

## BEST PRACTICE GUIDE

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**It is recommended that Architectural Survey and Assessment Reports should include the following information:**

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### **1 Protection Status**

The legal protection status of the structure/structures:

- a) Record of Protected Structures
  - b) Architectural Conservation Area
  - c) Recorded Monument
  - d) Zone of Archaeological Potential
  - e) Preservation Order
  - f) State Guardianship or Ownership
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### **2 Written Record**

A written description of the structure of an equivalent standard to the National Inventory of Architectural Heritage. For large sites, where there is more than one structure, it might be appropriate to make separate records of each.

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### **3 Survey**

A survey of the structure/structures as existing, including:

- a) plans, sections and elevations at 1:50.
  - b) where alterations are proposed which would affect the character, drawings at 1:20 would be required.
  - c) features such as fireplaces, stairs, cornices, joinery etc. may have to be described at 1:10 or 1:5.
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### **4 Photographs**

A comprehensive (good quality) photographic survey with explanatory captions cross-referenced to the historical account (see below). The survey should include:

- a) exteriors
  - b) interiors
  - c) detail photographs of architectural and historical features of merit.
  - d) context of the structure.
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### **5 Historical Account**

An historical account of the structure taking the building in its current state as a starting point. It should include:

- a) a brief analysis of the age of the existing fabric explaining the different building stages presented in a chronological order cross-referenced to the photographs, and annotated on the survey drawings.
- b) local, social and historical connotations, with emphasis on the evidence available in the physical fabric of the building and its surrounding.
- c) an outline of the comparative significance of the structure in geographical, historical, economical and/or social terms.

The history should be based on the following type of information:

- d) an inspection of the physical fabric of the structure and its surrounding.
- e) secondary sources such as books, deeds, drawings etc. to support the analysis of the structure.

- f) cartographic material

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## 6 Condition Assessment

An assessment of the condition of the fabric on an element-by-element basis in order to establish the nature and extent of any apparent damage. The assessment should cover, where relevant, the following elements:

<b>EXTERIOR</b>	<b>INTERIOR</b>	<b>SITE</b>
Roof	Staircases	Site features
Walls	Doors	Subsidiary buildings
Doors	Windows	Landscape features
Windows	Other joinery items	Boundary treatment
	Floors	
	Ceilings, including cornices	
	Decorative finishes	
	Architectural sculptures and art	
	Chimney pieces	
	Mechanical systems	
	Structural systems	

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## 7 Architectural Heritage Impact Assessment

- a) an evaluation of the quality and importance of the structure presented in a summary form.
- b) an evaluation of the implications of the development on the character of the structure and the area in which it is located, highlighting how the elements of the character (which contributes to its architectural, historical, archaeological, artistic, cultural, scientific, social and/or technical interest) would be materially altered by the development.

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## 8 Recommendations

Recommendations and mitigation measures, including an outline of proposed conservation works (list of tasks for a building contractor or scope of works statement) for agreement with the planning authority.

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