SUSSEX STANDARDS
FOR HISTORIC BUILDING ARCHAEOLOGY

June 2019
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*Front cover illustration courtesy of David and Barbara Martin*
1 INTRODUCTION

1.1 Historic buildings form a conspicuous component of the urban and rural landscape and constitute a rich store of information about the past, some of it unique.

1.2 The study of standing buildings forms a discrete branch of archaeological interest and often below-ground archaeology and buildings archaeology comprise two separate branches of archaeological investigation.

1.3 This Sussex Archaeological Standard gives recommendations and guidance for those involved in the planning, development and land-use sectors, whose work might affect, or have implications for, the conservation and/or enhancement of historic buildings. It is applicable to home owners and professionals working in the fields of buildings archaeology, planning, architecture, civil engineering, surveying, building and construction. The Standard should be used in conjunction with Historic England guidance – “Understanding Historic Buildings: A guide to good recording practice 2016” 
https://historicengland.org.uk/images-books/publications/understanding-historic-buildings/

1.4 High quality archaeological information is important for:

- effective decision making
- compliance with statutory obligations and policy requirements
- successful implementation of practical conservation and enhancement measures during development
- achievement of desired outcomes

1.5 This Sussex Archaeological Standard therefore seeks to:

- promote transparency and consistency in the quality and detail of heritage information submitted with planning applications and applications for other regulatory approvals
- give planning authorities and other regulatory bodies greater confidence in the information provided when they consider proposals for development or land management that potentially affect historic buildings
- encourage proportionality of response to the scale of development
- ensure a good historic environment ‘legacy’, including appropriate records following development.
2 GUIDE FOR AGENTS AND ARCHITECTS

2.1 Not all buildings of archaeological, architectural, historical and / or artistic interest are designated (listed) and many may be classed or identified as 'non-designated heritage assets'. Buildings which are not listed or classed / identified as 'non-designated heritage assets' may still be of archaeological, architectural, historical and artistic interest.

2.2 Many historic buildings, both listed and unlisted, have not been the subject of archaeological survey. The dating of these buildings and our understanding of their development can thus be uncertain. Older buildings were often modified in the 18th - 19th centuries, obscuring earlier phases of construction. Furthermore, many of the buildings listed in the 1950s or 1980s, were selected for listing through a visual inspection of their front façade only. These particular list descriptions are therefore rudimentary and largely for identification purposes only; generally they cannot be used alone to accurately date or identify the significance and development of a building.

2.3 List descriptions must not be treated as comprehensive schedules of those elements which are legally protected, as no matter what the grade, the legislative cover not only relates to both the interior and exterior, but also extends to any building within the curtilage which predates July 1st 1948. Any adjacent buildings may be considered to be curtilage listed on this basis.

2.4 Historic building archaeology is a specialist area and survey work and interpretation should be carried out by a recognised historic building specialist familiar with the local vernacular and with a record of relevant publication in the region.

2.5 Details of specialists can be found at:

- the Chartered Institute for Archaeologists http://www.archaeologists.net/ro
- Historic England https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/
- the Institute of Historic Building Conservation https://www.ihbc.org.uk/hespr/#services

3 POLICY: KEY HISTORIC ENVIRONMENT LEGISLATION

3.1 Historic Buildings and Ancient Monuments Act 1953
Registered Historic Parks and Gardens are designated by Historic England for their special historic interest under this Act.

3.2 The Civic Amenities Act 1967
The Act introduced the concept of conservation areas for the first time and their definition as ‘areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’. This has since been superseded by the Planning (Listed Buildings and Conservation Areas) Act 1990.

3.3 Ancient Monuments and Archaeological Areas Act 1979
The Secretary of State designates scheduled monuments under this Act. Designation is made in recognition of the national importance of scheduled monuments.

3.4 The Town and Country Planning Act 1990
This Act recognised for the first time the individual importance of conservation areas, which became the subject of a separate Act, to also include Listed Buildings.

3.5 Planning (Listed Buildings and Conservation Areas) Act 1990
The Secretary of State designates listed buildings for their special architectural or historic interest under this Act. There are three levels of listing:

Grade I - buildings which are of exceptional interest, sometimes considered to be internationally important; only 2.5% of listed buildings are Grade I.

Grade II* - buildings which are particularly important and of more than special interest; 5.5% of listed buildings are Grade II*.

Grade II – buildings which are nationally important and of special interest; 92% of all listed buildings are in this class and it is the most likely grade of listing for a home owner.

Conservation areas are also designated, primarily by local authorities, under this Act. In addition to the primary Act, the Planning (Listed Buildings and Conservation Areas) Regulations 1990 were introduced to provide for the detailed implementation of the Act.

3.6 Enterprise and Regulatory Reform Act 2013
The heritage measures in the Act implement commitments to legislation made in the Government’s response to the Penfold Review of Non-Planning Consents in November 2011. The measures introduced by the Act include:

- Making it clearer when a building is listed, specifically what is and what is not protected.
- Making it easier to apply for a certificate of immunity from listing.
- Enabling owners and local planning authorities to enter into voluntary partnership agreements to help them manage listed buildings more effectively.
- Removal of the requirement for Conservation Area Consent, while retaining the
offence of demolishing an unlisted building in a conservation area without permission.

- Introduction of automatic granting of listed building consent for certain categories of work or buildings through a system of national and local class consents.

3.7 **NPPG: Paragraph 18a-003**

Heritage assets are an irreplaceable resource and effective conservation delivers wide social, cultural, economic and environmental benefits. Conservation is an active process of maintenance and managing change. It requires a flexible and thoughtful approach to get the best out of assets as diverse as listed buildings in everyday use, to as yet undiscovered, undesignated buried remains of archaeological interest. In the case of buildings, generally the risk of neglect and decay of heritage assets is best addressed by ensuring that they remain in active use, consistent with their conservation. Ensuring such heritage assets remain used and valued is likely to require sympathetic changes to be made from time to time. Where changes are proposed, the National Planning Policy Framework sets out a clear structure for both plan making and decision taking, thus ensuring that heritage assets are conserved and where appropriate enhanced, in a manner that is consistent with their significance and thereby achieving sustainable development.

Part of the public value of heritage assets is the contribution that they can make to our understanding and interpretation of the past. So where the complete or partial loss of a heritage asset is justified, the aim must be to record the evidence of the asset’s significance which is to be lost, interpret its contribution to the understanding of our past and make that information publicly available.
4.  ARCHAEOLOGICAL STANDARDS FOR HISTORIC BUILDING ASSESSMENT

4.1.  Introduction

4.1.1  This section is intended as advice to owners of historic buildings, their architects and related agents, archaeological contractors and historic building specialists. It sets out the standards expected for standing historic building assessment in relation to the planning process and is applicable to both listed buildings and those non-designated buildings considered to have significant archaeological interest. It also sets out the three stages of archaeological / historical input necessary in the preparation of a listed building application, or an application relating to a non-designated historic building. These are:

- an interpretation of the age, development and completeness of the building [Interpretative Survey].

- the impact that any proposals will have upon the significance of the building [Impact Assessment].

- additional recording necessary during the implementation of any permission granted [Written Scheme of Investigation, resulting in the issue of a revised Interpretative Survey for the archives].

Each will be discussed in turn.

4.2.  Interpretative surveys

4.2.1  Background to interpretative surveys

4.2.1.1  This initial stage of archaeological work should be undertaken very early in the design process, when the owners and their architects first discuss the possibility of making alterations to a building of architectural / historical interest. Until the date and development of the building, together with the significance of its individual components, are fully understood, it can be counter-productive to form firm ideas or draw up plans for making alterations to the building. The contents of interpretative surveys are often of considerable interest to owners who gain an understanding of the building(s) in which they work and / or live, as well as to the architects, planners, planning advisors and related professionals for whom they are primarily intended. An Interpretative Survey is one of the supporting documents which should be submitted with a planning application to assist Local Authority officials make informed planning decisions. If correctly prepared, an Interpretative Survey is usually a one-off expense, in that the document can descend with the house, thereby informing subsequent owners and planners.

4.2.1.2  Failure to commission an Interpretative Survey from an appropriately qualified historic building specialist at an early stage can result in subsequent re-design of a scheme and resubmission of the application, or the refusal of the application. This can cause significant delays to a project and add unnecessarily to costs.

4.2.1.3  Interpretative surveys should always be undertaken by appropriately qualified / experienced historic building specialists. It should further be stressed that most listed building applications relate primarily to proposed works to vernacular buildings of either a domestic or agricultural nature and that these vernacular structures are regional: they vary
markedly in both form and date from those in other, even neighbouring counties. For this reason, reports on these types of building need to be prepared by persons with knowledge of the region in which they are located. The key points here are:

- The work should be undertaken by a suitably qualified and experienced historic building specialist with knowledge applicable in the south - east of England. This is because the majority of buildings being dealt with through the planning system will be of a vernacular domestic or agricultural purpose and style.

- Assessment of grander non-vernacular buildings (e.g. Grade 1 listed buildings) and industrial / military buildings may require the involvement of nationally experienced historic building specialists.

4.2.1.4 A different level of Interpretative Survey than that described within this document may be needed for particularly significant buildings or complexes of buildings. If this is thought to be the case, the building(s) should be discussed with the appropriate Conservation Officer and / or Local Authority Archaeological Adviser before the report is commissioned.

4.2.1.5 The entire building subject to proposed alterations must be assessed, even where only a part of that building may be the subject of a planning application. The reason for this is the necessity to understand the historic and archaeological significance of the entire building in order to make an informed decision about a particular part which may be directly impacted by change. The interpretative survey process, however, is rapid and aimed at collecting interpreted, measured information about the structure in order that informed choices can be made regarding the form and design of proposed alterations. Once finalized, the survey will allow planning officials to make informed decisions regarding the acceptability of the proposed changes and the need to mitigate any impacts, either by design or by more detailed recording.

4.2.1.6 The Interpretative Survey and subsequent report are not to be seen as mitigation for future development works, however they may negate the need for post-determination archaeological recording.

4.2.1.7 Copies of the report need to be sent by the historic building specialist to the relevant Historic Environment Record, once consent is given by the homeowner.

4.2.2. Data collection by the historic building specialist

4.2.2.1 The subject of the Interpretative Survey is the building itself and this section of the Standards focuses on the work necessary to gather the material which will allow the production of a clear and concise report on the archaeological and historic significance of the structure. The best procedure for the on-site work, after data has been sought from the Historic Environment Records and any other relevant sources such as Historic England for designated buildings is as follows:

- An initial, rapid walk around all parts of the building (with the owner and / or the owner’s agent) in order to obtain a rough idea of which parts of the building it is proposed to make alterations to and for the general form of the building to be assessed and likely problems of interpretation to be identified.

- More detailed assessment and interpretation of the building with regards its date, phasing and changing form over time. This is the most important stage of the on-site
assessments.

- Preferably, a debriefing with the owner and / or agent to walk them around the building, explaining at first hand the age, initial form and subsequent development of the building. This will allow the owner and / or agent to ask questions which may be of importance to their on-going work in designing the layout and form of the proposed alterations.

4.2.2.2 Plans showing the entire building as it exists at the time of the site visit can be based on existing architect’s plans, modified as necessary. The object of the site visit should be to concentrate on the historic fabric, while later phases of activity / more recent work can be summarised in a manner proportionate to their interest. Interpretation of the historic elements of the building must rely heavily upon careful observation and the level of observation necessary can only be adequately achieved by the preparation of on-site measured sketches (not metrically accurate drawings carried out from baselines and a datum, or by total station). Normally for the purposes of the interpretative survey, the structure can be assumed to have been built square, allowing principal timbers such as principal posts, wallplates and the like to be used as measuring points. The only occasions when out-of-square plans need to be taken into account are where a structure has been constructed upon an irregular or out-of-square urban plot, or where severe subsidence / racking has occurred between historical phases, requiring the phases which follow to be adapted to suit the circumstances. When this is encountered, diagonal measurements should be made in order to take the distortion(s) into account. The measured sketches of all pre-modern fabric should record the position of empty mortices, peg-holes, notched-in timbers etc. Clarity is the key. Areas of doubt (whether because hidden by modern fabric or for some other reason) should be clearly marked as such with a <?>. Sketches of the following are essential:

- Plans of all storeys below roof level. In a timber-framed building the most complete visible fabric is usually that on the first floor, for which reason it is usually easiest to start at that level, obtaining the length of the bays and width of the structure.

- Longitudinal section(s) to show items such as height of rooms, positions of floors and ceilings, number and spacing of rafters, height of roof etc.

- Cross-sections at all trusses, allowing the design of the wall framing, location of doorways etc.to be determined.

- External walls showing the same kind of detail as for cross-sections mentioned above.

- Even where only the main elements of the frame are visible, such as principal posts, side-girts, crossbeams and wallplates, much can be learnt by observing peg-holes, grooves for window shutters etc.

- Details showing the profile of mouldings etc.

4.2.2.3 A digital photographic record is to be made indicating the general appearance of the building both externally and internally, together with details of features of historical interest. Out of respect to the owner, it may be necessary to position photographs so as to avoid their personal possessions, particularly significant items of furniture, ornaments and / or pictures.

4.2.2.4 It should be remembered that the objective of the site survey is interpretation,
aimed at informing owners, architects and planning officials alike. It is recommended that the on-site work should be undertaken by a team of two buildings specialists, with the more experienced of the two taking the lead role. Even so, the principal purpose of the second team member is to challenge the interpretations formed by the lead member, thereby forcing the team to test their interpretations as well as to ensure safety. Where, as a result, there is more than one feasible interpretation, both should be mentioned in the final report. The team should not consider their site visit complete until they are satisfied that they understand to the best of their abilities the form of the building during each of its historical phases of development: to assume unresolved issues can be answered away from site almost always leads to errors.

4.2.2.5 By the time the building archaeologists leave site, they should have:

- Identified the extent of the historic elements within the building.
- Identified any problems with / limitations to the Interpretative Survey, such as building out-of-square, major subsidence or racking to part of the frame, no access to roof, historic details (which may be inferred but cannot be confirmed) hidden beneath later cladding, suspended ceilings, decorative treatment etc. and thought of ways to mitigate / overcome these limitations.
- Worked out the phases of development and noted any problem areas regarding interpretation (particularly relevant if these are in an area affected by the proposed works which are likely to be the subject of a forthcoming planning application.

4.2.3 The Report

4.2.3.1 It is suggested that the preparation of the report is best carried - out in the following sequence:

- Prepare the drawings.
- Select a shortlist of photographs for inclusion in the text.
- Carry out historical map regression, a basic documentary search and (if appropriate following advice from the Local Planning Authority) an Historic Environment Record search.
- Draft the text (this should be proof read by the second team member present on the site visit).
- Prepare a cover and insert preface pages including a glossary of terms used.
- Copy - edit, output to PDF format and issue to the client and architect.

4.2.3.2 The Drawings

4.2.3.2.1 As soon as possible, convert the measured sketches to scale drawings, preferably using CAD, allowing reproduction on A4 paper at an appropriate scale, ideally 1:150. In this way, a selection of plans, sections and elevations can be fitted comfortably onto a single A4 sheet, allowing the end users to obtain a more complete visualization of the building at any one phase in its historical development. Although small, this scale is perfectly adequate for the purposes of an Interpretative Survey. Furthermore, small scale reproduction
discourages the end users from attempting to scale items off drawings which, it should be remembered, have been produced from measured site sketches, with all floors, wallplates etc. assumed horizontal and all walls vertical. However, it is accepted that bigger, more complex buildings may benefit from larger scale drawings on a larger paper size. All drawings should carry a statement that they should not be scaled from: this should be in the text and on each drawing.

4.2.3.2.2 Work of different phases needs to be colour coded on all drawings. A legend indicating which phase each colour represents needs to be included. The aim is to make it easy for the end users to ascertain which fabric belongs to which period.

4.2.3.2.3 It is suggested that the first drawings to be produced should be of the most recent historical phase. Using CAD, it is then an easy matter to copy the drawing, delete all objects depicted in the most recent colour code and then add back (in broken outline) all known historical fabric destroyed when carrying out that phase of work and adding <?> where details are unknown. The procedure is then repeated sequentially until all that is left is the initial phase of construction. The result is a sequence of drawings showing (as far as possible) the form and appearance of the building at each historical phase in its development. Additional drawings need to show the profile of any moulded detail recorded during the site visit.

4.2.3.2.4 The final set of drawings to be produced should be phased as existing ground- and first-floor plans obtained by merging the archaeological plans showing the final phase of historical development with the ‘as existing’ plans supplied to the archaeologist by the project architect.

4.2.3.3 The Text

4.2.3.3.1 It is essential that the text is clear and succinct and fully cross-referenced to the drawings and selected photographs included in the report. The suggested list of contents for the written element of an Interpretative Survey is as follows:

- **Report Heading** giving as a minimum, name of parish in which the building is located, name of the building and property, full national grid reference (if a listed building, taken from the official listing available at: [https://historicengland.org.uk/listing/the-list/](https://historicengland.org.uk/listing/the-list/)).

- **Background to the report** making reference to any past analyses of the building, by whom and when; circumstances of the present report, by whom it was commissioned and when the site visit was made.

- **Location of the building** in relation to base geology, setting (e.g. in a valley, on a ridge top, on ground which slopes steeply / gently to the N/S/E/W) approximate height above sea level, location in relation to the parish church (e.g. quarter of a mile to the NE of the parish church) orientation of the building’s long axis and the direction in which the principal elevation faces, location in relation to the local road network, the building’s approximate distance to the road and other significant buildings upon the site.

- **Listed status of the building** giving the name under which it is listed, when listed, if / when the listing has been amended, the listed building reference number. It is also worth including here that the legal protection not only relates to the exterior of the building, but also to its interior and to any building pre-dating 1948 within the curtilage of the listed building; furthermore, it is a criminal offence to carry - out any work to
these elements without listed building consent.

- **Historical Background to the site** stating as a minimum, the owner, occupier, site description and acreage of the property as at the preparation of the tithe award (typically c1840). Information obtained from a map regression study (typically including any early estate maps held at the relevant Record Office, the tithe map and the various editions of the 1:2500 Ordnance Survey sheets) should also be included. Also if it exists, the documentary history of the site given in the tenement analysis for the parish concerned and held at ESRO and any other easily available original documentary sources or data extracted from secondary sources.

- **Overview of the building’s development** listing all historical phases and giving a very brief summary of each phase up to the present day.

- **Detailed phase-by-phase architectural description** describing the layout and details of construction for each phase. The layout at each phase can be described under a single heading and should include the footprint of the building, its number of bays, its plan dimensions (given in metric and when useful in imperial as the unit of measurement used when the structure was constructed) a note of the building’s first floor storey height measured from floor to top of wallplate (again given in metric and imperial) and a note as to whether the layout is typical of the period and region or whether it is in any way unusual. In contrast, details of construction are most easily dealt with under a series of subheadings, typically Basic Frame; External Wall Design, Windows and Doorways; Internal Partitions and Doorways; Floors, Ceilings and Stairs; Chimneys and Fireplaces; Roof; Fixtures, Fittings and Decoration. Fixtures, Fittings and Decoration are best dealt with on a room – by - room basis, whereas the other elements of construction are clearest to understand if dealt with in a holistic manner.

- **HER summary form** based on the one available in Sussex Archaeological Standards Annex I, the summary of the building element of which should be a compacted version of that given under the heading Overview of the building’s development above.

- **Archive Photo Log** giving details of all photographs which make up the archive.

- **Report cover** stating the title, a report reference number and date of issue, together with an external photograph of the building to aid immediate recognition. A preface must be inserted at the beginning of the report (see below).

- **Preface**, can be a standard set of pages used in all standing building surveys. It must include a note to the effect that the Interpretative Survey should not be regarded as a detailed archaeological record, nor should it be taken as definitive: further research, particularly that undertaken during building works, is likely to refine and extend the archaeological record and could modify the dates and interpretation suggested. It should also make clear that, unless stated to the contrary, intrusive techniques were not used and thus the interpretation of the fabric and fittings relies principally upon inspection of the visible evidence only. It must also include a note regarding the limitations of the drawings, noting that they have been produced from a measured outline survey and that their purpose is to identify the features mentioned in the text and to illustrate, as far as is known, the form of the structure during its various stages of development. It is also essential that a legend illustrating the meaning of the various line types used in the drawing is included. Equally essential is either an illustrated glossary of architectural terms used by the author(s) or reference to a recognized
published glossary of terms which has been adhered to by the author(s). Any terms not included on either of the above should be defined within the report.

4.3 Impact assessments

4.3.1 The purpose of the Impact Assessment is to address the impact that a proposed scheme of alterations will have upon the historic fabric, archaeology and significance of the building, including more modern phases which should be assessed to a level proportionate to their interest. It also needs to be stressed that the views given are those of the report’s author and that there is no guarantee that those views will be endorsed by the planning authority. Reference needs to be made to the Interpretative Survey and it needs to be made clear that the contents of that survey have been fully taken into account.

4.3.2 An Impact Assessment is only valid if the compiler puts the integrity of the asset first, whilst still being mindful that historic buildings have always evolved and that this process needs to continue if the building is to have a future.

4.3.3 Experience has shown that the best results are achieved when the client and their agents (including the historic building specialist) work as a team in formulating the proposals. If this has been the case, it should be mentioned in the introduction to the Impact Assessment, along with examples of compromises and modifications made to the initial design.

4.3.4 All of the architect’s drawings relevant to the proposed works and consulted during the preparation of the assessment should be listed, stating the drawing numbers, their revision numbers and the date of last revision.

4.3.5 The most important part of the Impact Assessment is the section which deals with the individual proposed alterations. Proposals which relate solely to modern fabric are best dealt with summarily, with most attention being devoted to the proposals which impact upon historic / significant features.

4.3.6 In dealing with proposals to alter historical areas of a structure, the intended alterations need to be described, their likely impact on historic fabric clearly stated, the reasons for the proposed alteration outlined and methods of mitigating damage discussed. All additional observations and recording deemed necessary should the proposal be approved must be made clear and emphasised. It is accepted that a homeowner / developer may not agree that a proposal cannot be justified in terms of its heritage impact. In such cases it is important to provide a package of supporting documentation that will enable a holistic assessment to be made in line with the guidance provided in section 16 of the NPPF. Other documents that may assist in justifying the proposed alterations include a Statement of Need, a structural engineers report and a statement on the public benefits of the proposals.

4.3.7 All proposed impacts / changes to the building should be considered and illustrated on relevant plans and sections and described in the text. The aim will be to clearly show where changes are proposed and which elements of the structure would be affected. This process should be undertaken during the site visits in order to consider impacts to significant aspects of the structure and to look for alternatives where necessary and possible.
5 ARCHAEOLOGICAL STANDARDS FOR POST-DETERMINATION HISTORIC BUILDING RECORDING

5.1 Investigative opening up and targeted recording for small scale works

5.1.1 Small scale works may include removal of fabric to facilitate new openings, removal of some internal walls, frame and linings to facilitate new layouts / accessibility and the removal of historic fabric to facilitate repairs.

5.1.2 For small scale works, following clarification from the Local Planning Authority archaeological and historic building advisors, there may be a requirement for archaeological monitoring and recording during the stripping out / construction works. This would target identified areas of potential impact on heritage remains, in particular historic fabric.

5.1.3 Although not reducing the significance of the heritage asset, these impacts do remove information on the building’s history and development, thus reducing the understanding of the building if not recorded, or conversely, may better reveal the significance of a building by exposing previously unrecorded / unknown historic fabric. Historic England Advice Note 2 Making Changes to Heritage Assets, states that “Previous repairs and / or alterations may be historically and architecturally valuable and may provide useful information about the structure of the building, as will the recording of any features revealed by the work.

5.1.4 Building works which will reveal or change any fabric of the existing building will be monitored by a suitably experienced historic building specialist. Adequate time will be made available for appropriate recording of any such fabric. The targeted recording will gather data on the exterior and interior of the structure, which will then be described and photographed. The descriptive element will provide conclusions on the development and function of the building surveyed. No comprehensive drawn record is required other than a plan of the building, but supplementary illustrations should be included to enhance the record.

5.1.5 A minimum level of targeted recording should therefore comprise:

- A written description of the historic fabric exposed / removed.
- Scale plans and sections, including relevant detail on structural elements e.g. mortice joints.
- Scale photos of sufficient resolution to clearly distinguish detail e.g. carpenter’s marks. A location plan and full photographic register accompanying the digital photographic record to be included as an appendix to each report.

5.1.6 It is assumed that for planning permission to have been granted, the planning application included an adequate survey and analysis of the building’s development as detailed in Section 4. However if this is not available, the results of the targeted recording will need to be placed into context through the rapid survey and analysis of the whole building, including a phased plan showing its development and the areas of targeted recording.

5.2 Full recording for significant works / demolition

5.2.1 Significant works may include stripping out and refurbishment of all or a large part of
an historic building (either designated or non-designated) removal of fabric / frame already identified as a significant component of the building’s development (usually due to a requirement for replacement of unrepairable fabric) or removal of large elements of historic fabric to facilitate expansion / internal re-organisation. Demolition is the most significant impact to an historic building, it should be exceptional and have been fully assessed as part of the planning decision process.

5.2.2 For such impacts, a detailed record of the remains that will be lost is required. It is assumed that for planning permission to have been granted, an adequate survey and analysis of the building’s development as detailed in Section 4 is already available. In this instance, further to the requirements of the LPA archaeological and historic building advisors, an enhancement of this report through targeted monitoring and recording during the stripping out and demolition phase will be adequate.

5.2.3 Where a full analytical and interpretative survey is not available a minimum level of recording is required, comprising:

- Written room by room description of archaeological remains.
- Identification of any areas of the building that were not accessible during the survey / recording e.g. due to health and safety issues (note - the LPA advisors will require immediate notification of such constraints).
- Scale plans of each floor / level of the building (unless repetitive) including basements and attics (when appropriate). Poor quality or out of scale architects / agents plans are not to be used.
- Longitudinal and cross-sections of the building, including individual truss sections (where timber framed) and when appropriate external elevations.
- Illustrations of significant mouldings, fixtures, fittings and architectural details that inform the interpretation of the building’s development / architectural interest.
- Scale photos of sufficient resolution targeting key elements of the building and its fixtures and fittings; to support the interpretation of its development, construction, character etc. A floor plan showing the location and direction of each photograph will be required, along with a photographic register.
- An interpretation based on the survey results of the building’s development, including phased plan(s).
- Archiving of the project records and drawings at the relevant County Record Office or museum.
6 OTHER FIELDWORK REQUIREMENTS

6.1 The archaeological contractor / architectural historian is to allow the site records to be inspected and examined at any reasonable time, during or after the recording exercise, by the Conservation Officer and Local Authority Archaeological Adviser.

6.2 In undertaking the work, the historic building specialist is to abide by:

- all statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work etc. Act 1974
- the Chartered Institute for Archaeologists Code of Conduct
- the Chartered Institute for Archaeologists Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology
- IHBC guidelines/ requirements

6.3 The historic building specialist is to provide the Conservation Officer and Local Authority Archaeological Adviser / Historic Environment Record with a pdfA report and representative selection of digital photographs illustrating relevant aspects of the historic building and grounds. These will be used for research and presentations on aspects of the archaeology of Sussex.

6.4 The Site Archive, to include all project records and material produced by the project, is to be prepared in accordance with Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990). On completion of the project, the applicant will arrange for the archive to be deposited in a suitable museum or similar repository to be agreed with the Local Planning Authority.