

## BASIC PHOTOGRAPHIC RECORD

The requirement in this case is for a simple site plan and a set of record photographs. Please note that to fulfil the planning condition these must be received by the Highland Council Archaeology Unit (address below) before site works start.

### 1. Background

A photographic record of the buildings on site should be made before any alteration takes place. This brief specifies what we consider to be the minimum acceptable standard of work; proposals that present a higher standard may be offered and accepted. We will assume that this will form the basis of an agreed approach unless changes are agreed with us in writing before the start of any site works.

The brief sets out who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements. It has been produced by the Council's Senior Archaeologist, to whom any enquiries should be addressed. No one else has authority to vary its terms.

### 2. Terms of Reference

This brief is for archaeological recording work required by your planning application, and is based on the application documents supplied - if these details are changed a new specification will be needed. It has been produced for the applicant, who is responsible for all aspects of the work, including any tendering and contractual arrangements where a photographer is engaged. It may be used to obtain estimates from suitably qualified photographers.

### 3. Objectives

The objective is to provide a record of the building prior to alteration and any features and objects of archaeological or historical interest, which will be damaged or destroyed by this development, so that an archive of the continuous development of the site can be maintained.

### 4. Method

A ground plan should be produced of the area of the building to be altered. This should include a scale and north point. An architect or draughtsman's drawing is usually sufficient.

A set of colour photographs (slides, prints, or preferably good quality digital images) must be produced to illustrate the elements of the building affected by this programme of work. These should include general views of the area to be redeveloped, as well as any construction details such as walls, windows, doorways, fireplaces, surviving roof details, decorative features or fittings etc. The photographs must be clearly labelled and numbered, and these numbers marked on the site plan to show which part of the building each photograph represents.

A short (typed or word-processed) note should accompany the above, to include the name(s) of those who made the record, (for copyright purposes), any descriptions or explanations necessary, and brief comments on the date(s) and circumstances of the work.

### 5. Reporting

One copy of the ground plan, photographs and notes should be sent to the Archaeology Unit, Planning and Development Service, Council Offices, Glenurquhart Road, Inverness IV3 5NX or emailed to [archaeology@highland.gov.uk](mailto:archaeology@highland.gov.uk). Digital images should be supplied as JPEGs on floppy disks or CDROM; **This should be received before the start of demolition or construction works. Please telephone 01463 702250 to confirm receipt.**

The Archaeology Unit will assume author's copyright unless advised otherwise. However, the completed report will be available for immediate public consultation for research purposes at the Highland Sites and Monuments Record. In addition, the Archaeology Unit reserves the right to make it available for reference and research purposes, either on paper, or electronically. The Archaeology Unit will acknowledge copyright in all cases.

### 6. Finds

If you find anything of possible historic or archaeological interest, of any type or period, the items should be kept aside and notified immediately to the Archaeology Unit. Scottish Treasure Trove Laws may apply. This means that **any** items found, whether precious or not, must be reported for consideration by the Treasure Trove Panel. It is a criminal offence not to report items, but where items are promptly and correctly reported, and are claimed by the Crown as Treasure Trove, a reward may be paid to the finder.









