

Photographic Survey

All works will be undertaken by an archaeological contractor in accordance with current professional standards and guidance (CIFA, 2014, Standard and Guidance for the archaeological investigation and recording of standing buildings or structures). The contractor will submit a written scheme of investigation (WSI) document for approval by the archaeological advisor before work commences. The following represents the work to be undertaken as part of the photographic Survey to be prepared for the building in question:

1. A record will be made of the building and its historic fabric that is affected by the conversion or demolition works.

2. The works will conform to a Photographic Survey as set out in Historic England (2016) Understanding Historic Buildings: A guide to good recording practice, 5.5, p. 27. A photographic survey provides a very full visual record, but without a written or drawn survey at a comparable level of detail. A comprehensive photographic survey may be called for when recording a building for which there is no need for detailed analysis. It may also be appropriate for recording a building of well-known type which is under threat, but where existing documentation is in other respects adequate, or when for some other reason drawings and historical analysis are not required.

3. This is a visual record, supplemented by information needed to identify the buildings location, age and type. The exterior and interior of the building will be viewed and photographed, with significant features noted and recorded. A Photographic Record will consist of:

Photography. Items 1-9

Written record. Item 1-3

Drawn record. Item 1 or 2.

4. Full and proper records (written, graphic, electronic and photographic, as appropriate) will be made, using pro forma record forms and sheets as applicable.

5. The record will:

- a. Provide a basic understanding of the form, function and any phasing of the standing building,
- b. Provide a photographic record of the historic elements of the building, prior to any construction work taking place.

6. As a minimum, the Written Record will comprise of:

- a. The precise location of the building as an address and in the form of a National Grid reference.
- b. A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Information on statutory designations can be found on the CADW website. Non-statutory designations (local lists) may be added.
- c. The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- d. A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection.

7. As a minimum, the Drawn Record will comprise of:

- a. A plan showing the location and direction of view of each photograph. A separate plan should be provided of all floors affected by the proposed development.
- b. Standard drawing conventions must be used, as depicted in Historic England (2016) Understanding Historic Buildings. A guide to good recording practice pp.35-40

8. The Photographic Record will include the following as a minimum:

- a. All photographs will be given a unique number to be used for identification. This unique number should be used in the labelling of digital images.
- b. A general view or views of the building (in its wider setting or landscape).
- c. The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size, shape and immediate setting. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- d. The overall appearance of the principal rooms and circulation areas.
- e. Any external or internal detail, structural or decorative, which is relevant to the buildings design, development and use, with scale where appropriate.
- f. A photographic register detailing the photo number, the location and direction of each view, and the composition of the shot.
- g. Photograph locations and directions of view should be marked on plans of each building separate photographed
- h. Photographs should be of archive quality using a digital SLR (minimum 12 megapixel)

i. Photographs, where appropriate (i.e. not general shots) should include a clearly visible, graduated metric scale.

j. Photographs should be adequately lit and not blurry. Please check all of your photos before submitting and retake any blurred or poorly lit photos.

9. Reporting and Archive

A copy of the photographic survey will be submitted to the Local Planning Authority for approval. The original high resolution camera files should be submitted on appropriate digital media.

Once the photographic survey has been approved by the Local Planning Authority, the applicant will send a copy of the original high resolution camera files and all additional plans and information on a CD, DVD or USB stick to Mark Walters, Development Control Archaeologist, Clwyd-Powys Archaeological Trust, The Offices, Coed y Dinas, Welshpool, SY21 8RP. A copy will also be sent to the Historic Environment Record Officer, Gary Duckers, at the same address. This is in order for the photographs to be entered into the Regional Historic Environment Record and so that the Development Control Archaeologist can confirm that the photo survey has been completed in accordance with the condition.

The Local Planning Authority will be informed when the photographic survey has been sent to the Regional Archaeological Trust. The submission of the photographic survey to the Regional Archaeological Trust for inclusion in the Regional Historic Environment Record is one of the requirements of the planning condition and the condition cannot be discharged until this step is complete.