Photographic Survey Guidance Note for Applicants

The applicant is expected to pay for and complete the photographic survey. Professional photographers may be used where access to a camera or technical difficulties are encountered, but the applicant should be aware that this may significantly increase the cost of the survey.

Photographs should be taken using a digital camera with a minimum resolution of 8 megapixels and preferably 12 megapixels or more.

Photographs should be taken at the highest .jpeg file resolution setting available on the camera (usually Fine or Super Fine). Copies of the original high resolution camera files must be transferred onto a good quality branded CD disk in the .jpeg file format.

Note: Digital photographs presented on normal paper or photographic paper will not be accepted as they fade quickly and are not archivally stable in the long term. Digital photographs, which are compressed and included within a PDF or Word document, are also unacceptable due to their low resolution, as are photographs presented on a DVD as a video sequence of images. Images taken with mobile phones are generally either of low resolution or heavily compressed and are also unacceptable.

The use of an inbuilt camera flash or a standard compatible flashgun is recommended indoors to light the interior views.

If available a measured scale should be placed within each photo view.

Photographs should be taken of all exterior and interior wall elevations that are affected by the development together with photographs of interior roof detail where this is altered. Features of particular interest (eg. obvious differences in wall makeup, windows and doors whether blocked up or not, fireplaces, timber framing, stairwells, cellars, machinery) should also be fully photographed. Particular attention should be given to any original structural elements that will be permanently altered or removed. Photographs of the building in its wider immediate setting should also be included.

The applicant should indicate where the views taken are positioned on an architects floor plan of the building if this is available. Location reference numbers on the plan/s should utilise the digital photo numbers from the camera for cross-reference purposes.

The applicant must check the photos prior to sending them to ensure there are no blurred or poorly lit images. If some images are blurred increase the speed at which the exposures are taken (1/125 is a good minimum) and re-take the images. If images are poorly lit please check your flash is working and also increase the aperture and ISO settings. Setting the camera at ISO at 400 or greater will also allow higher shutter speeds to be used in dimly lit locations.

The photographs should then be sent on a CD to: Mark Walters, Development Control Section, Clwyd-Powys Archaeological Trust, 41 Broad Street, Welshpool, Powys, SY21 7RR (phone: 01938 553670). CPAT will confirm receipt of your photographs and inform the planning authority that the condition has been satisfied.