



# Guidelines for Architectural Survey & Assessment of a Protected Structure



It is recommended that architectural Survey and Assessment Reports should include the following:

1. **Protection Status:** The legal protection Status of the structure i.e. Record of Protected Structures, Architectural Conservation Area, Recorded Monument, Zone of Archaeological Potential.
2. **Written Record:** A written description of the Structure.
3. **Survey:** A survey of the structure as existing including; Site plan showing the relationship of the structure to its curtilage, its urban or rural surroundings and the adjacent land in the ownership of the applicant, at a scale of 1:100, 1:200 or 1: 500 as appropriate. Plans, sections and elevation drawings at a scale of 1:50 or 1: 100 as appropriate of the structure as it exists sufficient to indicate the general arrangement of the structure. Plans, sections and elevation drawings at a scale of 1:50 or 1: 100 as appropriate showing the proposed changes to the protected structure. Changes to be hatched or highlighted. Where alterations are being proposed that would affect the character of a space or feature, drawings at an appropriately large scale will be required. Elaborate or detailed features like fireplaces, stairs, cornices or joinery described in drawings at scales of 1:10 or 1:5 as appropriate.(part of survey drawings)
4. **Photographs:** A comprehensive good quality photographic survey with explanatory captions cross referenced to the historical account (see below) and the plans. The survey should include exteriors, interiors and detailed photographs of architectural and historical features of merit. The photographs should also should the structures context.
5. **Historical Account:** This should take the current state of the structure as its starting point. It should include 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. The account should refer to local, social and historical connections of the structure with emphasis on the evidence available in the physical fabric of the building and its surroundings. The account should include an out line of the comparative significance of the structure. The history should be based on the following types of information-investigations of the physical fabric, secondary sources such as deeds drawings etc and cartographic material.
6. **Condition Assessment:** This assessment should be on an element by element basis and should cover where relevant the following: externally- roof, walls, doors, windows, internally-

staircases, doors, windows, other joinery, walls, floors, ceilings including cornices, decorative finishes, architectural sculptures and art, chimney pieces, structure and mechanical systems. Site features including subsidiary buildings, landscape features, follies and boundary treatments should also be assessed.

7. **Architectural Heritage impact Assessment:** This should consist of an evaluation of the quality and importance of the structure presented in summary form. It should also contain an evaluation of the implication of development on the character of the structure and the area in which it is located highlighting how the elements of character that contribute to its interest would be materially altered by the development.
  
8. **Recommendations:** Recommendations and mitigation measures including and out line of proposed conservation works for agreement with the Planning Authority.