

# NIAH HANDBOOK

Edition July 2012



*An Roinn  
Ealaíon, Oidhreachta agus Gaeltachta*  

---

*Department of  
Arts, Heritage and the Gaeltacht*

## CONTENTS

Introduction	3
Background	
Methodology	5
Site Identification	6
Access to Properties	7
The Record	8
Introduction	
Online Database	9
Preparing the Record	10
Registration Number	
Location	11
Classification	13
Date	14
Condition	15
Categories of Special Interest	15
Rating	21
Summary Description	23
Appraisal	27
The Photographic Record	28
General	31
Mapping	32
Appendix A - Guidelines for Authorised Officers acting on behalf of the National Inventory of Architectural Heritage	37
Appendix B - Preferred Terms	39

## **INTRODUCTION**

The National Inventory of Architectural Heritage (NIAH) is a state initiative under the administration of the Department of Arts, Heritage and the Gaeltacht. It was established on a statutory basis under the provisions of the Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999. Its purpose is to identify, record, and evaluate the post-1700 architectural heritage of Ireland, uniformly and consistently as an aid in the protection and conservation of the built heritage. It is intended that the NIAH will provide the basis for the recommendations of the Minister for Arts, Heritage and the Gaeltacht to the planning authorities around the country for the inclusion of particular structures in their Record of Protected Structures (RPS). The published surveys are a source of information on the selected structures for relevant planning authorities. The surveys are also a research and educational resource. It is hoped that the work of the NIAH will increase public awareness, understanding, and appreciation of the post-1700 architectural heritage in Ireland.

## **BACKGROUND**

### **1. Granada Convention**

The Council of Europe, in Article 2 of the 1985 Convention for the Protection of the Architectural Heritage of Europe (Granada Convention), states that *'for the purpose of precise identification of the monuments, groups of structures and sites to be protected, each member State will undertake to maintain inventories of that architectural heritage.'* The Granada Convention emphasises the importance of inventories in underpinning conservation policies. The NIAH was established in 1990 to fulfil Ireland's obligations under the Granada Convention, through the establishment and maintenance of a central record, documenting and evaluating the architectural heritage of Ireland.

Article 1 of the Granada Convention establishes the parameters of this work by defining 'architectural heritage' under three broad categories of Monument, Groups of Buildings, and Sites.

- Monument: all buildings and structures of conspicuous historical, archaeological, artistic, scientific, social or technical interest, including their fixtures and fittings;
- Group of buildings: homogeneous groups of urban or rural buildings conspicuous for their historical, archaeological, artistic, scientific, social or technical interest, which are sufficiently coherent to form topographically definable units;
- Sites: the combined works of man and nature, being areas which are partially built upon and sufficiently distinctive and homogenous to be topographically definable, and are of conspicuous historical, archaeological, artistic, scientific, social or technical interest.

The Council of Europe's definition of architectural heritage allows for the inclusion of structures, groups of structures and sites which are considered to be of significance in their own right, or which are of significance in their local context and environment. The NIAH believes it is important to consider the

architectural heritage as encompassing a wide variety of structures and sites as diverse as post boxes, grand country houses, mill complexes and vernacular farmhouses.

## **2. Record of Protected Structures**

The Planning and Development Act 2000 requires each planning authority to compile and maintain an RPS. The RPS is a mechanism for the statutory protection of the architectural heritage and forms part of each planning authority's development plan. The Minister for the Arts, Heritage and the Gaeltacht may recommend structures to the planning authorities for inclusion on the RPS. Sites/structures/groups of structures (Structures) rated as being of Regional importance or above are included in the Minister's recommendations

The NIAH is currently carrying out a programme of County Surveys in order to indicate to planning authorities a representative sample of the range of structures worthy of protection in their administrative areas.

## **3. Surveys**

The NIAH Surveys form a baseline of information. The *Core Data Index to Historic Buildings and Monuments of the Architectural Heritage* was recommended by the Council of Europe in 1992 to identify categories of information necessary to record structures and sites of historic and architectural interest. The Core Data Index and the practice and methodologies of other member states of the Council of Europe have been reviewed and adapted to suit an Irish context. Thus the Surveys have the minimum information necessary to uniquely identify, record, and evaluate a structure, group of structures, or site. The surveys are intended to identify, record and evaluate a representative sample of the range of structures that merit protection. They contain concise, basic descriptions. They allow for further information to be added over time. The number of structures to be recorded in a particular area will be specified in the tender documentation.

## METHODOLOGY

### Introduction

Sites to be recorded will be identified by NIAH staff. A site may consist of a number of separate records, e.g. a demesne – but the total number of records will be specified in the contact documentation.

Recording and editing involves

- a) the completion of a field record on a standard NIAH Survey Form,
- b) digital photography,
- c) marking the structures on the Ordnance Survey maps supplied,
- d) entering data in the NIAH online database,
- e) numbering and naming of photographs,
- f) controlling and editing of records for consistency, grammar and spelling,
- g) re-entering of corrected data.
- h) delivery of finalised material in appointed time.

Throughout the recording and editing process completed records, photographs and marked up maps are returned to the NIAH for checking, and processing for publication. Incomplete or incorrect records will be returned to the recorders for immediate correction.

Surveys are published on the NIAH website [www.buildingsofireland.ie](http://www.buildingsofireland.ie)

The NIAH survey forms, survey maps, photographs, databases, and any other information gathered in the field in the course of any inventory, will remain the property of the Government of Ireland and copyright of all this collected information will be the property of the Government of Ireland. **All** material provided to the successful tenderer by the NIAH **must** be returned.

**All officers employed by, or under contract to the NIAH, will be designated as authorised officers for the period when they are working on its behalf. See Appendix A**

**NOTE:**

- **When planning and scheduling the project, it should be noted that the experience of previous county inventories has been that the time required to complete tasks specified is often underestimated.**
- **Controlling and editing the record is essential to ensure consistency and quality.**

## Site Identification

A site identified by the NIAH may consist of several structures. All structures rated as being of Regional or higher importance should have a separate record. The NIAH will indicate where sites are to be divided up into separate records. Separate records would typically be required for demesnes, railway complexes, institutional complexes, military barracks and harbours.

Subsidiary structures should be described on the same NIAH Survey Form as the principal structure if they form a very minor part of the site and would not in themselves warrant a Regional rating.

Sites identified by the NIAH are, on initial assessment, deemed to be of Regional or above importance. If, however, the recorder disagrees with this assessment, it should still be recorded and the disagreement noted in the General Field of the database (See section on GENERAL FIELD p.30).

If a structure has been demolished or very significantly altered since NIAH identification, and thus is no longer worth protecting, a basic record should still be made and an image(s) taken in order to clearly demonstrate its altered state.

**NOTE:**

**A site may consist of several structures – each structure of Regional or above importance should have a separate record.**

## Access to Properties

This is generally not an issue in built-up or urban areas, where almost all buildings will be visible from the street, and from where it should be possible to make a record. However access can be more difficult with rural structures on their own lands. It will be the case with a military barracks or school, where there are security implications. Some preliminary planning and initial visits by the recording team will be required, early in the contract period, in such cases.

In the event of access being refused, the recorder should take a photograph of the entrance gates and the NIAH should be notified in the next weekly access report. The Recorder should provide the NIAH with the relevant details to enable them to contact the owner and arrange access.

The Recorder is not required to gain access to the interiors of buildings, except in the case of civil and public buildings, where public access is readily available, such as churches, courthouses, town halls, cultural institutions (public galleries, libraries, museums, theatres etc.), hotels and some commercial premises. Historic commercial interiors of public houses and shops are increasingly rare and recorders should note and photograph these when identified.

Private domestic interiors are never published by the NIAH. However the interiors of some private domestic buildings are already widely known through previous research and publication. These buildings are usually country houses and more rarely grand town houses. With the permission of the owner, the NIAH may, in some instances, require these interiors to be recorded but these will be clearly specified.

If the recorder observes an interior of note, but which does not form part of a civil or public building, this should be described briefly in the General Field.

### **NOTE:**

- **Plan ahead**
- **If you cannot access the site, take a record photograph of the entrance gates and notify the NIAH in the next weekly access report**
- **Interiors of public buildings are to be recorded**
- **Other interiors to be recorded will be specified**

## **THE RECORD**

### **Introduction:**

The record made of a structure consists of four parts:

1. A written record and evaluation.
2. A set of digital images.
3. The location clearly marked on the maps provided.
4. Data entered into NIAH online database.

Appendix C is a sample blank NIAH survey form. Records should be prepared on site, not from notes and / or photographs. The NIAH Survey Form is an important component of the full NIAH record. It is a method of gathering, in the field, the relevant information on the structure.

## **Online database:**

- The NIAH will provide access to an online database for data entry. Recorders will be required to have a minimum of a 5MB broadband line.
- The online interface has been developed for use **solely** with Microsoft Internet Explorer version 7+ as its web browser.
- Access to the online interface can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. Outside of these hours there may be occasional downtime to allow for upgrades and maintenance of the website.
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages, and will accordingly not compensate for this time. Without exception, any extra days which will be required to complete the survey and post to the online interface will be at the exclusive expense of the Contractor.
- The User's Guide to Online Interface will be available for download on the online interface.

**NOTE:**

- **All fields in the database must be completed.**

## **PREPARING THE RECORD**

Below is described each field of the paper record and database and how it should be completed.

### **Registration Number:**

The registration number is a unique identifier for each structure recorded. This number has eight digits and is allocated by the Recorder. The range of initial registration numbers for a particular survey area will be supplied by the NIAH at the start of fieldwork.

**NOTE:**

- **It is essential that the Registration Number is entered consistently on the survey form, online database and in the numbering of photographs**

## **Location:**

The Location field is the address for the structure. It is to be as precise as possible so that the database is not comprised of a series of records each having the same address, for example “Main Street, Newtown”. For structures in urban areas the Location field will comprise the postal address; structures in rural areas will most often comprise a Townland name only.

The Location field includes the following headings: Name, Previous Name, Number, Street Name 1, Street Name 2, Town, Townland 1, Townland 2, Townland 3, Townland 4, County, Planning Authority.

NAME: Only proper names are acceptable for inclusion in the name datafield for example “Castletown House”. In instances of commercial buildings where a structure is in multiple ownership/occupation e.g. a building containing three shops named “Walsh”, “Twomey and Company” and “Dickson”, each of the names shall be entered into the Name datafield, being separated by a forward slash - *Walsh/Twomey and Company/Dickson*. Generic or descriptive names should not be used, e.g. *Limestone steps* or *Thatched house*. In such instances the Name datafield will be left blank. In any instance where the name of a structure is uncertain, the Recorder is advised to call to the owner/occupier to seek clarification.

PREVIOUS NAME: Historical, Original or Previous proper names associated with a site shall be entered into the Location datafield. For instance a site originally known as Ballybeg Glebe House but now known as The Old Rectory Guesthouse shall have The Old Rectory Guesthouse entered into the Name Datafield with Ballybeg Glebe House entered into the Previous Name Datafield.

For the purpose of searching the database the various structures recorded within a defined site should be allocated the same name in the Name datafield. For instance, all of the structures forming part of a country house estate (country house, gateways, gate lodges, farm outbuildings, follies, etc.) will be allocated the name of the country house, for example “Wells House”. Similarly the various structures making up a military barracks complex will be assigned the same entry in the Name datafield, for example “Thomas Doyle Barracks”.

NUMBER: The number of the structure in the street is entered into the Number datafield.

STREET NAME: Two datafields are dedicated to the Street Name. In the majority of instances only one Street Name datafield will be completed, e.g. *Main Street*. However, two datafields should be completed when the structure forms part of a named terrace in a named street, e.g. *Florence Terrace, Main Street*; or the structure occupies a corner. In the latter instance, the name of the street in which the front door is positioned is entered into the Street Name 1 datafield; the name of the street in which the return or side elevation is positioned is entered into the Street Name 2 datafield.

TOWN: The name of the town is entered into the Town datafield.

TOWNLAND: Each record shall be ascribed a Townland name (from the drop down menu), as indicated on the Survey Map Sheets. In certain instances a structure may span more than one townland, e.g. a bridge: in such instances the name of each townland shall be entered. **In the case of the Dublin surveys the townland field may be left blank.**

COUNTY: The name of the county is entered here.

PLANNING AUTHORITY: The name of the Planning Authority is entered here.

The Address datafield in an urban area might typically comprise: *Barrett and Son, 13a Waverly Terrace, High Street, Ballytymon, BALLYTYMON LOTS, Monaghan. Monaghan County Council.* The Address datafield for a structure in a rural area might typically comprise: *Rickett's Bridge, BALLYMORE WEST, BALLYMORE EAST, Monaghan. Monaghan County Council.*

The spelling of names or addresses should be as on the OS map supplied. Alternative spellings should be in the General datafield.

In certain instances the recorder may be aware of an alternative name that might apply to any of the Location datafields. For instance, *O'Connell Street* was historically known as *Sackville Street*. In such cases the Recorder will note the historical name in the General datafield.

**NOTE:**

- **Correct addresses are critical**

## **Classification:**

The NIAH type classification, in the form of a series of interactive drop down menus, is contained within the online database that is provided to recorders.

**Original Type** – based on the evidence presented by the structure, the recorder should try to determine the structure's original function.

**In use as** – should be used to describe the structure's current function. 'In use as' should be left blank if the structure is vacant or disused. If however the structure, typically a shop/retail outlet, is obviously being redecorated and thus closed for a very brief period it should not be described as vacant or disused.

**Additional Type** – should be used in instances where the structure is being simultaneously used for a number of different functions. Typically a house may now be in use as both a house and commercial premises. The secondary rather than the main use should be entered into the Additional Type field.

**Historical use** – the recorder may be able to ascertain a former or Historical use of the structure. For example a country house may now be in use as a hotel but at some period in its past was used as a school. This should be entered into the Historical use field.

### **NOTE:**

- **A recorder may come across a structure for which there is no Classification included in the database. The details of the structure should be noted in the General Field and the Classification fields left blank. A Classification should not be made up when one cannot be found to suit.**

## Date:

Dating takes the form of two date fields: these are “Date From” and “Date To”. Both fields must be completed. The smallest time band should be used where possible. Time band dates should be rounded out to the nearest 0 or 5. For example, in the case of a structure, built in 1881, the date bracket should appear as Date From: 1880 – Date To: 1885 and ‘built in 1881’ should appear in the Summary Description field. If the recorder was able to ascertain the exact date of construction the method used should be noted in the General field e.g. documentary evidence, cartographic evidence, date stone, owner information or a commemorative plaque.

However in the majority of cases the recorder may not be in a position to give an exact date of construction. In such instances a broader date may be given. Thus, for example, Date From: 1820 – Date To: 1840. A qualifying date of ‘c.1830’ can be given in the Description field. This will demonstrate that the date is thought to be about 1830 but with a time band of ten years either side of that date. Date bands broader than forty years (twenty years either side) should only be used in exceptional circumstances. Limited time bands are of particular importance when recording more recent structures.

If the date given is based on a ‘datestone’ then the record should state ‘...dated ...’. The datestone should be photographed and its location noted in the record.

In circumstances where a structure was built c.1850 and subsequently altered c.1910, the record should have a mid-nineteenth-century date bracket in the Classification field. The Summary Description should state that the structure was built c.1850 and altered c.1910. However if the early twentieth-century alteration is the most significant and dominant element, the record would have an early twentieth-century date bracket in the Classification field and the Description and/or Appraisal should clearly state that the structure of c.1910 contains the remains of an earlier structure dating from c.1850. Many eighteenth and nineteenth-century country houses have mediaeval towers at their core – these should be dated to the date of the construction of the house not the mediaeval core.

### NOTE:

- **Both date fields, *Date from* and *Date to*, must be completed.**
- **In a multi-period structure the date span should be of the dominant element.**
- **Ensure that there is consistency between the date given in the Summary Description field and the dates given in the Classification field.**

## **Categories of Special Interest:**

The notes below explaining the Categories of Special Interest are from '*Architectural Heritage Protection Guidelines for Planning Authorities*' published by the Department of Arts, Heritage and the Gaeltacht in 2004.

### **Introduction**

The Planning and Development Act 2000 defines the architectural heritage to be structures or parts of structures which are of *Architectural (A)*, *Historical (H)*, *Archaeological (Ag)*, *Artistic (Ar)*, *Cultural (C)*, *Scientific (Sc)*, *Social (So)* or *Technical (T)* interest. The Categories of Special Interest can be seen as a list of criteria to be considered when evaluating a structure. The categories are not mutually exclusive and a structure may be attributed with several of the categories. Generally the majority of sites/structures/groups of structures included in NIAH surveys will be considered to be of Architectural (A) or Artistic (Ar) interest, although on rare occasions a structure of no architectural or artistic interest may have been included purely for its historical, archaeological, cultural, scientific, technical or social interest.

The Planning and Development Act 2000 requires that a protected structure be of special interest under one or more of the following categories.

1. Architectural;
2. Historical;
3. Archaeological;
4. Artistic;
5. Cultural;
6. Scientific;
7. Technical;
8. Social.

These categories are not mutually exclusive; for example, a structure may be of historical, as well as architectural, interest. The RPS should represent the diversity of the architectural heritage within a planning authority's functional area and include structures with various special interests. The strength of an RPS depends on the clarity of the assessment procedures, which should be impartial and objective.

The purpose of protection – the control and management of future changes to a structure – should be borne in mind when evaluating those special interest categories which may not relate directly to the physical fabric, such as historical, social and cultural interests. This would occur where, for example, a building is of interest because of its connection with an historical figure although the structure may have been largely altered since that figure lived there.

### **Architectural interest**

The characteristics of architectural interest may be attributed to a structure or part of a structure with such qualities as the following:

1. A generally agreed exemplar of good quality architectural design;
2. The work of a known and distinguished architect, engineer, designer or craftsman;
3. An exemplar of a building type, plan-form, style or styles of any period but also the harmonious interrelationship of differing styles within one structure;
4. A structure which makes a positive contribution to its setting, such as a streetscape or a group of structures in an urban area, or the landscape in a rural area;
5. A structure with an interior that is well designed, rich in decoration, complex or spatially pleasing.

### **Historical interest**

The notion of historical interest underpins a general belief that it is worthwhile to preserve and conserve structures, sites and information from past centuries. The level of importance of the historical connection and its relationship to the existing fabric of the structure should be assessed. The historical interest relating to a structure or parts of a structure may be identified in various ways.

1. A structure may have historical interest as the location of an important event that occurred in, or is associated with it, or by its association with a historic personality. Some events or associations may be so important that the place retains its significance regardless of subsequent alteration. Where an otherwise unremarkable structure has historical associations, it may be more appropriate to commemorate the association with a wall-mounted plaque. Where the decision is difficult, it is helpful to discover whether other buildings connected with the personality or event still exist (and if they are protected) and to make an assessment that takes account of the value of such a group.
2. A structure may have influenced, or been influenced by, a historic figure. Important people may have lived in the structure or have been otherwise associated with it – for example its patron, designer or builder. Places in which evidence of an association with a person survive, in situ, or in which the settings are substantially intact, are of greater significance than those which are much changed or in which much evidence does not survive.
3. Historical interest can be attributed where light is thrown on the character of a past age by virtue of the structure's design, plan, original use, materials or location.
4. A structure may be a memorial to a past event;
5. A structure itself may be an example of the effects of change over time. The design and fabric of the structure may contain evidence of its former use or symbolic meaning. This may be the case with former gaols or churches that have since changed and, in so doing, illustrate a historic development.
6. Some fixtures and features may survive, for example in consistory courts and courts of law, that are important evidence of former liturgical or legal practice and may have special historical interest for that reason.

7. Some unusual structures may have historical or socio-historical interest, for example, early electricity substations, 'Emergency' era military pillboxes or sentry-boxes. Although not yet of popular heritage significance, such structures can nonetheless have special historical and social interest.
8. Special historical interest may exist because of the rarity of a structure. Either few structures of an identifiable type were built at a particular time, or few have survived. In either case, the extant structure may be one of the few representative examples of its time that still exists in the national, regional or local area. The rarity of surviving examples of a building type can ensure that special historical interest accrues to them. A planning authority should give careful consideration to protecting any examples of rare structures in its area, bearing in mind the degree to which past interventions may have altered their character.

### **Archaeological interest**

Special archaeological interest is essentially defined by the degree to which material remains can contribute to our understanding of any period or set of social conditions in the past (usually, but not always, the study of past societies). The characteristic of archaeological interest in the context of the RPS must be related to a structure. Structures of special archaeological interest may also be protected under the National Monuments Acts.

Structures can have the characteristics of both archaeological and architectural interest as these are not mutually exclusive. For example, the party walls or basements of houses of later appearance may contain medieval fabric and reveal information of archaeological interest. The standing walls of a sixteenth-century towerhouse will have both characteristics of interest. Fragments of early fabric, including carved or worked stone, may have been re-used in later buildings giving these structures archaeological significance as the current context of historically significant material. A complex of industrial buildings may have archaeological interest because of its potential to reveal artefacts and information about the evolution of industry that may be useful to archaeologists, historians and the public.

#### **NOTE:**

- **For the purpose of the NIAH County Surveys, Archaeological Interest should only be allocated to structures of pre-1700 date or which contain pre-1700 fabric, e.g. Howth Castle, Kildare Church of Ireland Cathedral, Rathfarnham Castle.**

### **Artistic interest**

Special artistic interest may be attributed to a structure itself, or to a part of a structure, for its craftsmanship, design or decoration. Examples could include:

1. Examples of good craftsmanship;
2. Decoratively carved statuary or sculpture that is part of an architectural composition;
3. Decoratively-carved timber or ceramic-tiled shopfronts;
4. Ornate plasterwork ceilings;

5. Decorative wrought-iron gates;
6. Religious art in a place of public worship such as the Stations of the Cross or stained-glass windows;
7. Fixtures and fittings such as carved fireplaces, staircases or light-fittings;
8. Funerary monuments within a graveyard;
9. The relationship of materials to each other and to the totality of the building in which they are situated, if these have been designed as an ensemble.

For an artistic work to be given protection under the Act, its degree of annexation to the structure should be taken into account. If the work of art is effectively fixed to the structure, it can be considered a part of the structure and therefore protected.

### **Cultural interest**

The characteristic of cultural interest permeates the architectural heritage and can, in the broadest terms, include aesthetic, historic, scientific, economic or social values of past and present generations. Special cultural interest apply to:

1. Those structures to which the Granada Convention refers as ‘more modest works of the past that have acquired cultural significance with the passing of time’;
2. Structures that have literary or cinematic associations, particularly those that have a strong recognition value;
3. Other structures that illustrate the development of society, such as early schoolhouses, library buildings, swimming baths or printworks. If these associations are not related to specific aspects of the physical fabric of a structure, consideration could be given to noting them by a tourism plaque or other such device.

### **Scientific interest**

The scientific interest, or research value, of a structure will depend on the importance of the data involved and on its rarity and/or quality. Its scientific interest should also be assessed as to how well it represents the area of research in question and the degree to which the structure may contribute further objective information. For example:

1. The results of scientific research may be seen in the execution of the structure;
2. The materials used in the structure may have the potential to contribute to scientific research, for example extinct pollen or plant species preserved in the base layers of ancient thatch roofs;
3. The structure may be associated with scientific research that has left its mark on the place, such as early Ordnance Survey benchmarks carved into stonework.

### **Technical interest**

Special technical interest in a structure relates to the art of the structural engineer in devising solutions to problems of spanning space and creating weatherproof enclosures. It may be found in structures which are important examples of virtuoso, innovative or unusual engineering design or use of materials. A structure may be of special technical interest for one or more of the following reasons:

1. It displays structural or engineering innovation evidenced in its design or construction techniques such as the use of cast- or wrought-iron prefabrication or an early use of concrete;
2. It is the work of a known and distinguished engineer;
3. It is an exemplar of engineering design practice of its time. For example, a bridge may be a masonry arch, an iron suspension or a concrete span;
4. It displays technically unusual or innovative construction or cladding materials, such as early examples of glazed curtain walling, prefabricated concrete plank cladding or Coade stone;
5. Contains innovative mechanical fixtures, machinery or plant or industrial heritage artefacts that describe the character of production processes. The specifically industrial aspect of some sites like mill buildings, mill-ponds, tailings or derelict mines can often have a technical heritage value;
6. Purely special technical interest can be ascribed to the innovative engineering qualities of a structure, as distinct from the building's appropriateness for use, or its appearance or form.

### **Social interest**

The characteristic of special social interest embraces those qualities for which a structure, a complex or an area has become a focus of spiritual, political, symbolic or other sentiment to any group of people. A community may have an attachment to a place because it is an essential reference point for that community's identity, whether as a meeting place or a place of tradition, ritual or ceremony. The configuration, disposition or layout of a space or group of structures, where they facilitate behaviour that would otherwise be difficult or impossible, may be of social interest. This category of special interest may sometimes not be directly related to the physical fabric of a particular structure or structures and may survive physical alteration. Care should be taken to recognise the pattern or internal relations of the parts of the structure that constitute its special interest, in order to ensure that they be conserved.

1. The fixtures and features that testify to community involvement in the creation of a structure, or have a spatial form or layout indicating community involvement in the use of a structure, could include such elements as memorials, statues or stained-glass panels.
2. A structure may display vernacular traditions of construction and may be set in a group or area which illustrates the social organisation of the inhabitants. Most obviously this would include thatched cottages. In vernacular buildings, elements of the plan-form (for example, direct-entry, lobby-entry, doors opposite one another, bed outshots etc), as well as the roofing material of otherwise ordinary structures may be distinctive and have special social interest.
3. Types of decoration may have artistic as well as social interest, such as shell houses or the local manifestation of exuberant or astylar stucco decoration where it is particular to a town or region.

4. A social interest could also be attributed to structures illustrating the social philosophy of a past age, as in the case of philanthropic housing developments. Structures which illustrate a particular lifestyle or social condition, for example holy wells, are to be found in many parts of the country. Care must be taken to ensure that there is sufficient physical fabric to such places for them to be defined as 'structures'.

## **Rating:**

The attribution of **Categories of Special Interest** should lead the Recorder to consider the architectural heritage significance of a structure and to rate that significance. The NIAH rating values are ***International, National, Regional, Local*** and ***Record Only (I, N, R, L, O)***. Structures which are considered of **International, National, and Regional** significance are recommended by the Minister to the relevant planning authority for inclusion in their RPS.

Sites identified by the NIAH for recording are deemed, on an initial assessment, to be of **Regional** or above significance. However, recorders, if they disagree with this assessment, they should still record the structure but note their disagreement in the General field of the database. A final decision on the rating will be a matter for the NIAH.

### **INTERNATIONAL I**

Structures or sites of sufficient architectural heritage importance to be considered in an international context. Examples include St Fin Barre's Cathedral, Cork. These are exceptional structures that can be compared to and contrasted with the finest architectural heritage in other countries.

### **NATIONAL N**

Structures or sites that make a significant contribution to the architectural heritage of Ireland. These are structures and sites that are considered to be of great architectural heritage significance in an Irish context. Examples include Ardnacrusha Power Station, Co. Clare; the Ford Factory, Cork; Carroll's Factory, Dundalk; Lismore Castle, Co. Waterford; Sligo Courthouse, Sligo; and Emo Court, Co. Laois.

### **REGIONAL R**

Structures or sites that make a significant contribution to the architectural heritage within their region or area. They also stand in comparison with similar structures or sites in other regions or areas within Ireland. Examples would include many Georgian terraces; Nenagh Courthouse, Co. Tipperary; or the Bailey Lighthouse, Howth. Increasingly, structures that need to be protected include structures or sites that make a significant contribution to the architectural heritage within their own locality. Examples of these would include modest terraces and timber shopfronts.



## Summary Description:

The Summary Description should read as a succinct, objective and accurate record of the physical form and detail of the structure or site. For the sake of consistency, the NIAH has developed a preferred methodology for recording structures, the detail of which is laid out below. It should be noted that it may not be possible to describe all structures in this format. Graveyards, bridges, harbours, canals and street furniture are just some of the types of structures recorded which cannot be readily described using the NIAH preferred methodology for recording. However the prescribed format should be adhered to, where possible. Examples of completed records can be examined on the NIAH website [www.buildingsofireland.ie](http://www.buildingsofireland.ie)

The length of description required is dictated by the size and complexity of the structure. A small water pump or post box may typically require only a few lines, whereas a more detailed description would be appropriate to a country house or an institutional building.

Where applicable the Summary Description should follow this format and order:

1. Location
2. Number of bays and number of storeys (over basement, if applicable)
3. Identifying material (if applicable)
4. Architectural style (if applicable)
5. Original type
6. (Half-) dormer attic (if applicable)
7. Date of construction (or approximate date)
8. Distinguishing plan and elevational features (if applicable)
9. Historical (subsequent) usages (with corresponding dates)
10. Renovations/extensions/alterations (to be noted in sequence with corresponding dates)
11. Current and Additional usages (if applicable)
12. Roof
13. Walls
14. Openings
15. Interior
16. Site
17. Attendant outbuildings (if not provided with separate record)

Basic information which should be included in the record:

### **1. Location**

The location of the structure in relation to surrounding buildings establishes its context. Generally structures can be described in the following categories:

*Terraced* (should be used where buildings are built as part of a group, having common dividing walls, sharing a common building line, and usually originally constructed to the same or similar design)

*End-of-terrace* (should be used where building terminates a terrace)

*Semi-detached* (should be used where buildings are built as one of a pair and usually originally constructed to the same or similar design)

*Attached* (should be used where structure is attached to another and is not in terraced or semi-detached form)

*Detached*

*Freestanding* (only to be used when describing monuments/memorials).

**2. Number of bays and storeys (over basement, if applicable)**

The number of bays and storeys of the building, e.g., 'two-bay single-storey', or 'four-bay three-storey over basement', gives horizontal and vertical information to the description.

A complex or a structure built to an irregular plan form with many bays may be described as multiple-bay.

A basement and/or an attic are to be included with the storeys. The term "dormer attic" applies when all of the accommodation in the roof space is positioned above the level of the eaves. In such instances the building is described as "two-bay two-storey house with dormer attic, built..."

The term "half-dormer attic" applies when the accommodation in the roof space springs from below the level of the eaves. In such instances the building is described as "two-bay two-storey house with half-dormer attic, built..." The NIAH does not use the term "one-and-a-half-storey house", which suggests an unfinished or truncated structure.

**3. Identifying material (if applicable)**

Information on construction materials should only be included in the first line of the description if they define the essential character of the structure.

**4. Architectural style (if applicable)**

Architectural style is entered only if the Recorder is certain that the style is correctly attributed. For example, 'Georgian' is only to be used for structures which were built during the reign of the four Georges, and which exhibit features typical of the Georgian era. 'Georgian-style' is to be used for structures which exhibit typical Georgian features, but which were built outside the Georgian time frame. This may also be applied to other architectural styles.

However if using Georgian, Victorian, Edwardian and so forth, the use of such terms should be refined to, 'early Georgian', 'late Regency' or 'High Victorian'.

In the case of vernacular structures architectural style is not applicable. However vernacular houses have been generally classified as being either lobby-entry or direct-entry plan form. Lobby-entry houses are distinguished externally as having an alignment or near alignment of chimney and entrance doorway. Direct-entry houses have their entrance doorway at a remove from the chimney.

- 5. Original type**

The original type is to be entered, e.g. house, school, Church of Ireland church, followed by a statement on its current use (if any).
- 6. (Half-) dormer attic (if applicable)**

See section 2 above 'Bays and storeys'
- 7. Date of construction (or approximate date)**

The date the Recorder has assigned to the structure is entered directly after the original type, e.g., 'railway station, built c.1855'. If the actual date of construction is known then the date does need to be preceded by 'circa'. If the date of construction is estimated then this circa date should be the mid-point of the date bracket given for the structure. If the date given is based on a 'datestone' then the record should state '*...dated ...*'. The datestone should be photographed and its location noted in the record. Any information contained on a datestone or commemorative plaque should be transcribed into the General field.
- 8. Distinguishing plan and elevational features (if applicable)**

The plan form and characteristics of the structure should be described, e.g. 'L-shaped', 'Cruciform', 'Breakfront', 'Canted bay', 'Porch', 'Palladian villa plan'
- 9. Historical usages (with corresponding dates)**

Any known subsequent uses of the structure should be entered in the summary description field, such as former railway station c.1880, later in use as a school, and now converted to use as a house.
- 10. Renovations/extensions/alterations**

To be noted in sequence with corresponding dates.
- 11. Current and Additional usages (if applicable)**

The current use and any additional use are to be entered in the Summary Description data field.
- 12. Roof**

Descriptive details of the roof and related elements are entered. This information should include detail of the form; covering; ridge tiles; chimney-stacks; eaves/argeboards; rainwater goods etc.
- 13. Walls**

Descriptive details of the walls and related elements. This information should include detail of the external rendering and finishes over construction (if discernable), e.g. "painted, lime render over coursed random rubble stone walls".
- 14. Openings**

Descriptive details of the windows and door openings. This information should include detail of the shape (-headed); material of sills; material of head; fittings (with corresponding dates for replacement fittings); doors shape (-headed); materials of surround; material of head; fittings (with corresponding dates for replacement fittings).
- 15. Interior**

Where applicable, first principal room entered followed by remainder of principal rooms in clockwise fashion moving from ground floor up. Minor rooms do not need to be recorded.

**16. Site**

Setting in streetscape/landscape; features of immediate curtilage.

**17. Attendant outbuildings (if not provided with separate record)**

Sequence of description to follow that of main building.

**NOTE:**

- **Use rough compass points, i.e., east or west, instead of descriptive terms such as ‘ left-hand side’. This information can be inferred from the maps provided.**
- **Elevations however can be described as: front, south elevation or garden, east elevation**
- **Descriptive terms such as small/tall/long/short/large should not be used.**
- **A structure may contain ancillary structures which do not, in themselves, merit a separate record but which would be evaluated as being of ‘Local’ rating. In this instance the recorder should include a brief description as part of the record for the main structure. It is not sufficient to simply state something along the lines of ‘outbuildings to rear’. Include information on the function of the structure including notes on the basic roof shape and covering, walling materials etc. Descriptions of the boundary walls and gates should be included in the main record if they have not been given separate records.**
- **Only the most basic level of information is needed for recent additions unless they contribute to the heritage importance of the structure recorded.**

## Appraisal:

### Summary

The Appraisal should draw attention to the essential character and significance of the structure and persuade the reader of its merits. It should identify the reasons for the importance values attached to a structure but should not read as a summary composition or description. It is making a case for the protection of the structure and should be written in plain English.

### Writing the Appraisal

When writing the Appraisal questions to consider include:

- *Is it the design or detail that makes it important?*
- *Is it unusual or rare in any way?*
- *Does it retain much of its original fabric?*
- *Is it important because of its interior or setting?*
- *Does it, in the case of an industrial site, still have its original machinery?*
- *Does it share any characteristics or details with other structures in the survey?*
- *Does it have any important historical, cultural, or social associations with the area, an individual or event?*
- *Is the structure part of an overall design for the area?*
- *Is it part of an important complex/group/terrace or streetscape?*
- *Is it part of a group of buildings by the same architect or for the same patron in the area?*

This list, though not exclusive, gives an indication to the approach of writing of the appraisal.

The overall tone of the Appraisal is crucial and the language and phrasing should be carefully considered. It should not be a list of the surviving elements of the original fabric. Comments, which could reflect on the owner, should never be made. If timber windows have been replaced with uPVC they should not be referred to as 'inappropriate'. Find another way of making the point.

The scale and complexity of the building will dictate the appropriate length of the Appraisal.

Comments must be accurate. For example before stating that a particular structure is a "rare early surviving example of a XXX in the area" the recorder should ensure that it is indeed uncommon or an early example.

#### **NOTE:**

- **The appraisal is making the case for the protection of the structure**
- **It should be written in plain English**
- **It must be accurate**
- **If the recorder is of the view that the structure does not warrant a Regional or above rating, this should be put in the General field, not the Appraisal**

## The Photographic Record:

### Summary

The aim should be to record adequately the *visual character* of a structure. Some thought must be put into which views are best to capture information about the character of a structure. The views should complement the *Summary Description, Appraisal* and *Categories of Special Interest* sections of the record and serve to highlight the architectural heritage merit of the structure. The recorder should walk around the entire structure to properly assess its form before starting to photograph.

The size and complexity of the structure will dictate the number of shots appropriate to the record. A typical record might include an average of 6 – 10 images. A large or complex building will require many more images in order to create an adequate record. No less than two shots should be taken of every structure. However a complex structure could require many more. Elements or details of the structure, which are referred to in the summary description, should be photographed. Photographs should be taken and catalogued in a logical order, moving from the broader picture to the detail.

### Taking the Photograph

The photography can be divided into the following categories:

- Representative view
- Exterior - Elevation views
- Exterior - Detail views
- Site and context views
- Interior views

**Representative view:** The representative view is the most important image for the NIAH record. It is the image that will be used to identify the structure in any NIAH publication and also by interested parties in the field. It is essential that it is of high quality and the view of the structure is not obscured. It will consist of either a view of the front elevation, in a terraced setting, or a perspective view showing the front and overall volume of the building where it is detached.

**Exterior - Elevation views:** These views should record the form and composition and each elevation of the structure. A structure with a simple plan form would require a minimum of two views; taking a perspective view of the front and one side of the structure and then a second view of the rear elevation and the other side of the structure. However, many buildings are more extensive and complicated and the most relevant views will have to be planned out after walking around the full extent of the structure.

**Exterior – Detail views:** These identify the individual elements that contribute to the structure's importance. These can be any number of architectural elements: doors, windows, chimneys, roof, walls, brickwork or stonework patterns, materials, architectural style, elements of high quality craftsmanship, carving, mouldings, etc. Elements such as plaques and other features that convey information about a

structure's original function, previous owner, the original builder and the evolutionary history of the structure are important.

**Site and context views:** These views should convey the setting of the structure, especially if it contributes architecturally to its surrounding landscape. They should also give an impression of the surrounding landscapes. Whether man-made, natural, historical/cultural, e.g. the place of a townhouse in a terrace or streetscape, a vernacular building's orientation with respect to the roadway, or the relationship between a watermill and its mill race. All elements that are recorded should be photographed, e.g., outbuildings, railings, gateposts, boundaries and coach houses.

**Interior views:** The Recorder is not expected to photograph interiors other than selected civil and public buildings that are open to the public. These buildings must only be photographed with the permission of the owners/operators. In the case of churches, at least the view towards the altar and the view from the altar to the entrance should be taken. Where the interior is still mainly intact, the furniture/fittings should be photographed (altar, altar rails, confession boxes, pulpits, pews, galleries, sedilia, stained glass windows, roof construction (if visible) etc).

### **Labelling of photographs**

All images are labelled with the NIAH registration number and underscored with a second identifying number, the photo number. The representative image should always be labelled *Site number\_1*. The second image is labelled *Site number\_2*, and so on. All photographs should also have a text description, e.g. "North Elevation", "Detail of doorcase to west elevation" etc. This is necessary for the web publication of the survey.

### **Notes on technique**

- Photographs should be taken after the written record has been compiled, as it will inform the recorder as to what needs to be visually recorded.
- Plan for the optimum photographic conditions.
- Images must be of a quality acceptable for reproduction.
- Images should be properly framed and focussed.
- Maintain horizontal and vertical lines in buildings.
- Avoid excessive amounts of foreground or background in a composition
- Avoid vehicles, over-head cables or modern signage where possible.
- Back-lit structures should be metered for using spot or centre-weighted metering options on a camera, to avoid silhouetted results.
- Images should be unedited, with no cropping or adjustments applied.

### **Technical Requirements**

- **The minimum resolution acceptable by NIAH standards is 6 megapixels, i.e. 3008 pixels x 2000 pixels. The maximum is 8.2 megapixels, i.e. 3520 pixels x 2336 pixels.**

#### **NOTE:**

- **Check quality of image before saving**
- **Elements or details referred to in the record should be photographed**
- **Images, other than street context views, should never include children**
- **Photographs should not be taken during religious services**

## **General:**

The General Field is to be used to provide information that is not included in other fields of the record. Information in the General Field is usually not published, although parts may be copied into other fields by the NIAH and published in the completed survey. Typically the following information may be included in the General field:

- Notes confirming how a specific date for the structure has been ascribed.
- Notes on the historical ownership or development of the structure or place.
- Information relating one structure to another in the survey, e.g. Name House was designed by Name Architect who was also responsible for the design of Name other structure at Name place.
- Transcription of information contained on datestones or memorial plaques.
- Details for the NIAH on access to a particular structure, e.g. The keys to ... are held by ... Telephone number ...
- Notes on important historic interiors where the building is not in public or civic use. This information should not be shared with anyone other than NIAH staff.
- Instances where Type Classifications are not available in the drop-down menus
- Documentary references (if known) to the structure should be noted.

### **NOTE:**

- **The General Field is not published -It is there to provide information for the NIAH**

## **Comments:**

The General Field is to be used to provide feedback between the team, survey editor and NIAH. For example, the recorder may use the General Field to highlight concerns about the inclusion of a particular structure.

## MAPPING

Recorders will be provided with two general types of Ordnance Survey of Ireland mapping:

- large-scale urban map plans (1:5000, 1:2500 and 1:1000), and
- small scale rural map sheets (1:10560 / six inches to one mile series; used as an identifying framework for all NIAH records).

Records should be marked on the largest scale mapping provided for an area. Use a fine-nib red pen to mark structures with their Number on Plans clearly and legibly. Notes may be written on field maps if there is a need for further explanation of the elements marked.

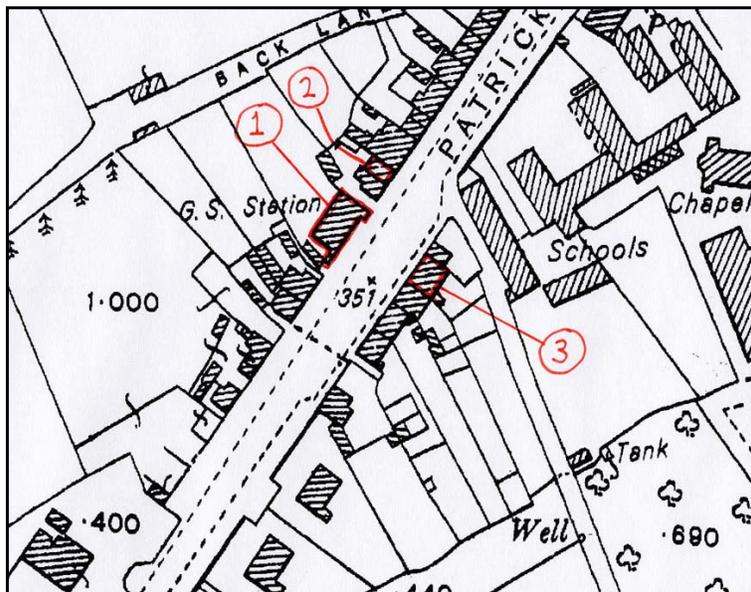
The OSI maps may be out of date. If uncertain of the location of a structure on a map, try to get visual cues from features depicted on the map – buildings stepping out from the street line, street furniture, bench marks, field boundaries, and buildings and features on an opposite side of a street - all can help in the plotting process.

### Numbers on Plan

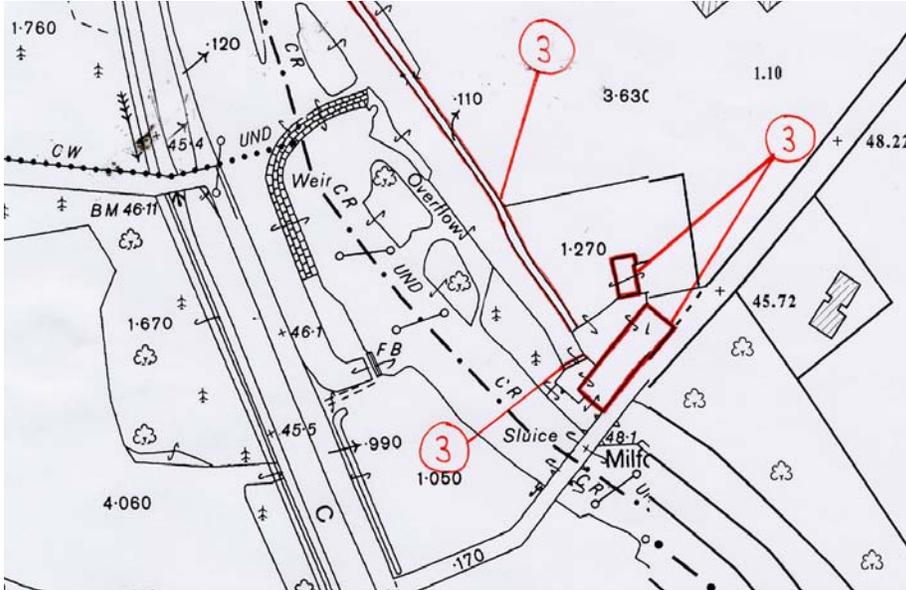
Numbers on Plan are used on NIAH field maps to identify the structures that make up an individual record. As a general rule, the last 2-3 digits of the Registration Number is the Number on Plan; e.g. record 14317001 the Number on Plan is 1; record 14317121 the Number on Plan is 121.

### Plotting structures on large-scale urban map plans (1:5000, 1:1000, 1:2500)

Outline the footprint and extent of the record and then draw a leader line to a sufficient distance to attach a free-hand circle, into which the Number on Plan is inserted. This may need some consideration in town centres - where there is a high concentration of structures - leader lines will have to be organised carefully to limit confusion. See figure below.



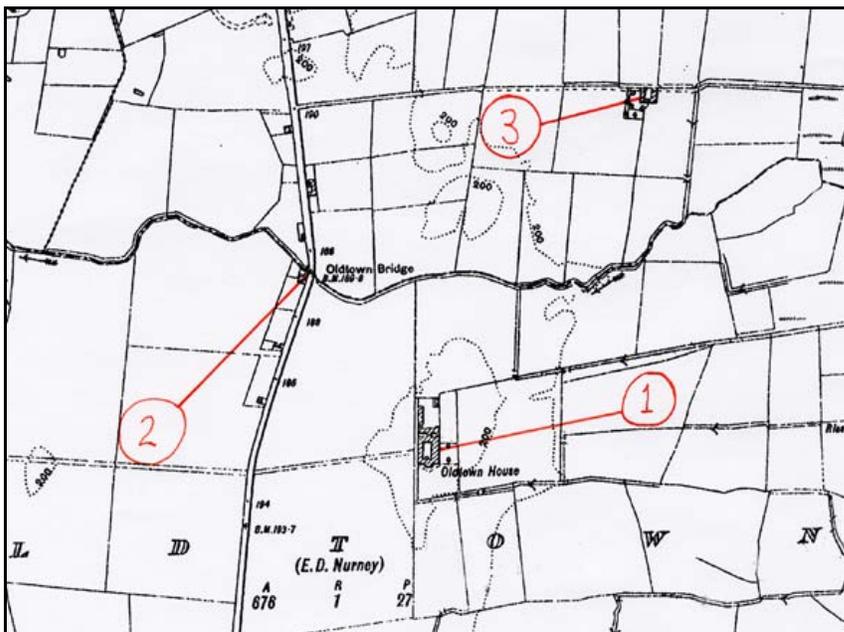
The Numbers on Plan are assigned when the Recorder is plotting the record. It should be assigned as logically as possible. Avoid non-sequential numbering and start at number one on each map sheet. If a survey record comprises many geographically separate elements, the respective Number on Plan should be linked to each element with leader line(s). Identify and mark those ancillary elements, such as outbuildings, mill races, railings, and walls, that are included in the record. See figure below.



In the case of a structure with multiple extensions, the Recorder should mark only those additions that are included in the actual record and annotate the map accordingly.

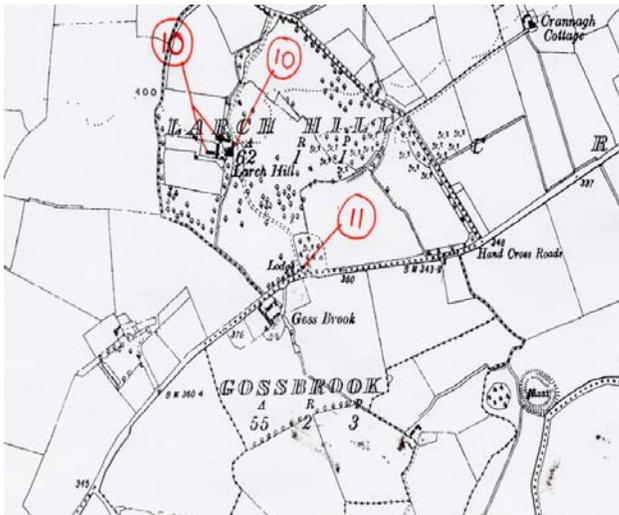
**Plotting structures on small-scale rural map sheets (six-inch map sheets)**

From the immediate edge of the structure (try not to mask the footprint of the structure), draw a leader line at a sufficient distance and attach a free-hand circle, into which the Number on Plan is inserted. See figure below.



The Numbers on Plan are assigned when the Recorder is plotting the record. It should be assigned as logically as possible. Avoid non-sequential numbering and start at number one on each map sheet.

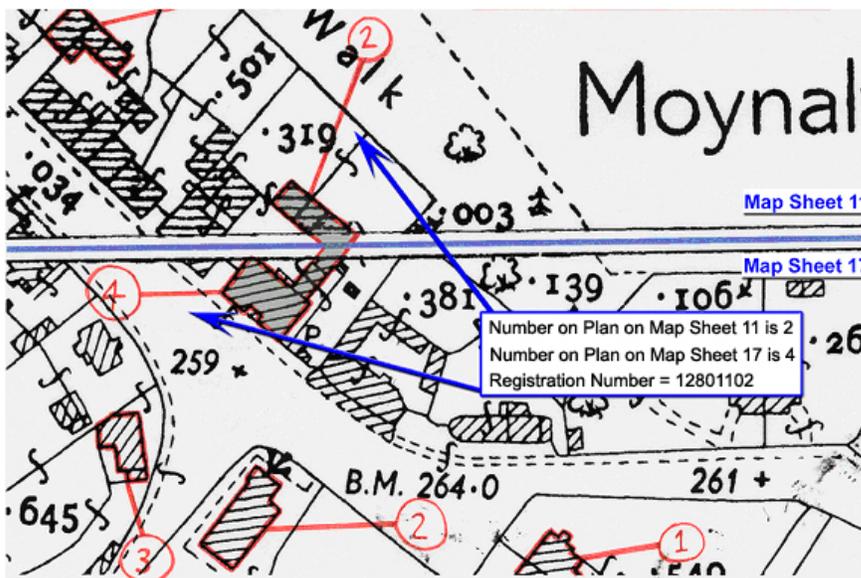
If a survey record comprises many geographically separate elements, the respective Number on Plan should be linked to each element with leader line(s). Identify and mark those ancillary elements, such as outbuildings, mill races, railings, and walls, that are included in the record. See figure below.



In the case of a record with multiple extensions/ranges of buildings, the Recorder, if possible, should mark only those additions that are included in the actual record.

### Plotting structures that straddle two or more map sheets / plans

A map straddle occurs when the geographical extent or footprint of a record is divided between two or more rural map sheets and/or Urban map plans. In such cases the record is given one unique Registration Number but is assigned a different Number on Plan for each individual map sheet and/or map plan involved. See figure below.



A note should be placed in the margin of each field map, detailing the different map sheets, map plans and Number on Plans assigned to the record.

### **Assigning Registration Numbers to *straddle* records**

N.B. EACH RECORD IS ASSIGNED ONLY ONE REGISTRATION NUMBER.

N.B. EVERY RECORD HAS ITS SIX-INCH MAP SHEET NOTED ON THE SURVEY FORM AND DATABASE - REGARDLESS IF IT IS MARKED UP ON A LARGER SCALED MAP.

### **Straddles between maps of the same scale**

When a map straddle occurs between maps of the same series, the lowest map sheet/plan number is used to form the Registration Number. Therefore if the extent of a record covers two six-inch map sheets, for example, Nos 11 and 17, then the Registration Number will be formed from map sheet No. 11 (i.e. 12801101 rather than 12801701). The Number on Plan assigned for the record on map sheet 17 will be the next available Number on Plan once all other non-straddle records are assigned their Numbers on Plan for that particular map sheet /map plan. Therefore if there are already 3 records on this map sheet and/or map plan the straddle record will be assigned Number on Plan 4.

### **Straddles between maps of different scales**

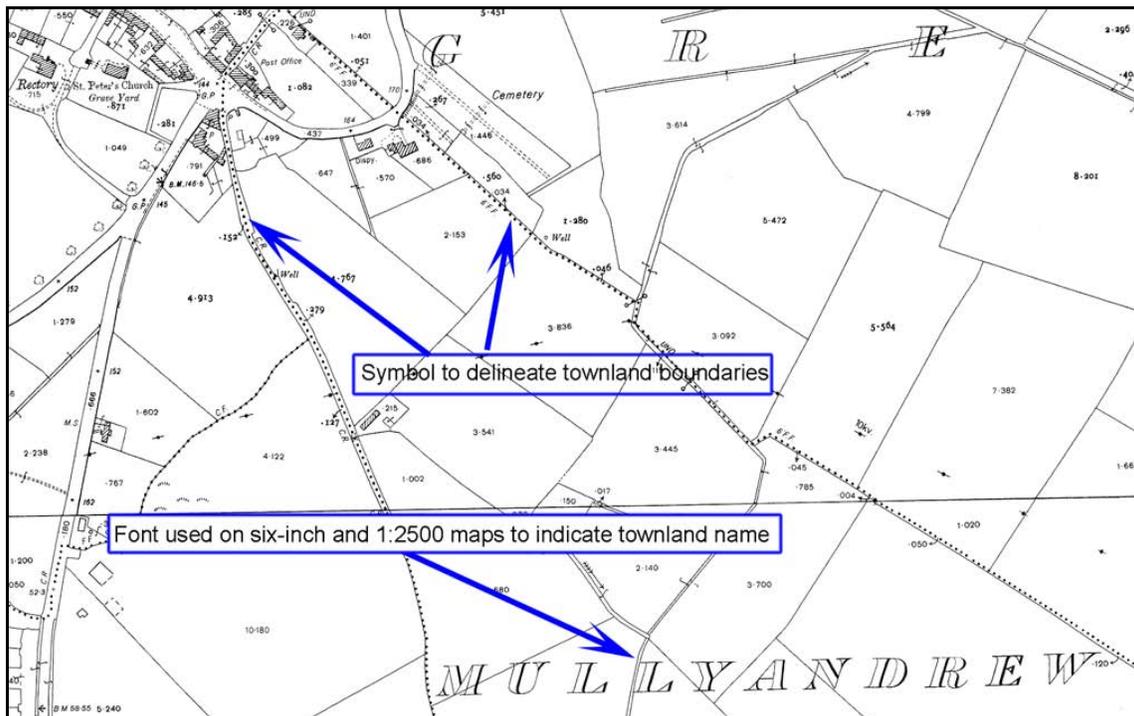
When a map straddle occurs between, for example, a six-inch map sheet and a 1:2500 map plan the Registration Number should be formed from the 1:2500 map plan (i.e. the largest scale involved). The Number on Plan on the relevant six-inch sheet should be assigned as above by the NIAH. This is the same for all the permutations of straddles between differing scales that are listed above, the unique Registration Number is formed using the details of the largest scale map sheet.

An NIAH Survey Form should be completed for every map sheet and/or map plan on which a straddle record appears. Only one Survey Form is completed in full, i.e. all of the data fields are to be completed. For the additional straddle forms, the Registration Number, County Code, Map Type, map sheet and/or map plan and Number on Plan data fields are to be completed. For example, a record that straddles three different maps has three Survey Forms. The first Survey Form is completed in full, while only the Registration Number and Map Information data fields are completed on the other two Survey Forms. As the Registration Numbers are the same on all three forms, it is apparent that it is the same record. However, the Map Information is different for each form.

When a map straddle occurs, the Recorder should mark the Registration Number, the map sheet and/or map plan number, and the Number on Plan pertaining to each map sheet in the margins of the map. This should be done for each individual map sheet and/or map plan that contains a particular map straddle.

## Townland identification from maps

Townlands are a traditional administration unit used for land parcel identification and address purposes in Ireland. The boundaries of townlands can be easily discerned on six-inch sheets and 1:2500 map plans as they are displayed using a standard line type and font. The boundary of a townland is marked using a ‘.....’ line symbol and the townland name using Roman characters. See figure below. The townland name will be displayed in bold black print on 1:1000 based map plans. The boundaries of townlands frequently follow natural features in the landscape such as rivers and field boundaries and manmade features such as roads and this may aid identification.



In some cases more than one townland of the same name will occur in a particular county, for example, Commons, Townpark or Rathmore. The barony name will usually be printed on the relevant map sheet/plan when this is the case, for example, *Commons, Lower Duleek By*. In some cases the electoral division (E.D.) name will be identified with the townland name on the map sheet / map plan, for example, Astagob (E.D. Clonsilla). This occurs when a townland is split between two electoral divisions. Sometimes both the barony name and the Electoral District name will be on the map sheet and/or map plan. These cases must be noted in full in the Townland section of the Survey Form. Any additional notes or queries with regards to townland identification may be noted in the General field of the Survey Form.

## **APPENDIX A - Guidelines for Authorised Officers acting on behalf of the National Inventory of Architectural Heritage**

Under Section 3(1) of the *Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999* the Minister for Arts, Heritage and the Gaeltacht or an officer of the Minister can appoint persons as authorised officers. All officers employed by, or under contract to the NIAH, will be designated as authorised officers for the period when they are working on its behalf.

These guidelines set out the procedures and behaviour to be followed by authorised officers during site visits on behalf of the Department on NIAH business. These should be read as an addition to the procedures set out in the NIAH Handbook.

**Identification:** Officers inevitably will arouse worry / suspicion / interest / curiosity. This is particularly the case when entering private property. The largest number of complaints received by the NIAH over the last number of years has been from members of the public who were unsure or unaware as to what was being undertaken.

All authorised officers will be supplied with an ID card and copies of letters of introduction from the NIAH. The letter of introduction will contain the contact details for NIAH staff responsible for the particular survey /and or contact details of a local authority official who is aware of the survey.

The ID card should be prominently and obviously worn and immediately presented when introducing oneself. No one should have to ask to see the ID card.

When entering onto private property, officers should immediately call to introduce themselves before starting any recording. A copy of the letter of introduction should be left with the occupant. If no one is there, the record(s) should be made and a copy of the letter of introduction left for the owner / occupier. A copy of the letter should be left in **every** recorded building.

**Dress:** While recognising that the work is out of doors under varying weather conditions, officers should, at all times, be neatly and cleanly dressed.

Clothing should be such as not to give offence.

Clothing should not have slogans or messages of a political or offensive nature.

**Photography:** Guidelines for photography are in the NIAH Handbook. However officers need to be aware of the particular concerns in relation to the photography of children.

No photography should be undertaken at any site where there are children, without having first spoken to a responsible adult.

Photographs should not include children.

**Argument:** An officer is not expected to get into an argument with members of the public as to the rights and wrongs of the survey or any other matter. In the event of a disagreement, they should be immediately given a copy of the letter of introduction and asked to contact the NIAH officer responsible for the survey.

## APPENDIX B - PREFERRED TERMS:

Below is a list of preferred NIAH terms and their spelling that should be used when compiling a record. These preferred terms take precedence over any other published source and any terms or phrases in common usage.

The *Penguin Dictionary of Architecture and Landscape Architecture* should be used for all other descriptive terms.

HYPHENATION	ONE WORD	TWO WORDS
barrel-roofed	bargeboards	barn style (church)
barrel-vaulted	bellcote	barrel roof
block-and-start	benchmark	box bay
cast-iron	carpark	broken apex
copper-clad	chimneystacks	broken bed
copper-roofed	clapboarding	canted bay
corner-sited	cutwaters	carriage arch
corrugated-iron	disused	chimney pot
crow-stepped	doorcase	coach house
direct-entry	farmhouse	copper roof
double-arch	farmyard	corner site
double-gabled	freestanding	corn mill
double-height	graveyard	coursed rubble
double-pile	hayshed	court house
double-span	humpback [bridge]	cut stone/granite/sandstone
elliptical-headed	keystone	depressed arch
end-of-terrace	millrace	dormer window
flat-roofed	outbuilding	Edwardian/Georgian/Gothic style
two/three/four-arch	outhouse	farm building
two/three/four-stage	pebbledash	gable end
full-height	platband	gate lodge
full-width	pubfront	Gibbsian surround
gable-fronted	rear <b>not</b> rere	Gothic Revival
in-situ	rebuilt	grave marker
lean-to	refenestrated	group of three
lime-washed	refitted	hammer dressed
lobby-entry	refronted	half dormer
L-plan	remodelled	hipped roof
M-profile	renovated	lancet arch
mud-walled	reorientated	mansard roof

multiple-arch	reroofed	nap render
multiple-bay	roughcast <b>not</b> harled; roughdash;	pitched roof
neo-Classical	wetdash; or wetcast	pointed arch
neo-Elizabethan/Romanesque	sawtooth	post box
ogee-headed	shopfront	rainwater goods
part-raised basement	sill <b>not</b> cill	ridge cresting
purpose-built	skylight/rooflight	ridge tile
rock-faced	stableyard	screen wall
round-arched	whitewashed	stable block
round-headed		string course
segmental-arched		terrace of four
segmental-headed		water pump
semi-circular		
semi-detached		
single-arch		
single-bay <b>not</b> one-bay		
single-cell		
single-pitched <b>not</b> mono-pitched		
single-span		
single-storey		
split-level		
square-headed		
square-profile		
tie-plate		
T-plan		
triple-arch		
T-shaped		
two-storey		
U-cutwater		
U-plan		
V-cutwater		
V-section		
wall-mounted		
water wheel		
wrought-iron		

1. The use of punctuation is restricted to the formats set out by the NIAH. The use of colons and semi-colons is to be avoided where possible. Full stops are used to keep sentences short, concise and to the point. Above all the reader should have a clear understanding of what is being written.

2. Dates entered in the summary description should have a comma directly before 'built' and directly after the date, i.e., 'Terraced two-bay two-storey house, built c. 1850, now in use as retail outlet' and 'house, built 1824.'
3. Wording should not be coded. For example, 'CI RWG' is not an acceptable substitute for 'cast-iron rain water goods'; 'GF' is not acceptable for ground floor; 'FF' for first floor, etc.
4. 'Ope(s)' is a technical shorthand and should not appear in the text.
5. 'Slate' is understood to refer to natural slate.
6. 'uPVC' is to be used, **not** plastic or PVC.
7. 'Gothic Revival' is the preferred term as opposed to 'Neo-Gothic'.
8. 'Left-hand side' and 'right-hand side' are **not** to be used. Compass co-ordinates are to be entered, e.g., 'outbuilding attached to north gable', and 'three-storey wing attached to south-east'.
9. '1870s' not '1870's'.
10. A carriage arch that is incorporated into a terraced house is 'an integral carriage arch'. The term *pend* should not be used to describe a carriage arch.
11. 'Stage' rather than 'storey' is to be used for describing a tower, e.g. 'four-stage tower'.
12. A hyphen is **not** to be used in the following context: 'The twentieth century followed the nineteenth century.' A hyphen **is** to be used in the following context: 'A twentieth-century window may be constructed of metal.'
13. The phrase 'ruled and lined' should be used rather than 'block-marked'.
14. The term '-headed' should be used in place of '-arched', for instance round-headed rather than round-arched.
15. When describing windows the term '...-over-...' should be used in place of '...-above-...', for instance 'six-over-six sliding sash' rather than 'six-above-six...'