISSION?</b>                | <b>13</b> |
| <b>WHAT DO I DO AFTER PLANNING PERMISSION HAS BEEN GRANTED?</b>        | <b>18</b> |
| <b>WHAT TYPES OF ARCHAEOLOGICAL WORK ARE REQUIRED FOR PLANNING?</b>    | <b>23</b> |
| <b>HERE’S HOW TO FIND MORE INFORMATION ON LEGISLATION AND GUIDANCE</b> | <b>29</b> |
| <b>WHAT IS THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS?</b>             | <b>30</b> |
| <b>WHO DO I CONTACT TO GET MORE INFORMATION AND ADVICE?</b>            | <b>32</b> |
| <b>CONTACT DETAILS</b>                                                 | <b>34</b> |

## **WHO SHOULD READ THIS GUIDE?**

This guide is aimed principally at those who have little or no experience of the planning system, and in particular of archaeology and planning. You will find this guide useful if:

- You are considering applying for planning permission and think there may be an archaeological dimension to your application.
- You have submitted a planning application and your local planning authority has said you need to provide archaeological information before they can consider your application.
- You have obtained planning permission but your local planning authority has placed an archaeological condition on it and you want to know what you should do next.

## **HERE'S SOME KEY POINTS**

- Get early advice. The Welsh archaeological trusts and the Brecon Beacons National Park Authority are happy to provide advice on your planning application. The Welsh archaeological trusts provide advice to the planning authorities on the archaeological impact of a development proposal.
- Initial advice is provided free, but it is up to you, the planning applicant, to obtain and pay for archaeological information to support your application or to comply with a planning condition. This means you will need to employ a professionally qualified archaeologist.
- Archaeological remains are fragile and once destroyed they cannot be replaced. The planning system is designed to protect these remains for the benefit of future generations. If they cannot be protected then the planning system will ensure a record of them is made before they are damaged or destroyed.
- Some of the most amazing archaeological discoveries over the past decades have been because of work carried out through the planning process.



*Archaeology takes place all the year round and in all weather. Here you see an archaeologist carrying out a watching brief during the removal of topsoil.*

## **WHAT IS ARCHAEOLOGY?**

Archaeology is the study of human behaviour through the analysis of physical remains. Whether we are aware of these remains or not we live our lives surrounded by Wales's rich historic environment. The past is everywhere, gives us a sense of place and defines who we are as a nation. It includes not just buried archaeological sites but buildings and bridges, farms and fields, churches and chapels: the history of Wales written in earth, stone, brick and steel.

The physical remains of past human behaviour are non-renewable. Many are fragile and vulnerable. If destroyed they cannot be replaced.

## **WHY IS ARCHAEOLOGY INCLUDED IN PLANNING?**

The historic environment, which includes archaeology, is central to Wales's sense of identity and should be sustained for the benefit of present and future generations. It is, however, fragile and we have an obligation to manage it in a sustainable way to ensure what is significant is passed on.

The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to act in a manner that ensures that the needs of the present are met without compromising the ability of future generations to meet their own needs. The Act also describes a society that 'protects culture and heritage'.

Details of how and why this affects you can be found in Planning Policy Wales Chapter 6, and TAN24: The Historic Environment.

Some local planning authorities also have details of any Archaeologically Sensitive Areas as Supplementary Planning Guidance. These areas highlight where there is a higher potential for archaeological deposits to exist due to concentrations of known remains. Areas of Historic Settlements are also recorded.

Through sensitive planning, the historic environment can be managed, conserved and sustained and passed on for the benefit of future generations.

*Not all archaeology is on land. Here a  
record is being made of a foreshore  
shipwreck.*



# **WHAT ARE ARCHAEOLOGICAL SITES, MONUMENTS AND BUILDINGS?**

## **What is a scheduled monument?**

There are over four thousand sites in Wales that are considered to be of national importance and so are designated as scheduled monuments and are legally protected. The purpose of scheduling is to ensure the preservation of monuments. This means that there will be a presumption against proposed works that will damage a monument or its setting. Cof Cymru provides information on all scheduled monuments in Wales.

## **What are undesignated archaeological sites, monuments and buildings?**

There are over one-hundred and seventy-five thousand sites and monuments recorded in Wales which have no legal designation. Recorded sites range from eight-thousand year-old flint tools to twentieth-century coal mines. The regional Historic Environment Records (HERs) provide the primary source of information on these sites and provide the foundation for archaeological planning advice. HERs are updated constantly as new archaeological sites are discovered. Undesignated sites recorded on HERs can be of national importance, even though they are not designated as scheduled monuments. Summary information on all sites, monuments and buildings can be found on the Archwilio website.

## **Are there any other types of designated or registered sites?**

Yes there are. The five listed below are the ones most likely to have an archaeological dimension.

### **Listed Buildings**

Buildings are listed when they are considered to be of special architectural or historic interest. There are around thirty thousand listed buildings in

Wales. Buried archaeological remains may lie beneath listed buildings and analysis of their walls, timbers and other elements can provide information about historic development, construction techniques and use. Works to demolish, extend or alter a listed building in any way that will affect its character requires listed building consent. Cof Cymru provides information on all listed buildings in Wales.

### [Registered Historic Parks and Gardens](#)

There are over four hundred registered historic parks and gardens in Wales. Planting schemes may survive as may other elements, such as terraces, paths, drives and water features; these can be analysed, studied and managed using a range of archaeological techniques. Cof Cymru provides information on all registered historic parks and gardens in Wales.

### [World Heritage Sites](#)

World Heritage Sites are places of outstanding universal value. Proposed developments that may affect a World Heritage Site are a consideration when a planning application is determined. Cof Cymru provides information on World Heritage Sites in Wales.

### [Registered Historic Landscapes](#)

Fifty-eight landscapes of outstanding or special historic interest have been identified which are considered to be the best examples of different types of landscape in Wales. The register of these historic landscapes provides information to ensure that historic character is sustained when change is contemplated. Cof Cymru provides information on the registered historic landscapes. More detailed information is available on the four Welsh archaeological trusts' websites.

### [Historic Battlefields](#)

A priority list of forty-seven battles and sieges in Wales has been compiled. Information on principal sources and research reports can be found on the Royal Commission on the Ancient and Historical Monuments of Wales's website.



*Important archaeology can lie just below the surface. Here construction of a small extension to a house revealed the wall of a medieval tower lying adjacent to the wall of a Roman building.*

## WHERE DO I FIND INFORMATION ON ARCHAEOLOGY?

The four regional Historic Environment Records (HERs) for Wales are the primary source of information for archaeological sites. The records contain details of all known archaeological sites, monuments, historic buildings and historic landscapes. Information on all one-hundred and seventy-five thousand sites is available at <https://www.archwilio.org.uk/arch/>

The website Cof Cymru - <https://cadw.gov.wales/advice-support/cof-cymru> - has descriptions of all designated and registered historic assets in Wales, including listed buildings, scheduled monuments, world heritage sites, registered historic parks and gardens, registered historic landscapes and protected wrecks.

Information to inform the compilation of the Inventory of Historic Battlefields in Wales can be found on the Royal Commission on the Ancient and Historical Monuments of Wales's website <https://rcahmw.gov.uk/>

The four Welsh archaeological trusts have undertaken detailed studies of historic landscapes, called characterisation. Information on historic landscape characterisation is available on the trusts' websites (see contact details at the end of this guide).

Coflein - <https://www.coflein.gov.uk/en> - is the database for the National Monuments Record of Wales (NMRW) and contains details of many thousand archaeological sites, monuments, buildings and maritime sites together with an index to the drawings, manuscripts and photographs held in the NMRW archive.

Your local authority's website will also have information about their planning policies and the historic environment, including archaeology and conservation areas.

**It is important that you know that Coflein and Archwilio are not the full record and must only be used for personal research.** If you require HER or NMRW information for planning or development purposes you or your archaeological practitioner must contact the relevant organisation.



A small-scale archaeological evaluation on a vacant plot in a historic town.

# HOW DOES ARCHAEOLOGY FIT INTO THE PLANNING PROCESS?

## What are the key pieces of legislation and guidance?

The **Ancient Monuments and Archaeological Areas Act (1979)** provides the legal framework for the protection and management of archaeology. In Wales the 1979 Act has been amended by the **Historic Environment (Wales) Act (2016)**.

**Planning Policy Wales (PPW)** provides the overarching context planning in Wales and acknowledges the need for the planning system to protect, conserve and enhance the historic environment. **Technical Advice Note 24 (TAN 24: The Historic Environment)** provides further detailed national guidance on how the historic environment should be considered in the planning process.

All of these are available online. It is important to know that the impact of your development on the setting of a designated asset is a consideration that must be addressed.

## What is the role of the Welsh archaeological trusts in the planning process?

The four Welsh archaeological trusts provide archaeological advice to Welsh local planning authorities. They recommend the type of archaeological work that should be carried out as part of the planning process and monitor the work to ensure it complies with professional and planning standards. The Brecon Beacons National Park Authority (BBNPA) undertakes this work in-house for planning within the Park.

Each archaeological trust consists of two divisions. Advisory divisions provide information and advice to organisations and individuals, including local planning authorities, and maintain the regional Historic Environment Record. Practitioner divisions undertake commercial archaeological projects, some of which may have resulted from the planning process.

To ensure there is no conflict of interest between the two divisions, the trusts abide by a national *Code of Practice for Provision of Archaeological Advice*. The Code is available on the trusts' websites.

### **Where do I get archaeological planning advice?**

The four Welsh archaeological trusts provide archaeological advice to local planning authorities across the whole of Wales except for the Brecon Beacons National Park where in-house advice is provided by the Park Authority. Contact details are provided at the end of this guide.

If you are considering submitting a planning application and think it may have an archaeological dimension then the archaeological trusts or the Brecon Beacons National Park Authority can provide free initial advice on the best course of action to take. By getting advice at an early stage you may avoid later delays and unexpected expense.

### **Who determines my planning application?**

The Welsh archaeological trusts provide archaeological advice but it is local planning authorities who determine planning applications. In the Brecon Beacons National Park the Park Authority provides advice and determines applications.

### **What is meant by the preservation of archaeological remains?**

Planning legislation and guidance states that where planning applications may affect nationally important archaeological remains (scheduled and non-scheduled) there will be a presumption in favour of preserving them. Preservation is also the preferred option for remains of regional and local importance, where possible. Methods of preservation include:

- Avoiding construction in the area of archaeological remains
- Relocating drains and other services
- Raising ground levels
- Designing foundations so that no damage occurs to archaeological remains

*Producing detailed records of discoveries is a essential part of archaeology. Here you see an archaeologist drawing a plan of archaeological remains.*



## **WHAT DO I NEED TO DO TO GET PLANNING PERMISSION?**

By obtaining early advice you will be warned of potential archaeological issues associated with your planning application. In some instances the local planning authority will require you to provide additional archaeological information before it can consider your planning application (this is called pre-determination) . This information could consist of one or a combination of: an archaeological desk-based assessment, a heritage impact assessment, a setting assessment, a geophysical survey, an earthwork survey, a building survey, a field evaluation. A description of each of these archaeological works is provided later in this guide. You will need to employ a professional archaeological practitioner to provide this additional information.

Prior to undertaking any archaeological work your professional archaeological practitioner should provide a written scheme of investigation detailing the archaeological work that will be carried out and this should be sent to your local planning authority. Your local planning authority should approve the written scheme of investigation in advance of starting the work. The written scheme of investigation must conform to the appropriate Standards issued by the Chartered Institute for Archaeologists and other relevant guidance documents.

Your archaeological practitioner will produce a report or reports on the works carried out. These reports, the results of assessments, surveys and evaluations, will form part of your planning application and will show that the archaeology associated with your application is fully understood. Your planning application may show how you have altered your development plans to avoid damage to archaeological remains or demonstrate what measures you will take to mitigate damage to archaeological remains during construction. Remember that preservation of archaeological remains is always the preferred option.

## **Do I have to pay for archaeological work?**

Yes. You, the applicant, are responsible for obtaining this additional information by commissioning a professional archaeological practitioner to work on your behalf. Your archaeological practitioner will produce a report or reports on the work carried out. You will need to present these with your planning application.

## **How do I find an archaeological practitioner?**

When you commission an archaeological practitioner to work on your behalf you should satisfy yourself that the practitioner has the ability to undertake the archaeological work. Your archaeological practitioner must adhere to the Chartered Institute for Archaeologists (CIfA) Code of Conduct and to relevant CIfA Standards and guidance. CIfA accredits individual archaeologists and organisations for their professional competence. You should bear in mind that, if things go wrong, CIfA cannot take action against an archaeological practitioner that isn't professionally accredited by them.

A list of Chartered Institute for Archaeologists Registered Organisations can be found at <https://www.archaeologists.net/regulation/organisations>

## **Will I need Scheduled Monument consent as well as planning consent?**

If your proposed development will affect a scheduled monument you must obtain scheduled monument consent in addition to planning consent. Cadw administers scheduled monuments and issues scheduled monument consent. It is strongly recommended that you obtain early advice from Cadw if you consider your proposed development may affect a scheduled monument or its setting.

Scheduled monuments are of national importance and it only will be in exceptional circumstances that consent is granted to a planning application that will directly affect a scheduled monument. If your proposed development is visible from a scheduled monument you may be required to produce an assessment of the impact your proposal will have on the setting of the monument.

## **Will I need Listed Building consent as well as planning consent?**

If your proposed development will affect a listed building you must obtain listed building consent in addition to planning consent. Local planning authorities issue listed building consent. It is advised that you obtain early advice from the conservation officer at your local planning authority if you consider your proposed development may affect a listed building. You will be required to produce a heritage impact assessment in order to obtain listed building consent.

## **Will I need Registered Historic Park and Garden consent as well as planning consent?**

There is no separate consent process for registered historic parks and gardens but if you consider your proposed development will have an impact on a registered historic park and garden or its setting you should obtain early advice from your local authority to ensure the implications of your proposal are fully understood. The effect your proposed development may have on a registered historic park and garden will be considered during the determination of your planning application. In order to do this your local planning authority may require you to produce a heritage impact assessment.

## **Will I need World Heritage Site consent as well as planning consent?**

There is no separate consent process for World Heritage Sites but if you consider your proposed development will have an impact on a World Heritage Site or its setting you should obtain early advice from your local planning authority to ensure the implications of your proposal are fully understood. The effect your proposed development may have on a World Heritage Site will be considered during the determination of your planning application. In order to do this your local planning authority may require you to produce a heritage impact assessment.

## **Will I need Registered Historic Landscape consent as well as planning consent?**

There is no separate consent process for registered historic landscapes. The effect a proposed development may have on a registered historic

landscape will be a consideration only if the proposed development will have more than a local impact, such as power stations, roads and other infrastructure. For small developments there will be no requirement to produce a heritage impact assessment.

### **Will I need Historic Battlefield consent as well as planning consent?**

There is no separate consent process for historic battlefields but if you consider your proposed development will have an impact on a historic battlefield or its setting you should obtain early advice from your local authority to ensure the implications of your proposal are fully understood. The effect your proposed development may have on a historic battlefield will be considered during the determination of your planning application. In order to do this your local planning authority may require you to produce a heritage impact assessment.

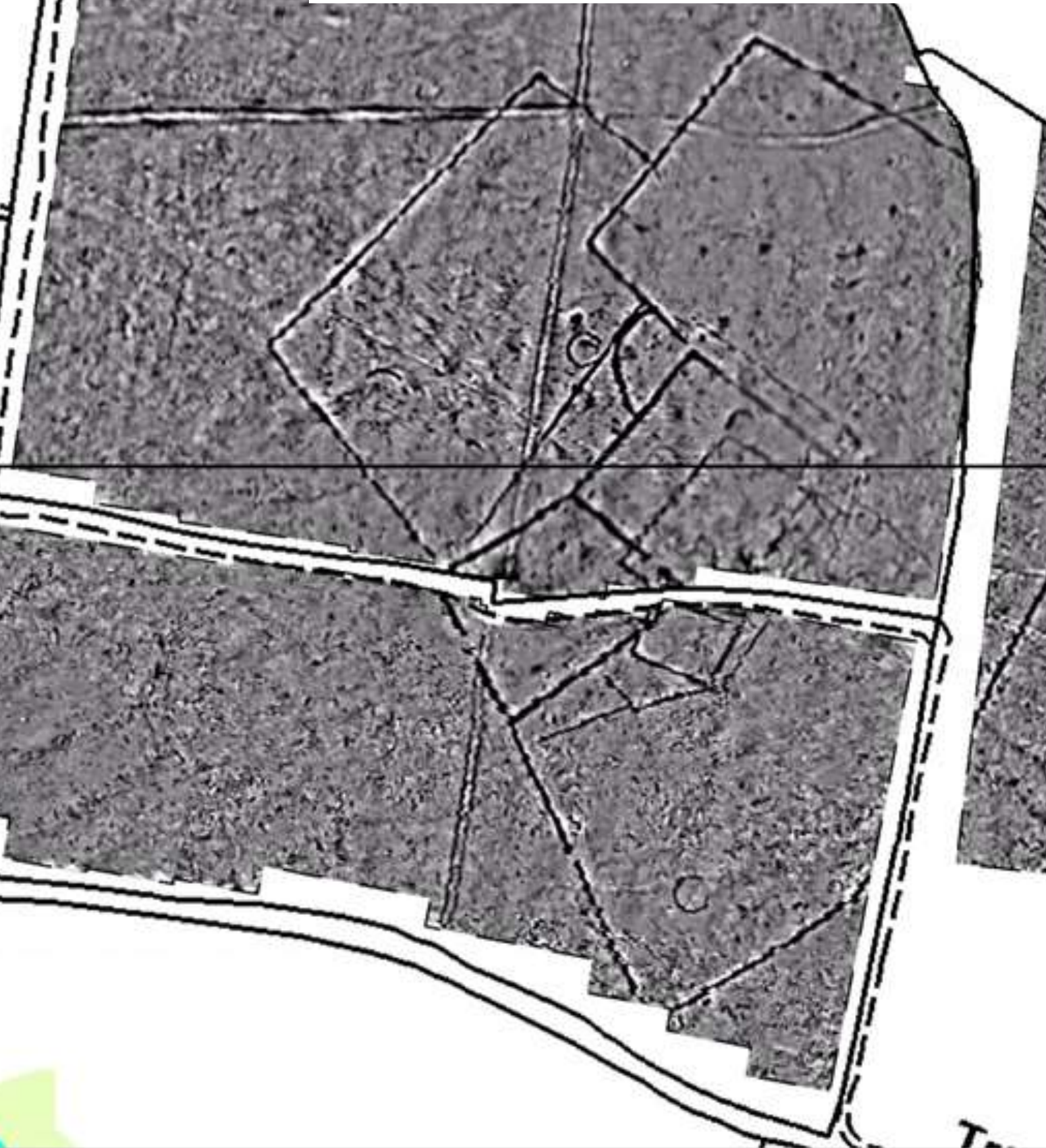
### **What happens if archaeological remains are discovered?**

A geophysical survey or field evaluation may reveal archaeological remains. If this happens then you should consider modifying your development plans to avoid damaging or destroying the remains before applying for planning permission. Remember that the preservation of archaeological remains is always the preferred option. It is possible that your local planning authority will refuse to grant you planning consent on archaeological grounds, but if the remains are not of national importance it is likely to grant planning permission with an archaeological condition attached. You should be aware that complying with some conditions can be expensive and time-consuming.

### **What happens if nationally important archaeological remains are discovered?**

A geophysical survey or field evaluation may reveal archaeological remains of national importance. If so there will be a presumption in favour of their preservation and the local planning authority is unlikely to grant planning permission. Cadw may designate the remains a scheduled monument. The discovery of nationally important archaeological remains during geophysical surveys and evaluations is an extremely rare occurrence.

*This large geophysical survey has detected the buried remains of a prehistoric settlement consisting of rectangular enclosures. The circles mark the locations of round houses. On the surface this is just a flat, featureless field. The survey measures about 250m across.*



# **WHAT DO I DO AFTER PLANNING PERMISSION HAS BEEN GRANTED?**

## **What is a planning condition?**

Most planning applications have no archaeological implications. In some cases the local planning authority may decide that the information from the assessments, surveys and evaluations presented with the planning application indicates that no further archaeological work is required. If the local planning authority decides that further archaeological recording work is required then they will place a condition on the planning consent. They may also state that further pre-determination work is needed.

In some instances the local planning authority will place a condition on a planning consent without the need for prior assessments, surveys or evaluations as the archaeology is sufficiently well understood. In these circumstances the condition normally would be for a watching brief.

Although it is the local planning authorities who are the decision makers they act on advice provided by the Welsh archaeological trusts, except in the Brecon Beacons National Park where the Park Authority provides in-house advice. The trusts and the Park Authority stipulate the type of archaeological recording work required to comply with a planning condition. You should contact the relevant archaeological trust or the Park Authority if you are in the Brecon Beacons National Park for information of the type of archaeological recording work you must do to comply with a planning condition.

## **Do I have to pay for archaeological recording work to comply with an archaeological planning condition?**

Yes. It is the responsibility of you, the applicant or developer, to obtain the services of a professional archaeological practitioner to ensure compliance of the condition.

## **How do I find an archaeological practitioner?**

When you commission an archaeological practitioner to work on your behalf you should satisfy yourself that the practitioner has the ability to undertake the archaeological work. Your archaeological practitioner must

adhere to the Chartered Institute for Archaeologists (CIfA) Code of Conduct and to relevant CIfA Standards and guidance. CIfA accredits individual archaeologists and organisations for their professional competence. You should bear in mind that, if things go wrong, CIfA cannot take action against an archaeological practitioner that isn't professionally accredited by them.

A list of Chartered Institute for Archaeologists Registered Organisations can be found at <https://www.archaeologists.net/regulation/organisations>

### **How do I comply with an archaeological planning condition?**

Your professional archaeological practitioner should provide a written scheme of investigation detailing the archaeological recording works required to comply with the planning condition. You must get your written scheme of investigation approved by your local planning authority before construction begins. The written scheme of investigation must conform to the appropriate Standards issued by the Chartered Institute for Archaeologists and other relevant guidance documents.

Note that the written scheme of investigation is the first stage of compliance with a planning condition. The planning condition will not be discharged until the archaeological recording works have been completed and a report on the works produced and sent to your local planning authority and an archive created of information collected during the works.

### **What is meant by the recording of archaeological remains?**

Preservation of archaeological remains is always the preferred option, even for those of local and regional importance. Where preservation is not possible the written scheme of investigation must detail how the archaeological remains will be recorded and reported on. Recording methodologies include:

- Archaeological excavation
- Archaeological watching brief
- Building survey

## **What happens if unexpected archaeological remains are discovered during construction?**

You, the applicant or developer, should have a contingency to deal with unexpected discoveries. If this happens appropriate measures will have to be agreed between you and the local planning authority. If the remains are of national importance construction work which may affect the remains should stop. Cadw has the power to schedule the remains – this happens very rarely.

## **What happens if human remains are discovered?**

If it was anticipated that human remains would be found then you or your archaeological practitioner already must have obtained a burial licence from the Ministry of Justice. If unexpected human remains are found during construction then no further construction work in the area of the burials should be undertaken until you or your archaeological practitioner have obtained a burial licence; this can be done very quickly. However, dealing with human remains is time-consuming and costly and revising your plans to protect the remains may be a preferable option.

## **Do I also have to pay for a report on the archaeological works?**

Yes. The archaeological recording work is only finished when a report has been produced and an archive deposited. The written scheme of investigation will describe the form of reporting. For most archaeological recording work an unpublished report (sometimes referred to as a 'grey literature' report) is sufficient, but for important discoveries a report for publication will be produced.

## **What happens to artefacts discovered during archaeological work and to all the records created?**

It is important that significant artefacts discovered during archaeological works and records produced are made available for future researchers.

Artefacts discovered during archaeological works are the property of the landowner unless they constitute treasure as defined by the Treasure Act 1996 and subsequent amendments. It is unusual to discover 'treasure' during archaeological works. Most artefacts have no or little monetary

value but some may be of considerable archaeological interest. Not all artefacts are worthy of being retained, but those that are should form part of an archive and be deposited in an appropriate museum. If you as the landowner are willing for artefacts to be deposited with a museum you will have to sign a museum transfer of ownership form – your archaeological practitioner will arrange this.

Your archaeological practitioner will collate the artefacts, written records, photographs and drawings produced during the archaeological work into an archive and deposit it either with a museum or with the National Monuments Record in Aberystwyth.

The archive produced by your archaeological practitioner should conform to The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 and the relevant Chartered Institute for Archaeologists Standard.

### **How do I get a planning condition discharged?**

Your archaeological practitioner will produce a report on the archaeological recording work. Once received you should forward the report to your local planning authority with your application to discharge the condition. The authority will discharge the planning condition if they consider the report complies with the approved written scheme of investigation.

### **What happens to the report on the archaeological recording works?**

Following discharge of the planning condition you or your archaeological practitioner should send a copy of the report to the relevant Welsh archaeological trust so that it can be lodged with the regional Historic Environment Record where it will be publically available for future reference. Your archaeological practitioner should ensure that the report conforms to Welsh archaeological trusts' Guidance for the submission of data to the Welsh HERs, including a bilingual summary.



This archaeological evaluation in a garden revealed the footings of a Roman building.

## **WHAT TYPES OF ARCHAEOLOGICAL WORK ARE REQUIRED FOR PLANNING?**

### **Archaeological desk-based assessment (also called a desk-based historic environment assessment)**

In order to understand the archaeological potential of a site you may be asked to produce a report on an archaeological desk-based assessment in advance of submitting a planning application.

A desk-based assessment should identify the known and potential archaeological resource within a specified search area using existing written, graphic, photographic and other sources. A field visit is an essential element of a desk-based assessment. The visual impact of the proposed development on the setting of archaeological sites within the specified search area will normally form part of the assessment.

You, or your archaeological practitioner on your behalf, should agree the geographic area for the desk-based assessment and a written scheme of investigation with the archaeological advisors to the local planning authority prior to the commencement of the assessment.

In some instances your local planning authority may ask you to produce a report on an archaeological/historic environment appraisal rather than a desk-based assessment. This is a cut-down version of a desk-based assessment with the single objective of determining whether your application has an archaeological dimension.

The local planning authority may request that you undertake further archaeological work following submission of a desk-based assessment or appraisal, such as a geophysical survey or a field evaluation, before they can determine your planning application.

### **Assessment of the impact of development on the setting of a scheduled monument**

Where an archaeological desk-based assessment is not required but your proposed development will affect the setting of a scheduled monument

Cadw may ask you to provide a report on an assessment of the impact of the development on the setting of the scheduled monument.

You, or your archaeological practitioner on your behalf, should get the scope of the work agreed by Cadw prior to starting the assessment.

### **Heritage Impact Assessment**

A heritage impact assessment is a process to make sure that you take the significance of your historic asset into account when you are developing and designing proposals for change. You must carry out a heritage impact assessment for applications for listed building consent or conservation area consent. You may be required to submit a heritage impact statement with an application for scheduled monument consent. You can also use heritage impact assessment to help you find the best way to accommodate change in registered historic parks and gardens and World Heritage Sites.

### **Earthwork survey (sometimes called a topographic survey)**

Some archaeological remains survive as humps, bumps, depressions and hollows. You may be asked by your local planning authority to produce a report containing detailed plans and profiles of these remains, either as part of your planning application or as a planning condition.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for an earthwork survey approved by your local planning authority prior to the commencement of the survey.

An earthwork survey may form just one element of a package of archaeological works. Other elements may include field evaluation and excavation.

### **Geophysical survey**

A geophysical survey detects and maps below ground archaeological remains. A variety of techniques can be employed including magnetometry, resistivity and ground penetrating radar, of which magnetometry is most commonly used as large areas can be rapidly covered and it returns consistently reliable results.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for a geophysical survey approved by your local planning authority prior to the commencement of the survey. Following completion of the fieldwork, your archaeological practitioner should produce a report on the survey.

A geophysical survey may form just one element of a package of archaeological works. Other elements may include field evaluation and excavation.

### **Fieldwalking survey**

Archaeological artefacts can be brought to the ground surface by the action of ploughing. A fieldwalking survey involves walking systematically across a ploughed field locating, plotting and retrieving these artefacts. Your local planning authority may ask you to undertake a fieldwalking survey as part of your planning application or as a planning condition.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for a fieldwalking survey approved by your local planning authority prior to the commencement of the survey. Following completion of the fieldwork, your archaeological practitioner should produce a report on the survey. An archive of all the information collected during the project should be created and deposited with a museum or with the National Monuments Record in Aberystwyth.

A walkover survey may form just one element of a package of archaeological works. Other elements may include geophysical survey, field evaluation and excavation.

### **Field evaluation**

A field evaluation may follow on from a desk-based assessment and a geophysical survey, or it may be a stand-alone piece of work.

An evaluation (sometimes called trial trenching) consists of a series of excavation trenches positioned to retrieve the maximum amount of archaeological information and to ensure that the archaeological remains are understood. A mechanical excavator is normally used to remove topsoil with more detailed work done by hand. On some sites it will be necessary

to do all excavation by hand. Following completion of the fieldwork, your archaeological practitioner should produce a project report that includes specialists' analyses of artefacts, environmental deposits and other remains. An archive of all the information collected during the project should be created and deposited with a museum or with the National Monuments Record in Aberystwyth.

A field evaluation is required to provide information to support a planning application. It is not an end in itself. A planning condition attached to planning permission may require further archaeological recording during construction, such as a watching brief or complete excavation of the archaeological remains revealed during the evaluation.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for a field evaluation approved by your local planning authority prior to the commencement of the evaluation.

## **Building survey**

Where your proposal involves the alteration or demolition of a building there may be a need to record the building prior to the commencement of works or whilst alterations take place. There are four levels of building survey. The most basic, level, 1, is essentially a visual record consisting of photographs supplemented, if appropriate, by drawings and written descriptions. Level 4, the most comprehensive record, is appropriate for buildings of special importance undergoing substantial alteration.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for a building survey approved by your local planning authority prior to the commencement of the survey.

Following completion of the fieldwork, your archaeological practitioner should produce a report on the survey. An archive of all the information collected during the project should be created and deposited with a museum or with the National Monuments Record in Aberystwyth, as well as the Regional HER if it is as a result of a planning or listed building application.

## **Archaeological watching brief**

An archaeological watching brief should be undertaken during building work with the purpose of observing, excavating and recording archaeological remains. A watching brief is normally maintained during the removal of topsoil, the digging of foundations and the excavation of service trenches. You should consider contingency measures to meet unforeseen circumstances, and these should be written into the written scheme of investigation. You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for a watching brief approved by your local planning authority prior to the commencement of construction. Following completion of the fieldwork, your archaeological practitioner should produce a report on the watching brief, to be submitted to the regional HER. An archive of all the information collected during the project should be created and deposited with a museum or with the National Monuments Record in Aberystwyth.

## **Archaeological excavation**

Where it is not possible to preserve archaeological remains your local planning authority may require you to undertake full archaeological excavation. This entails the careful excavation and recording of archaeological deposits within a specified area carried out with defined research objectives. It is normally carried out in advance of construction. Following completion of the fieldwork, your archaeological practitioner should produce a project report that includes specialists' analyses of artefacts, environmental deposits and other remains, to be submitted to the regional HER. An archive of all the information collected during the project should be created and deposited with a museum or with the National Monuments Record in Aberystwyth. The production of an archive, reports by specialists and the completion of a final report may take some time. It is important that you allocate resources for this work at an early stage.

You, or your archaeological practitioner on your behalf, must get your written scheme of investigation for an excavation approved by your local planning authority prior to the commencement of the work.



*Not all archaeology is ancient. Here a record is being made of nineteenth-century glasshouses and other garden features revealed during construction of a new building.*

## HERE'S HOW TO FIND MORE INFORMATION ON LEGISLATION AND GUIDANCE

### What is the key legislation?

The **Ancient Monuments and Archaeological Areas Act (1979)** provides the legal framework for the protection and management of archaeology. In Wales the 1979 Act has been amended by the **Historic Environment (Wales) Act (2016)** available at: <https://www.legislation.gov.uk/anaw/2016/4/contents>

**Planning Policy Wales (PPW)** provides the overarching context planning in Wales and acknowledges the need for the planning system to protect, conserve and enhance the historic environment. **Technical Advice Note 24 (TAN 24)** provides further detailed national guidance on how the historic environment should be considered in the planning process. This document is available at <https://gov.wales/technical-advice-note-tan-24-historic-environment>

### What other guidance is available?

Cadw have published a series of guidance and best-practice documents complementing the historic environment and planning legislation. They are available on Cadw's website <https://cadw.gov.wales/advice-support/placemaking/legislation-and-guidance/policy-advice-and-guidance> and include:

- Conservation Principles for the Sustainable Management of the Historic Environment in Wales
- Understanding Scheduling in Wales
- Setting of Historic Assets in Wales
- Understanding Listing in Wales
- Managing Change to Registered Historic Parks and Gardens in Wales
- Managing Conservation Areas in Wales
- Heritage Impact Assessment in Wales
- Managing Change in World Heritage Sites in Wales

Most local planning authorities have produced an *Archaeology: Supplementary Planning Guidance* document. These documents have been prepared to assist decision-making on planning applications. They are available on local planning authority websites.

The National Panel for Archaeological Archives in Wales has produced The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 available at <http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>

The four Welsh archaeological trusts have produced guidance for archaeological practitioners who submit reports and other data for incorporation in the Historic Environment Records. This guidance is available on the individual websites of the Welsh archaeological trusts.

Guidance on understanding historic buildings and on the four levels of building survey is available at: <https://historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings/>

## **WHAT IS THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS?**

The Chartered Institute for Archaeologists (CIfA) is a professional organisation for archaeologists working in the United Kingdom and overseas. It publishes a Code of Conduct and a suite of standards that are binding on all members and Registered Organisations to ensure that CIfA members work to high ethical and professional standards. Where there are concerns that work undertaken by CIfA members has not met these ethical and professional standards, CIfA can investigate and, where necessary, instigate professional conduct proceedings. Information on CIfA's regulations, Standards and guidance is available at: <https://www.archaeologists.net/codes/cifa>

Different photo required



## **WHO DO I CONTACT TO GET MORE INFORMATION AND ADVICE?**

You should contact the relevant Welsh Archaeological Trusts or the **Brecon Beacons National Park Authority** to obtain archaeological advice on your planning application:

### **Clwyd-Powys Archaeological Trust provides advice to:**

1. Conwy County Borough Council (east side)
2. Denbighshire County Council
3. Flintshire County Council
4. Powys County Council (excluding BBNPA)
5. Wrexham County Borough Council

### **Dyfed Archaeological Trust provides advice to:**

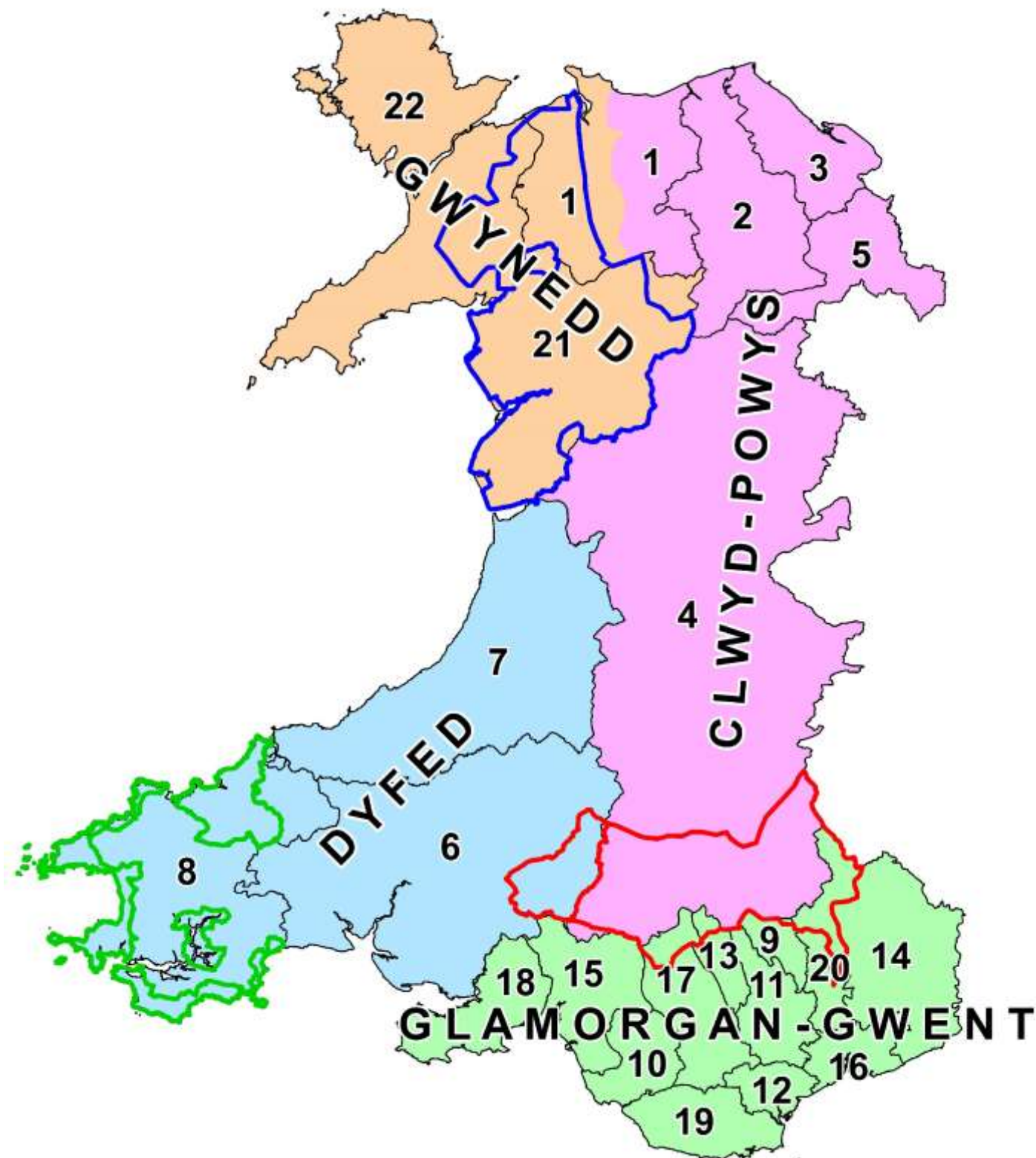
6. Carmarthenshire County Council (excluding BBNPA)
  7. Ceredigion County Council
  8. Pembrokeshire County Council
- Pembrokeshire Coast National Park Authority

### **Glamorgan-Gwent Archaeological Trust provides advice to:**

9. Blaenau Gwent County Borough Council (excluding BBNPA)
  10. Bridgend County Borough Council
  11. Caerphilly County Borough Council (excluding BBNPA)
  12. Cardiff Council
  13. Merthyr Tydfil County Borough Council (excluding BBNPA)
  14. Monmouthshire County Council (excluding BBNPA)
  15. Neath Port Talbot County Borough Council (excluding BBNPA)
  16. Newport City Council
  17. Rhondda Cynon Taf County Borough Council (excluding BBNPA)
  18. City and County of Swansea
  19. The Vale of Glamorgan County Borough Council
  20. Torfaen County Borough Council (excluding BBNPA)
- Unitary Authorities 9,11,13,14,15,17,and 20 include a small area of the BBNPA.

### **Gwynedd Archaeological Trust provides advice to:**

1. Conwy County Borough Council (west side)
  21. Gwynedd Council
  22. Isle of Anglesey County Council
- Snowdonia National Park Authority



*Map of the four Welsh archaeological trust regions showing local authority areas (numbered) and the three national parks ( Brecon Beacon National Park outlined in red; Pembrokeshire Coast National Park outlined in green; Snowdonia National Park outlined in blue).*

## **CONTACT DETAILS**

### **Clwyd-Powys Archaeological Trust**

The Offices

Coed y Dinas

Welshpool

Powys

SY21 8RP

For planning enquires contact: [mark.walters@cpat.org.uk](mailto:mark.walters@cpat.org.uk) and [sophie.watson@cpat.org.uk](mailto:sophie.watson@cpat.org.uk) Phone: 01938 553670/552035 Mobile: 07736 163148/07496 984393

### **Dyfed Archaeological Trust**

Corner House

6 Carmarthen Street

Llandeilo

Carmarthenshire

SA19 6AE

For planning enquires contact: [m.ings@dyfedarchaeology.org.uk](mailto:m.ings@dyfedarchaeology.org.uk) 01558 825987 and [z.bevansrice@dyfedarchaeology.org.uk](mailto:z.bevansrice@dyfedarchaeology.org.uk) 01558 825983

### **Glamorgan-Gwent Archaeological Trust**

Heathfield House

Heathfield

Swansea

SA1 6EL

For planning enquires contact: [planning@ggat.org.uk](mailto:planning@ggat.org.uk) 01792 634221 or 01792 634222

### **Gwynedd Archaeological Trust**

Craig Beuno

Garth Road

Bangor

Gwynedd

LL57 2RT

For planning enquiries contact: the Gwynedd Archaeological Planning Service section: [jenny.emmett@heneb.co.uk](mailto:jenny.emmett@heneb.co.uk) and [tom.fildes@heneb.co.uk](mailto:tom.fildes@heneb.co.uk) 01248 350926 mobile 07824 481052 or 07920 264232

## **Brecon Beacons National Park Authority**

Plas y Ffynnon

Cambrian Way

Brecon

LD3 7HP

Need phone numbers and email

You should contact Cadw if you consider your planning application may affect a scheduled monument:

### **Cadw**

Tŷ Afon

Bedwas Road

Bedwas

Caerphilly

CF83 8WT

[cadwplanning@gov.wales](mailto:cadwplanning@gov.wales)

You should contact your local planning authority if consider your planning application may affect a listed building or a World Heritage Site. Contact details are available on local authority websites.