

Standard and guidance Appendices

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***Please be aware this document is no longer being updated so some information may be out of date. It has been retained for reference purposes only**

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incorporated by Royal Charter.

Power Steele Building, Wessex Halls, Whiteknights Road, Earley, Reading, RG6
6DE

Standard and Guidance Appendices

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Appendices

APPENDIX 1

Glossary

Appraisal

a rapid reconnaissance of site and records to identify (within the planning framework) whether a development proposal has a potential archaeological dimension requiring further clarification (ACAO 1993, 4)

or

a rapid reconnaissance of site and records to identify whether a particular project or study area has potential for further academically-oriented research involving non-intrusive or intrusive methods.

Archive (Finds)

the finds archive is composed of the material archive (all recovered and retained archaeological material), the documentary archive (all documentation relating to finds work, including catalogues, computer records, photographic negatives, transparencies, prints, radiographs, conservation records and correspondence) and an index. The finds archive forms part of the complete project archive.

Assessment

see desk-based assessment and post excavation assessment.

Brief/project outline

an outline framework of the archaeological circumstances which have to be addressed, together with an indication of the scope of works that will be required. In Scotland the brief may be referred to as a project outline (see Historic Scotland 1996a, 2).

Client

the individual or organisation commissioning and funding the project.

Costed assessments

in Scotland, these provide the basis for at least provisional agreement and further contracts on the resources to be provided for further fieldwork or for post-excavation work.

Curator

a person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty, including for example County, District or Council archaeological officers, and the national bodies, English Heritage, Historic Scotland, Cadw (Wales), Department of Environment, Northern Ireland and Manx Heritage.

Data standard

a specification of the content or organisation of recorded information used to promote retrieval of information, to assist in the specification of information gathering, and to enable the sharing of information between projects. Data standards may cover the content of the recorded information, or the indexing terminology to be used in the records, or both.

Data structure report

this report is required in Scotland and there is no precise equivalent elsewhere in the United Kingdom or Isle of Man. It consists of a narrative account of field interpretations and questions which may be answered by post-excavation analysis, supported by full lists of contexts, finds, samples and records (including plans, photographs and slides) (see Historic Scotland 1996a).

Desk-based assessment

an assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource. (see also IfA Standard and guidance for archaeological desk-based assessments).

Environmental Impact Assessment (EIA)

a systematic analysis of the potential effects of a project on all aspects of the environment including cultural heritage, in order to inform the deciding agency involved in the decision-making process. In addition this acquaints bodies with relevant environmental responsibilities and gives them the opportunity to comment before consent is given. EIA applies to projects having significant environmental effects as set out in Directive 85/337/EEC and as implemented in the United Kingdom and Isle of Man, which came into effect in July 1988.

Evaluation

a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate (see also IfA Standard and guidance for archaeological field evaluations).

Fieldwork (Finds)

fieldwork is the stage in the process of finds work which produces the finds assemblage; this can include the re-evaluation of old collections. Intrusive fieldwork is the process of removing finds from their context of deposition in antiquity; this includes excavation, field survey such as field-walking and discovery by members of the public.

Finds

the term 'finds' is taken to include all artefacts, building materials, industrial residues, environmental material, biological remains and decay products.

Planning archaeologist

see curator.

Post-excavation assessment

the process carried out after the completion of fieldwork in order to assess the potential for further analysis and publication. This involves the assessment of the findings (as represented in

the site archive) against the original project design. It may result in the production of a post-excavation project design, which will incorporate any new research questions identified. Post-excavation assessment must result in the production of a report.

Post-excavation project design

see below and costed assessment (Historic Scotland 1996a, 11). The full project design for the post-excavation phase and publication of projects may not be possible until excavation is complete. The cost of this work will be broadly agreed on the basis of a costed assessment.

Project design

a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeologist or organisation undertaking the fieldwork, frequently in response to a brief/project outline or specification (Historic Scotland 1996a, 7). The project design may be updated following post-excavation assessment.

Project Outline

see brief.

Publication plan/synopsis

a description of the final report and publication outlet, if known, which should include a contents list, with an estimate of word counts and numbers of illustrations for each section identified in the contents list. It should identify where foldouts are desired and where colour may be needed (Historic Scotland 1996a, 11).

Qualified staff (Finds)

trained archaeological personnel who would normally be members of the IfA or equivalent bodies with relevant skills, knowledge and understanding.

Specialist (Finds)

this includes all finds co-ordinators, artefact specialists, technology specialists, environmental archaeologists, conservators, archaeological scientists and museum curators.

Specification

a written schedule of works required for a particular project (by a curator, planning archaeologist or client) set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator (Historic Scotland 1996a, 2–6).

APPENDIX 2

Preparation of specification

The specification should contain, as a minimum, the following elements:

- a. non-technical summary (intelligible to the lay reader)
- b. site location and description (NGR, size, geology, land use, topography, physical constraints)
- c. planning background (proposal details, planning policies, other environmental matters, Scheduled Monument constraints, Protected Wrecks etc)
- d. archaeological and historical background (including plan or NGR, site status)
- e. purpose/aims of fieldwork (clearly stated in both general and specific terms)
- f. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques)
- g. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation)
- h. report preparation, contents and distribution
- i. legislative requirements
- j. copyright
- k. archive deposition (including finds ownership, recipient museum)
- l. publication and dissemination
- m. timetable, if appropriate
- n. staffing (in general terms only) eg the site director should be a corporate member of the Institute of Field Archaeologists, but not the entire staff
- o. Health and Safety statement
- p. monitoring procedures required by the curator, including any charges

APPENDIX 3

Contents of Project design

The project design should contain the following elements:

- a. non-technical summary (intelligible to the lay reader)

- b. site location including map(s) and description (NGR, size, geology, land use, topography, physical constraints)
- c. context of the project: planning background, planning policies, other environmental matters, relevant legislation, details of proposed development if relevant
- d. geological and topographical background
- e. archaeological and historical background (including built, landscape and technical, plan or NGR, site status)
- f. aims of fieldwork (clearly stated in both general and specific terms)
- g. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques, and any measures for the conservation/reburial of surviving deposits)
- h. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation, analyses)
- i. report preparation, contents
- j. copyright
- k. archive deposition (including finds ownership, recipient museum/repository)
- l. publication and dissemination proposals, at the analysis stage to include publication plan or synopsis
- m. timetable
- n. staffing
- o. Health and Safety policies and implementation, including Risk Assessment
- p. Insurances
- q. monitoring procedures (internal, curatorial, contractual)
- r. costs and timetable

A contracting archaeologist responding to a tender with a specification may refer to these elements if defined in a brief/project outline or specification set by curator or client, rather than repeat them in a project design.

APPENDIX 4

Post-excavation project design

The post-excavation project design should be a written document. In English Heritage (1991) this is referred to as an updated project design and under other systems, requirements are similar. It should be a written document which includes:

1. the methodology used to answer each research aim
 - I. detailed methodologies for each type of data
 - II. non-analytical procedures, eg proposals for disposal/retention and for archive deposition
2. preliminary publication synopsis or plan
 - I. the proposed publication outlet(s)
 - II. a chapter by chapter breakdown of the report, supported by estimates of word counts and figure lists
 - III. how it is intended to integrate specialist reports and to cross-refer between different parts of the text
3. resource requirements and timetable

It may be helpful to include or append a copy of all or part of the original project design, for ease of reference.

APPENDIX 5

Copyright

Under the Copyright, Designs and Patents Act 1988 the organisation or person undertaking field and reporting work retains the copyright to the written and graphic material, unless this has been varied in the contracts for the work. This position should be made clear to all relevant parties at the outset of work.

The circumstances under which other parties can use the report or records should be made clear at the inception of the project. For example, one of these clauses could be incorporated into the specification or project design:

The ...[name of organisation carrying out work]... shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the project design/specification

or

The ...[name of organisation]... will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).

In the last instance a further letter actually granting copyright needs to be sent to the client.

The proposals for distribution of the report must be made clear to all parties at the outset of the project.

APPENDIX 6

Selected bibliography

Acts, Statutory Instruments, Orders, etc

Access to Environmental Information Regulations (Northern Ireland) 1993
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Ancient Monuments Act 1931
Ancient Monuments and Archaeological Areas Act 1979
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Ancient Monuments (Northern Ireland) Act 1925
Ancient Monuments (Northern Ireland) Act 1937
Ancient Monuments Protection Act 1882
Ancient Monuments Protection Act 1900
Agriculture Act 1986
British Coal Staff Superannuation Scheme (Modification) Regulations 1994 (S.I. No. 2576)
Burial Act 1857
Coal Industry Act 1994
Coal Industry Nationalisation Act 1946
Coal Mining Subsidence Act 1991
Coastal Protection Act 1949
Coast Protection Act 1949
Compulsory Purchase Act 1965
Continental Shelf Act 1964
Construction (Design and Management) Regulations 1994 (S.I. No. 3140)
Copyright, Designs and Patents Act 1988
Coroners Act 1988
Council Directive (No. 17/11/EC)
Council Directive (No. 97/11/EC)
Countryside Act 1968
Crown Estate Act 1961
Data Protection Act 1984
Disabled Persons (Employment) Act 1944, 1958
Disused Burial Grounds Act 1884
Disused Burial Grounds (Amendment) Act 1981
Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994 (S.I. No. 2576)
EEC (European Economic Community) 1985: Council Directive of 27 June 1985 on the Assessment of the Effects of Certain Public and Private Projects on the Environment (85/337/EEC)
Electricity Act 1989
Environment Act 1995
Equal Pay Act 1970
Forestry Act 1967
Gas Act 1986

Highways Act 1980
Highways (Assessment of Environmental Effects) Regulations 1988 (S.I. No. 1241)
Historic Buildings and Ancient Monuments Act 1953
Historic Monuments Act (Northern Ireland) 1971
Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 (S.I. No. 1625)
Land Compensation Act 1961
Land Drainage Act 1991
Local Government Act 1972
Local Government Access to Information (Variation) Order 1992 (S.I. No. 2051)
Local Government and Planning (Scotland) Act 1982
Local Government (Scotland) Act 1973
Manx Museum and National Trust Act 1959
Mines (Working Facilities and Support) Act 1966
Merchant Shipping Act 1894
Merchant Shipping Act 1906
Merchant Shipping Act 1995
Merchant Shipping (Salvage and Pollution) Act 1994
National Heritage Act 1983
National Heritage Act 1983
National Museum of Antiquities of Scotland Act 1954
National Parks and Access to the Countryside Act 1949
New Towns Act 1981
Planning (Listed Buildings and Conservation Areas) Act 1990
Planning and Compensation Act 1991
Planning (Northern Ireland) Order 1972
Planning (Northern Ireland) Order 1991
Planning (General Development) (Northern Ireland) Order 1993
Powers of Criminal Courts Act 1973
Protection of Military Remains Act 1986
Protection of Wrecks Act 1973
Race Relations Act 1976
Roads (Scotland) Act 1984
Sex Discrimination Act 1975, 1986
Supreme Court Act 1981
Telecommunications Act 1984
Territorial Sea Act 1987
Theft Act 1968
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Town and Country Planning (Development Plan) Regulations 1991 (S.I. No. 2794)
Town and Country Planning (Environmental Assessment and Permitted Development) Regulations 1995 (S.I. No. 417)
Town and Country Planning (Environmental Assessment)(Scotland) Regulations 1988
Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995 (S.I. No. 2258)
Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (S.I. 1999 No. 293)

Town and Country Planning General Development (Amendment) (No.2) Order 1985
Town and Country Planning General Development Order 1988 (S.I. No. 1813) (Article 18(1))
Town and Country Planning (General Development Procedure) Order 1995 (S.I. No. 419)
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Town and Country Planning (General Permitted Development) Order 1995 (S.I. No. 418)
Town and Country Planning (Scotland) Act 1972
Town and Country Planning (Scotland) Act 1997
Transport Act 1947
Transport Act 1962
Transport and Works Act 1991
Transport and Works Applications (Listed Buildings, Conservation Areas and Ancient Monument Procedure) Regulations 1992 (S.I. No. 3138)
Treasure Act 1996
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Water Resources Act 1991
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8/87 Historic Buildings and Conservation Areas - Policy and Procedures
16/87 Scottish Development Department Planning Circular
10/88 Town and Country Planning (Inquiries Procedure) Rules
1988 Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) Rules 1988
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20/92 Responsibilities for Conservation Policy and Casework
24/92 Good Practice at Planning Inquiries
8/93 Awards of Costs incurred in Planning and Other (Including Compulsory Purchase Order) Proceedings
3/95 Permitted Development and Environmental Assessment
9/95 General Development Order Consolidation 1995
11/95 The Use of Conditions in Planning Permissions
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APPENDIX 7

Selected contact addresses

Ancient Monuments Society

St Ann's Vestry Hall
2 Church Entry
London EC4V 5AB
Tel: 020 7236 3934
Fax: 020 7329 3677

Archaeological Diving Unit

Scottish Institute of Maritime Studies
University of St Andrews
St Andrews
Fife KY16 9AJ
Tel: 0133 446 2919

Archaeology Data Service

Department of Archaeology
University of York
King's Manor
York YO1 7EP
Tel: 01904 433954
e-mail: help@ads.ahds.ac.uk

Architectural Heritage Fund

Claireville House
26-27 Oxenden Street
London SW1Y 4EL
Tel: 020 7925 0199
Fax: 020 7925 0199

Association of Archaeological Illustrators and Surveyors

c/o University of Exeter
Department of Archaeology
School of Geography and Archaeology
Queen's Building
The Queen's Drive
Exeter EX4 4QH
e-mail aais@exeter.ac.uk

Association for Environmental Archaeology

c/o current Hon Secretary
Dr Rebecca Nicholson
Dept of Archaeological Sciences
University of Bradford
Bradford BD7 1DP

Association for Industrial Archaeology (AIA)

Ironbridge Gorge Museum
The Wharfage
Ironbridge
Telford TF8 7AW
Tel: 01952 433522

Association of Local Government Archaeological Officers (ALGAO)

County Archaeologist
Environment Department
Hertfordshire County Council
County Hall
Hertford SG13 8DN
Tel: 01992 555 244
Fax: 01992 555 648

Association of Regional and Island Archaeologists

Archaeological Officer
Dept of Development & Planning
Central Regional Council
Viewforth
Stirling FK8 2ET
Tel: 01786 442000

Association for Studies in the Conservation of Historic Buildings

c/o 20a Hartington Road
Chiswick
London WC1H 0PY
Tel: 020 8994 2803

British Archaeological Association (BAA)

c/o Society of Antiquaries of London
Burlington House
Piccadilly
London W1V 0HS
Tel: 020 7872 0220

British Architectural Library

66 Portland Place
London W1N 4AD
Tel: 020 7580 5533

British Property Federation

35 Catherine Place
London SW1E 6DY
Tel: 020 7828 0111

Cadw: Welsh Historic Monuments

Crown Building
Cathays Park
Cardiff CF2 1UY
Tel: 029 2050 0200
Fax: 029 2050 0300

Cathedral Archaeologists Steering Group

Contact: John Schofield

Museum of London
150 London Wall
London EC2Y 5HN
Tel: 020 7600 3699

Cathedrals Fabric Commission for England (CFCE)

Fifth Floor
Church House
Great Smith Street
London SW1P 3NZ
Tel: 020 7898 1000

Council for British Archaeology

Bowes Morrell House
111 Walmgate
York YO1 2WA
Tel: 01904 671417
Fax: 01904 671384

Council for the Care of Churches

Fifth Floor
Church House
Great Smith Street
London, SW1P 3NZ
Tel: 020 7898 1000
Fax: 020 7898 1881

Council for Scottish Archaeology

c/o National Museums of Scotland
Chambers St.
Edinburgh EH1 1JF
Tel: 0131 247 4119
Fax: 0131 247 4126

Countryside Commission

John Dower House
Crescent Place
Cheltenham
Gloucestershire GL50 3RA
Tel: 01242 521381
Fax: 01242 584270

Countryside Council for Wales

Plas Penrhos
Bangor
Gwynedd LL57 2LQ
Tel: 01248 370444

Department for Culture, Media & Sport

Heritage Division

2-4 Cockspur Street
London SW1Y 5DH
Tel: 020 7211 6200
Fax: 020 7211 6210

Department of Environment

(Northern Ireland)
Historic Monuments and Buildings Branch
5-33 Hill Street
Belfast BT1 2LA
Tel: 028 9023 5000

Department of Environment Welsh Assembly

New Crown Buildings
Cathays Park
Cardiff CF1 3NQ
Tel: 020 9023 5000

English Heritage

23 Savile Row
London W1X 1AB
Tel: 020 7973 3000
Fax: 020 7973 3001

English Heritage Data Services Unit

National Monuments Record Centre
Kemble Drive
Swindon SN2 2GZ
Tel: 01793 414791

English Nature

Northminster House
Peterborough
Cambridgeshire PE1 1UA
Tel: 01733 455 100
Fax: 01733 568 834

Environment and Heritage Services

Built Heritage
5-33 Hill Street
Belfast BT1 2LA
Tel: 028 90235000
Fax: 028 90543111
E-mail: declan.hurl@doeni.gov.uk
Garden History Society
77 Cowcross Street
London EC1M 6BP
Tel: 020 7236 3934

Georgian Group

6 Fitzroy Square

London
W1P 6DX
Tel: 020 7387 1720

Guernsey Museum and Art Galleries

Candie Gardens
St Peterport
Guernsey GU1 1UG
Tel: 0148 172 6518

Health and Safety Executive

(Correspondence only)
Information Centre
Broad Lane
Sheffield S3 7HQ
Information line: 0541 545500

Heritage Lottery Fund

7 Holbein Place
London
SW1W 8NR
Tel: 020 7591 6000
Fax: 020 7591 6001

Historic Scotland

Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8600
Fax: 0131 668 8765

Institute of Environmental Assessment

Gregory Croft House
Fen Road
East Kirkby
Lincolnshire PE23 4DB
Tel: 01790 763613
Fax: 01790 763630

Institute of Historic Buildings Conservation

Sec: Dr Richard Morrice
PO Box 301
Brighton
E Sussex BN2 1BQ
Tel: 020 7973 3132

Irish Association of Professional Archaeologists

Dr Betty O'Brien
121 Barton Road
East Dublin
Tel: 00 3531 298 4897

Jersey Museum Service

Weigh Bridge
St Helier
Jersey
Tel: 0153 485 3823

Joint Nautical Archaeology Policy Committee

National Maritime Museum
Greenwich
London SE10 9NF
Tel: 020 8858 4422

Local Government Association

35 Great Smith Street
London
SW1P 3PJ
Tel: 020 7834 2222

The Manx Museum and National Trust

Kingswood Grove
Douglas
Isle of Man
IM1 3LY
Tel: 01624 675522

The Maritime & Coastguard Agency

Department of Transport
Southampton
Tel: 023 8032 9100

The Museum Documentation Association

Jupiter House
Station Road,
Cambridge CB1 2JD

Re:source: The Council for Museums, Galleries and Libraries

16 Queen Anne's Gate
London SW1H 9AA

National Monuments Record

Great Western Drive
Swindon SN2 2GZ
Tel: 01793 414 600
Fax: 01793 414 606

National Museums of Scotland

Chambers St,
Edinburgh EH1 1JF
Tel: 0131 225 7534

The National Trust (NT)

36 Queen Anne's Gate
London SW1H 9AS

National Trust for Scotland

5 Charlotte Square
Edinburgh EH2 4DY
Tel: 0131 226 5922
Fax: 0131 243 9501

Osteoarchaeological Research Group

7 Eden Crescent
Staplehurst
Kent TN12 0NX

Planning Service Headquarters

Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB
Tel: 028 90540540
Fax: 028 90540665

RESCUE: The British Archaeological Trust

15A Bull Plain
Hertford SG14 1DX

Royal Commission on the Ancient and Historical Monuments in Wales

Crown Buildings
Plas Crug
Ceredigion SY23 1NJ
Tel: 01970 621233
Fax: 01970 627701

Royal Commission on the Ancient and Historical Monuments of Scotland

John Sinclair House
16 Bernard Terrace
Edinburgh EH8 9NX
Tel: 0131 662 1456

Royal Fine Art Commission

7 St James Square

London SW1Y 4JU
Tel: 020 7839 6537
Fax: 020 7839 8475

Scottish Office Environment Department

Pentland House
47 Robb's Loan
Edinburgh EH14 1TY
Tel: 0131 556 8400

Society of Museum Archaeologists

c/o current Hon Secretary
Dave Allen
Hampshire County Museum Service
Chilcomb House Winchester

Society for the Protection of Ancient Buildings

37 Spital Square
London E1 6DY
Tel: 0171 377 1644
Fax: 0171 247 5296

Treasure Trove Secretariat

c/o National Museums of Scotland
Chambers Street
Edinburgh EH1 1JF

Twentieth Century Society

77 Cowcross Street
London EC1M 6BP
Tel: 020 7236 3934

United Kingdom Institute for Conservation (UKIC)

9 The Chandlery
50 Westminster Bridge Road
London SE1 7QD
Tel: 020 7620 3371

Vernacular Architecture Group

c/o Bob Meeson
16 Falna Crescent
Colton Green
Tamworth
Staffs B79 8JS
Tel: 01827 69434

Victorian Society

1 Priory Gardens
Bedford Park
London W4 1TT
Tel: 020 8994 1019

