



YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS CLWYD-POWYS ARCHAEOLOGICAL TRUST

LEVEL 3 HISTORIC BUILDING SURVEY

1. METHODOLOGY

1.1. The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (2020b), *Standard and Guidance for Historic Environment Desk-based Assessment* (2020b).

1.2. The Level 3 survey will be completed by an archaeological contractor. The archaeological contractor should preferably be a Registered Archaeological Organization with the Chartered Institute of Archaeologists and should be working in accordance with an approved written scheme of investigation (WSI).

Building Survey

1.3. The survey will take the form of a Level 3 building survey as defined by Historic England 2016 *Understanding Historic Buildings: a guide to good recording practice*. This level of survey is intended to create an analytical record of the building, and will include:

- Description and photographic record of the exterior and the interior
- Detailed account of type, construction, form, function
- Phasing
- Past and present use and relationship with setting
- Identification of original timbers
- Conclusions regarding the building's development and use

1.4. The drawn record will be created using either conventional measured survey or total station surveying as appropriate. The result will include:

- Accurate, measured ground plan, elevations, and cross-sections as appropriate.
- Phase plans showing the development of the structure.

Photography

- Views of all elevations
- Views of external appearance of building group/setting
- Views of all internal rooms
- Internal and external structural detail
- Fixtures, fittings, machinery, related contents

Report

1.5. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary in both Welsh and English
- Location and NGR
- Statutory designations
- Date of record, recorder, and archive deposition
- Introduction
- Site location
- Topography and Geology
- Methodology
- Summary of the form, function, date, and development of the building
- Desk-based study, including copies of historic maps and photographs, where permitted.
- Description of the building
- Past and present usage
- Evidence for former existence of demolished structures, removed fittings etc.
- Conclusions & Recommendations
- References
- Plans and Elevation Drawings
- An archive content list and deposition location and timing statement
- Data Management Plan and Archive Selection Strategy

1.6. The resulting digital report will be submitted to the applicant, Local Planning Authority, and the Development Control Archaeologist at Clwyd-Powys Archaeological Trust (Neil Bayliss- neil.bayliss@cpat.org.uk). On approval by the Local Planning Authority, project data must be successfully submitted and approved for inclusion in the Clwyd-Powys Historic Environment Record [CPAT HER]. Please consult WAT HER Guidelines viewable [here](#) for the specific requirements applicable to your project and submit data to CPAT HER via [HEDDOS](#) for approval. If you have any questions regarding this process, please contact the HER Team

at her@cpat.org.uk. The full digital archive must also be sent and accepted by the National Monuments Record, [RCAHMW](#) or Archaeology Data Service, [ADS](#).

1.7. The Archaeological Contractor should obtain copies of the HER Deposition Guidance and HER Depositor Licence from the HER team (her@cpat.org.uk) before any reports or archives are submitted to the Clwyd-Powys Archaeological Trust Historic Environment Record.

1.8. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015a, the ClfA's Standard and Guidance for the creation, compilation, transfer, and deposition of archaeological archives (ClfA, 2020b) and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (NPAAW, 2017).

1.9. The paper and digital archive will be deposited with the National Monuments Record, RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW, 2015). A copy of the digital archive only will also be lodged with the Historic Environment Record, Clwyd-Powys Archaeological Trust.

1.10. Any artefacts recovered during the recording process should be deposited with the nearest regional or county Museum and the museum should be contacted in advance for their archiving and deposition guidelines. The artefacts should be deposited along with a copy of the site report including a detailed list of all artefacts recovered. Where no regional deposition location exists, the archaeological contractor should retain the artefactual archive until such time as the archive can be transferred to an approved deposition location. In the latter case the archive must be available for public and specialist access.