Standard and guidance
Appendices

Published December 2014
*Please be aware this document is no longer being updated so some information may be out of date.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

The Chartered Institute for Archaeologists is a company incorporated by Royal Charter.

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

Appendices

1  Appendix - Glossary  
2  Appendix – Preparation of specification  
3  Appendix – Contents of project design  
4  Appendix – Post-exavation project design  
5  Appendix - Copyright  
6  Appendix – Selected bibliography  
7  Appendix – Selected contact addresses  

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-excitation 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-excision 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 by 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
Acquisition of Land Act 1981
Ancient Monuments Act 1931
Ancient Monuments and Archaeological Areas Act 1979
Ancient Monuments (Class Consents) Order 1994 (S.I. No. 1381)
Ancient Monuments (Class Consents) (Scotland) Order 1996 (S.I. No. 150)
Ancient Monuments Consolidation and Amendment Act 1913
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
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
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
Town and Country Planning Act 1947
Town and Country Planning Act 1990
Town and Country Planning (Applications) Regulations 1988 (S.I. No. 1812) (Article 4)
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 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)
Town and Country Planning (General Development Procedure)(Scotland) Order 1992
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
Tribunals and Inquiries Act 1992
Water Act 1973
Water Act 1989
Water Industry Act 1991
Water Resources Act 1991
Wildlife and Countryside Act 1981 (section 48)
Department of the Environment Circulars 22/84;
Department of the Environment & Department of National Heritage 1992

Department of Environment Circulars

18/84 Crown Land and Crown Development
1/85 The Use of Conditions in Planning Permissions
18/86 Planning Appeals Decided by Written Representation
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
13/88 Scottish Development Department Planning Circular
15/88 Town and Country Planning (Assessment of Environmental Effects) Regulations 1988
13/90 Scottish Development Department Circular
16/91 Planning and Compensation Act 1991: Planning Obligations
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
13/95 Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995

Planning Policy Guidance Notes
PPG 1 General policy and principles (1992)
PPG 7 The countryside and the rural economy (1992)
PPG 12 Development plans and regional planning guidance (1992)
PPG 15 Planning and the historic environment (1994)
PPG 16 Archaeology and planning (1990)
PPG 20 Coastal planning (1992)

Department of Transport (Marine Directorate) 1986 Historic Wrecks Guidance Note

NPPG 5 Scottish Office Environment Department 1994 National Planning Policy Guideline 5 Archaeology and planning

NPPG 18 Scottish Office 1999 National Planning Policy Guideline 18 Planning and the historic environment

PAN 42 Scottish Office Environment Department 1994 Archaeology: the planning process and Scheduled Monument procedures

PPS 6 Department of the Environment for Northern Ireland 1999 Planning, Archaeology and the Built Heritage

Development Control Advice Note 10 Department of the Environment for Northern Ireland Environmental Impact Assessment

Welsh Office Circulars

Welsh Office 1996 Planning and the historic environment: archaeology (circular 60/96)

Welsh Office 1996 Planning and the historic environment: historic buildings and conservation areas (circular 61/96)

Welsh Office 1998 Planning and the historic environment: directions by the Secretary of State for Wales (circular 1/98)

Welsh Office 1999 Environmental Impact Assessment (circular 11/99)

Codes of Practice


Joint Nautical Archaeology Policy Committee, 1995 Code of practice for seabed developers, RCHME, Swindon

Data Standards
Schmidt, A (forthcoming) Archaeological Geophysics: Guide to Good Practice AHDS Guides to Good Practice

Eiteljorg, H (ed) (forthcoming) CAD: Guide to Good Practice ADHS Guides to Good Practice

http://ads.ahds.ac.uk/project/goodguides.gis/

http://ads.ahds.ac.uk/project/goodguides/excavation/


Institute for Archaeologists by-laws, Standards and guidance

Institute of Field Archaeologists 1999 Code of conduct, Reading

Institute of Field Archaeologists 1999 Code of approved practice for the regulation of contractual arrangements in field archaeology, Reading

Institute of Field Archaeologists 1999 Standard and guidance for archaeological desk-based assessments, Reading

Institute of Field Archaeologists 1999 Standard and guidance for archaeological field evaluation, Reading

Institute of Field Archaeologists 1999 Standard and guidance for an archaeological watching brief, Reading

Institute of Field Archaeologists 1999 Standard and guidance for archaeological excavation, Reading

Institute of Field Archaeologists 1999 Standard and guidance for the archaeological investigation and recording of standing buildings or structures, Reading

Institute of Field Archaeologists 2001 Standard and guidance for the collection, documentation, conservation and research of archaeological materials, Reading

Health and Safety

Allen, J L and St John Holt, A (Hascom Network Ltd), 1997 Health & Safety in field archaeology. Standing Conference of Archaeological Unit Managers
Construction (Design and Management) Regulations, 1994 HMSO


Health and Safety at Work etc Act 1974

Health and Safety (Display Screen Equipment) Regulations 1992, Guidance on Regulations L26; H&S Commission, HMSO

Management of Health and Safety at Work Regulations 1992 (S.I. No. 2051) Approved Code of Practice L21 H&S Commission, HMSO


Personal Protective Equipment at Work Regulations 1992, Guidance on Regulations L25 H&S Commission, HMSO

Provision and Use of Equipment Regulations 1992 (S.I. No. 2932), Guidance on Regulations L22; H&S Commission, HMSO

Workplace (Health, Safety and Welfare) Regulations, 1992 HMSO

General

Association of County Archaeological Officers (ACAO), 1993 Model briefs and specifications for archaeological assessments and field evaluations, Bedford

Association for Environmental Archaeology Guidelines for Environmental Archaeology (draft)


Cookson, N, 2000 Archaeological Heritage Law Barry Roase Law Publishers, Chichester

COSHH, 1994 The control of substances hazardous to health regulations


Department of National Heritage, 1997a The Treasure Act 1996 Code of Practice (England and Wales)

Department of National Heritage, 1997b The Treasure Act 1996 Code of Practice (Northern Ireland)


English Heritage, 1995 Geophysical survey in archaeological field evaluation, Research and Professional Services Guideline No 1, London

English Heritage, 1996 Guidelines for the conservation of textiles, London


Historic Scotland, 1993 Archaeological policies and associated papers, Historic Scotland, Edinburgh

Firth, A, 1993 The management of archaeology underwater, pp65-76 of Hunter, J and Ralston, I

Historic Scotland, 1993a Urban archaeology, Historic Scotland, Edinburgh

Historic Scotland, 1994 Allocation and disposal of archaeological finds, Historic Scotland, Edinburgh

Historic Scotland, 1997 Radiocarbon dating, Historic Scotland, Edinburgh

Historic Scotland, 1996 Archaeology and planning. Surveys of planning authorities and archaeological bodies Historic Scotland Archaeology Paper 6, Historic Scotland, Edinburgh

Historic Scotland, 1996a Project design, implementation and archiving Historic Scotland Archaeological Procedure Paper 2, Historic Scotland, Edinburgh


Historic Scotland, 1996d Contractual and grant arrangements in Historic Scotland’s archaeology programme, Historic Scotland Operational Policy Paper 1, Historic Scotland, Edinburgh

Historic Scotland, 1996e Publication and archiving of archaeological projects, Historic Scotland Operational Policy Paper 2, Historic Scotland, Edinburgh

Historic Scotland (forthcoming) Assessments and evaluations in advance of development


MDA and the Society of Museum Archaeologists, 2000 Standards in Action: working with archaeology, MDA Cambridge

Medieval Pottery Research Group (MPRG) in prep Minimum standards for processing, analysis and publication of medieval pottery


Museums and Galleries Commission, 1992 Standards in the museum care of archaeological collections, London, Museums and Galleries Commission

Prehistoric Ceramics Research Group, 1993 The study of later prehistoric pottery: General policies and guidelines for analysis and publication, PCRG Occasional Paper 1/2


Robinson, W, 1998 First Aid for Underwater Finds

Roman Finds Group and Finds Research Group, 1993 Guidelines for the preparation of site archives and assessments for all finds other than fired clay vessels


Society of Museum Archaeologists, 1993 Guidelines on the selection, retention and display of archaeological collections

Society of Museum Archaeologists, 1995 Towards and accessible archaeological archive – the transfer of archaeological archive to museums: Guidelines for use in England, Northern Ireland, Scotland and Wales, (editor, Janet Owen)

Study Group for Roman Pottery, 1994 Guidelines for the archiving of Roman pottery

Tubb, K, W, 1995 Antiquities trade or betrayed: Legal, ethical and conservation issues, Archetype Publications

United Kingdom Institute for Conservation (UKIC), Archaeology Section:

1983 Guidelines No 2: Packaging and storage of freshly excavated artefacts from archaeological sites
1984  Guidelines No 3: Environmental standards for the permanent storage of excavated material from archaeological sites


1988  Research objective in archaeological conservation

1990  Guidelines for the preparation of excavation archives for long-term storage


Institute of Field Archaeologists Technical Papers:

No 8  Darvill, T, and Atkins, M, 1991 Regulating archaeological work by contract

No 9  Gaffney, C, and Gater, J with Ovenden, S, 1991 The use of geophysical techniques in archaeological evaluations

No 10  Philo, C, and Swann, A, 1992 Preparation of artwork for publication

No 13  McKinley, J I, and Roberts, C, 1993 Excavation and post-exavcation treatment of cremated and inhumed human remains

Institute of Field Archaeologists Papers:

Ferguson, L, and Murray, D, 1997 Archaeological documentary archives Paper No. 1, Manchester

Handley, M, 1999 Microfilming archaeological archives Paper No. 2, Reading

Oxley, I, and O'Regan, D, The marine archaeological resource (forthcoming)

Institute of Field Archaeologists, 1992 Guidelines for finds work, Birmingham


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 aaais@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: 01481 72 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