

HIGHLAND COUNCIL

STANDARDS FOR ARCHAEOLOGICAL WORK

INBHEAN CHOMHAIRLE NA GÀIDHEALTACHD AIRSON OBAIR ÀRCEOLASACH



Executive Summary

Geàrr-chunntas Gnìomhach

This document seeks to set practical Standards for a consistent approach to the management of the historic environment in Highland. The Standards for Archaeological Work details a range of archaeological procedures that may be required as part of the planning process and sets the minimum standards required by the Planning Authority for all fieldwork, reporting and post-excavation procedures.

The Standards are intended for use by all those involved in the planning process and land management – to inform planners and developers of the specific requirements of a particular piece of archaeological work and to ensure historic environment practitioners conduct fieldwork to an acceptable and consistent standard.

The Historic Environment

An Àrainneachd Eachdraidheil

The historic environment is a valuable and irreplaceable resource which makes a significant contribution to economic development, tourism, regeneration and recreation. Highland Council is committed to taking a dedicated approach to its responsibilities for the protection of the historic environment.

The traces people have left on the landscape extend from the earliest period of human activity some 10,000 years ago. As well as the remains of early settlement, burial and ritual activity, these include historic buildings and bridges; designed gardens, cemeteries or landscapes; battlefield or skirmish sites; post-war and industrial sites; wrecks and submerged prehistoric landscapes; and sites with historic, artistic and literary associations. Collectively these remains form our historic environment.

Acknowledgements

Buidheachasan

These Standards were compiled by the Highland Council Planning and Development Service. The co-operation and contributions made by other local authority archaeology services - particularly Lincolnshire, East Lothian and the West of Scotland Archaeology Service - are acknowledged here with grateful thanks. Highland Council acknowledges the input of the Institute for Archaeologists with regard to their Standards and Guidance.

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1. Abbreviations

1. INTRODUCTION TO THE STANDARDS

RO-RÀDH DO NA H-INBHEAN

1.1 Highland has a rich and varied heritage which makes a valuable contribution to the distinctive character of the area. The historic environment is inseparable from the outstanding landscape of Highland and contributes to a distinctive sense of place, cultural identity and quality of life.

1.2 This document is aimed at many different users. For planning officers, consultants, applicants, developers and architects its value will be as a reference tool when dealing with archaeological issues. For historic environment practitioners it has more specific functions, and these are detailed throughout the text.

1.3 The relevant national policy framework is provided by the Scottish Historic Environment Policy (SHEP), Scottish Planning Policy (SPP) and Historic Scotland's Managing Change in the Historic Environment guidance notes. These documents sit alongside the Planning Advice Note (PAN) 2/2011: Planning and Archaeology. Together these set out the Scottish Ministers' framework for planning and the historic environment.

1.4 Highland Council's strategic objectives with regard to the historic environment are set out in the Highland-wide Local Development Plan and the Historic Environment Strategy. The Standards define the level of acceptable work required to achieve specific aims within this framework by setting standards for a consistent approach to the historic environment within the planning process in Highland.

1.5 The Highland Council Historic Environment Team (HET) first released guidance for archaeological work, for developers and historic environment practitioners in 2007 in response to a growing need to standardise the way in which archaeological investigation was conducted for the benefit of all stakeholders. Following the decision to implement a Historic Environment Strategy, HET, on behalf of the Highland Council, have updated, revised and formalised this guidance to form a set of adopted Standards to support the aims of the Historic Environment Strategy.

1.6 The Standards will:

- Provide clarity to developers on what is required of them with regard to the historic environment.
- Ensure historic environment practitioners and consultants work to identical standards for the benefit of the historic environment, their clients and the Council.
- Ensure historic environment practitioners and consultants can tender for work on equal terms.

- Ensure the Highland Council Historic Environment Team adopt a consistent approach to managing the historic environment, within a framework understood by all parties.

1.7 Published here for the first time are Standards for fieldwork related to forestry applications and Standards for undertaking Cultural Heritage assessments for Environmental Statements.

1.8 The Standards for Archaeological Work supersede 'HCAU Development Guidance'.

1.9 It is intended that The Standards for Archaeological Work will compliment the Institute for Archaeologist's Standards and Guidance and it is expected that all historic environment practitioners working within Highland will be familiar with and will work in accord with IfA Standards and Guidance. It is noted that Planning Advice Note (PAN) 2/2011: Planning and Archaeology requires work to be undertaken in accordance with IfA Standards and Guidance.

1.10 The methods used to investigate the historic environment continually evolve as technologies advance and methods are refined. Likewise, the legislative and policy framework which underpins the protection of the historic environment will change and evolve through time. As such, the Standards will continue to develop and will be revised as and when necessary.

Useful Resources Goireasan Feumail

- [Highland Council. *Draft Highland-wide Local Development Plan*
http://www.highland.gov.uk/yourenvironment/planning/developmentplans/localplans/HighlandWideLocalDevelopmentPlan.htm](http://www.highland.gov.uk/yourenvironment/planning/developmentplans/localplans/HighlandWideLocalDevelopmentPlan.htm)
- [Highland Council. *Historic Environment Strategy* \(forthcoming\)](#)
- [Scottish Government. 2009. *Scottish Historic Environment Policy \(SHEP\)*
www.historic-scotland.gov.uk/shep-july-2009.pdf](http://www.historic-scotland.gov.uk/shep-july-2009.pdf)
- [Scottish Government. 2010. *Scottish Planning Policy \(SPP\) \(2010\)*
http://www.scotland.gov.uk/Publications/2010/02/03132605/0](http://www.scotland.gov.uk/Publications/2010/02/03132605/0)
- [Scottish Government. 2011. *Planning Advice Note \(PAN\) 2/2011: Planning and Archaeology*
http://www.scotland.gov.uk/Publications/2011/08/04132003/0](http://www.scotland.gov.uk/Publications/2011/08/04132003/0)

2. ROLES AND RESPONSIBILITIES

DREUCHDAN AGUS DLEASTANASAN

The Role of the Highland Council Historic Environment Team (HET) **Dreuchd Sgioba Àrainneachd Eachdraidheil Chomhairle na Gàidhealtachd**

2.1 HET works on behalf of the Planning Authority and is located within the Countryside, Heritage and Natural Resources section of the Planning and Development Service.

2.2 HET assesses all planning applications in the Highland Council area and provides a professional consultation and advisory service for planning and development, transport and other Highland Council services; public utilities, private developers and The Scottish Government.

2.3 HET advises on any implications a development may have on the historic environment, and recommends strategies to mitigate any potential impacts. Where a planning condition is recommended, HET will provide a specification for the required work, from which the historic environment practitioner will submit a project design which will form the basis of an agreed strategy for the project.

2.4 Listed Buildings (including Listed Building Consent applications) and Conservation Areas (including Conservation Area Consent applications) are also considered by HET. However, whilst there can be significant overlap, for these issues the Highland Historic Environment Strategy should be referred-to in the first instance.

2.5 HET compiles and maintains a geographical database of information upon which management decisions can be made – this is known as the Highland Historic Environment Record (HER).

2.6 The Historic Environment Record (HER) is a record of all known terrestrial and marine sites of archaeological and historic interest and includes both designated (i.e. listed or scheduled) and undesignated assets and landscapes. The HER is not a comprehensive record of all features of archaeological or historic interest in Highland – it is a record of only what is known to exist or to have existed in the past and with new discoveries being made all the time, the data - and consequently our understanding of the historic environment - is constantly changing.

The Responsibilities of Developers, Applicants and Agents **Dleastanasan Luchd-leasachaidh, Luchd-tagraidh agus Luchd-gnìomha**

2.7 The key to informed and reasonable planning decisions is to give early consideration, in advance of a formal planning application, to whether archaeological remains or historic buildings exist on a site where development is planned and whether there are subsequent implications for the development proposal.

2.8 When important remains or historic buildings are known to exist or when HET have good reason to believe that important remains exist, the first priority is for the preservation of

significant historic environment remains *in situ*. Developers will be able to help achieve this by preparing sympathetic designs using, for example, the careful siting of landscaped or open areas, or micrositing of elements such as services and access roads. If this is not feasible, then detailed excavation, recording, analysis and publication is the second best option.

2.9 Where a consented development is considered to be a threat to either known or potential archaeological sites or historic buildings, the developer may be required to contract a historic environment practitioner to undertake a programme of work, as detailed in a specification provided by HET, and provided as a condition of planning consent.

2.10 It is the developer who is responsible for any archaeological work required, including contractual arrangements and costs; the developer should allow for this in their budgets and timetables.

2.11 To enable the historic environment practitioner to record any archaeological remains encountered, site clearance works may take slightly longer than normal. This should be allowed for in the project schedule.

2.12 The site contractor may need to use differing work practices on site than usual to enable the archaeologist to complete the work. For example, where excavating machinery is used, a straight-edged ditching bucket must be used on a back-acting machine. Care will need to be taken to avoid over excavation and the machine driver will need to closely follow the advice and guidance of the historic environment practitioner.

2.13 The developer's responsibility does not end until all fieldwork and post-excavation analyses have been completed, an appropriate report has been deposited with the HER, and an archive has been submitted to an appropriate repository such as RCAHMS.

2.14 Failure to adhere to an archaeological condition may lead to enforcement action. This could result in stop notices, breach of condition notices and the planning condition not being discharged, all of which may result in significant complications at a future stage.

The Responsibilities of Historic Environment Practitioners **Dleastanasan Luchd-cleachdaidh Àrainneachd Eachdraidheil**

2.15 For the purpose of this document, 'historic environment practitioner' refers to any professional and suitably qualified person or commercial company working within the historic environment sector and who is involved in the recording, analysis and interpretation of the historic environment.

2.16 It is the responsibility of the historic environment practitioner to ensure that they are familiar with these Standards, and to carry out their work in line with them. It is not the intention of this document to dictate methodologies. Project designs which vary from the

guidance given in this document, but which justify their reasons for doing so in terms of good practice, will be considered.

2.17 If archaeological work is undertaken that does not accord with these Standards the work may not be accepted which could result in the Planning Authority taking action against the historic environment practitioner and/or their client and any relevant planning condition may not be discharged.

2.18 The historic environment practitioner must have the necessary technical resources for the satisfactory completion of the archaeological work in place before the project commences.

2.19 In all cases it is the responsibility of the historic environment practitioner to inform all interested parties of any new or unexpected circumstances which arise during the project. No decisions should be made regarding an alteration to the project without the agreement of HET and the developer. This is particularly important when there are archaeological and/or financial implications.

2.20 It is the responsibility of the historic environment practitioner to inform HET if conditions on site are not as expected. For example, if the site has already been stripped or disturbed in whole or in part; if the areas to be stripped do not correspond with approved plans; or if features to be avoided have been or will be impacted.

2.21 The historic environment practitioner must carry out the work according to the Codes, Standards and Guidelines of the Institute for Archaeologists (IfA) (www.archaeologists.net/codes/ifa). The IfA Code of Conduct contains five underlying principles and the following key statements should be noted:

- The archaeologist shall adhere to the highest standards of ethical and responsible behaviour in the conduct of archaeological affairs.
- The archaeologist has responsibility for the conservation of the historic environment.
- The archaeologist shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded.
- The archaeologist has responsibility for making available the results of archaeological work with reasonable despatch.
- The archaeologist shall recognise the aspirations of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity.

2.22 Each project should be managed or directed by a Member of the IfA (or IHBC for buildings-related projects, as appropriate). Those who are not will be judged on their past

record. The project manager will be expected to ensure that all project staff and sub-contractors are suitably qualified and experienced.

2.23 Further specific responsibilities of historic environment practitioners are referred-to within each section of the Standards.

3. SURVEY

SUIRBHIDH

3.1 This section describes the main elements of non-intrusive archaeological work required in relation to the planning process and other works not related to the planning process such as forestry proposals. These elements consist of both desk-based and field-based studies. Large projects may include a variety of these tasks in combination with intrusive methods of archaeological investigation and may occur in phases spanning several years. A report will be produced by the archaeological contractor for each piece of archaeological fieldwork, unless agreed otherwise with HET.

3.2 The techniques listed below are not intended to be exhaustive and other forms of survey not listed in this section may be required, for example, stereoscopic digital photography and laser scanning. Building survey is dealt with separately under Section 9.

3.3 Unless specified otherwise, the area to be covered by fieldwork is the entire development area: including any proposed services, access roads, works compounds, borrow pits or other ancillary works. However, it is expected that the historic environment practitioner will record associated or important features adjacent to the development area where these may help with the interpretation and presentation of the fieldwork results.

Desk Based Assessment (DBA)

Measadh bhon Deasg

3.4 The aim of a Desk Based Assessment (DBA) is to determine, using existing records, the known and potential historic environment baseline within the proposal area.

3.5 A DBA will be conducted in advance of all fieldwork and will comprise a check of all relevant archaeological and historic records, maps and aerial photographs. The results will be collated and described within a report. The report will provide an overview of the historic environment in which a development sits and also the potential for the survival of unrecorded features or deposits. A simple list of sites is not acceptable. For stand-alone DBAs the results will also be listed in a gazetteer.

3.6 As a minimum, the following sources must be consulted:

- The Highland Historic Environment Record (HER); all sites will be cross-referenced using the HER reference, where applicable.
- Canmore, the inventory of RCAHMS.
- Historic Scotland's databases of Listed Buildings, Scheduled Ancient Monuments and monuments proposed for scheduling.

- The Inventory of Historic Battlefields.
- The Inventory of Gardens and Designed Landscapes in Scotland.
- Conservation Area designations, landscape designations, Tree Preservation Orders (TPOs) or other designations which may affect the scope of archaeological works, such as the existence of ancient or significant tree cover.
- Historic maps such as the Ordnance Survey map coverage from 1850 onwards and other historic mapping held by NLS map library.
- The Ordnance Survey Name Books.
- Early parish accounts (such as Statistical Accounts).
- Aerial photography, including both historic (i.e. aerial photography collections such as The National Collection of Aerial Photography) and recent aerial photography available via the internet, (i.e. Google Maps, Bing Maps).

3.7 In addition to the above, the following sources are recommended, and in some cases may be a requirement:

- Estate maps, where available.
- Historic vertical stereo aerial photographic coverage held by RCAHMS and available at Highland Archive Centre and digitally at Highland Council HQ, Inverness.
- The Highland Council Libraries and Archives and relevant museums.
- Online resources such as Am Baile, Scran, Historic Landuse Assessment, etc.
- The archives and knowledge of local heritage societies and groups.

Walkover Survey **Suirbhidh Tadhail**

3.8 The purpose of a walkover survey is to identify and record above-ground historic environment remains which may not previously have been recorded and to identify and assess the condition of known sites within a development area. The survey must cover the entire application area and will aim to:

- Identify the historic environment baseline within the proposal area.
- Assess the proposed development site in terms of the historic environment potential.

- Consider the potential direct and indirect impacts of construction and operation of the proposed development on the historic environment.
- Propose measures (where appropriate) to mitigate any predicted adverse impacts.

3.9 The survey will be conducted in a systematic manner in order to assess the presence or absence, character, extent and current condition of sites, monuments and landscape features identified by a DBA. The survey will also identify any further features of interest not identified through the desk based study.

3.10 All individual features will be recorded, photographed and, where appropriate, sketched. All features will be marked on a plan, at a relevant scale and tied into the Ordnance Survey grid. Where a site has been located using handheld GPS, the accuracy of the reading (as given by the GPS unit) must also be included in the report.

3.11 A gazetteer of all sites identified in the DBA and walkover survey will be presented as an appendix within the project report. The gazetteer will include updated information on the condition of each site as noted at the time of the walkover survey.

Forestry Survey - Pre-afforestation **Suirbhídh Coilltearachd (Ro Choillteachadh)**

3.12 A walkover survey may be required in advance of tree planting or regeneration if the proposal area contains upstanding historic environment features that require specific mitigation or if there is considered to be a potential for unrecorded upstanding remains to survive (i.e. in upland areas not previously subject to systematic archaeological survey).

3.13 The survey will produce a report that provides a useful management tool for current and future work. The report should be prepared in line with the planting scheme or forest plan framework for which it is intended.

3.14 This type of survey will be carried out in accordance with the Standards for Walkover Survey and Desk Based Assessment above - but specific consideration must be given to the following issues:

- The formation of appropriately sized exclusion areas (or buffers) around archaeological sites in which no planting will take place. This is in order to protect the feature/s from forestry operations, wind blow and to minimise re-seeding and to ensure any associated buried remains are not impacted. The exclusion area should be justifiable and proportionate to the significance of the feature.
- Grouping associated features, or historic landscapes formed by features from multiple periods, within areas of open land or open ground.

- Recommendations regarding the monitoring and management of areas of open land within which important and/or extensive archaeological sites have been preserved.
- The likelihood of forestry operations impacting buried archaeological remains and deposits. Mitigation strategies should be recommended where appropriate.
- Justification for the preservation of features of minor importance within open land (such as, for example, large post-medieval field systems). It is possible that detailed recording in advance of planting may be more appropriate in such instances. The appropriateness of this approach will be considered on a case-by-case basis.
- The setting of historic environment features both within and outwith the area of proposed planting.
- Enhanced recreational access to the historic environment, where warranted and justifiable.
- The value of historic trees and woodland (including relict systems of land management such as coppicing, pollarding and charcoal-burning, and designed landscapes) and measures proposed to ensure their protection and accessibility.

3.15 It is vital that accurate maps and grid references (including a GPS accuracy reading) and basic sketch plans are provided as part of the report to enable sites to be relocated and forest plans to be drawn up. Marking-out sites on the ground during the survey is not sufficient due to the likelihood of conditions changing between the date of the survey and the start of a forestry operation, such as increased vegetation cover or the removal of site markers.

3.16 In some cases HET may recommend that a historic environment practitioner is required to re-visit the site shortly before planting takes place in order to mark-out sites. For example, to mark-out extensive landscapes and poorly-defined features; locating nationally important remains within or close to planting areas; or to enable a non-heritage professional to relocate or identify a feature where insufficient information has been included within the survey report.

Forestry Survey - Pre-felling **Suirbhidh Coilltearachd (Ro Leagail)**

3.17 On occasion HET may recommend that an archaeological survey is undertaken in advance of felling operations in order to identify the location and condition of known archaeological sites and features, identify previously unrecorded features and to propose measures to minimise the impact on these features during felling operations to ensure their continued survival.

3.18 Historic environment practitioners should give consideration to careful harvesting techniques, for example, recommending felling *away from* archaeological sites, the protection of monuments using brash mats during felling, the extraction of felled timber by winch or by leaving appropriately treated stumps *in situ*.

Lidar (Light Detection And Ranging) Survey **Suirbhidh Lidar (Lorg agus Raon Solais)**

3.19 Airborne Lidar is used to survey large areas of landscape with metre and sub-metre resolution. It provides historic environment practitioners with the capability to recognise and record otherwise hard to detect features and can further inform baseline data.

3.20 Lidar survey is most often used to provide information for Environmental Statements (see Section 4) and may be required as a condition of planning consent for large scale development where a significant visual impact on sensitive historic landscapes has been predicted.

3.21 Lidar survey must incorporate the entire proposed development area including associated access and infrastructure developments, as well as archaeological landscapes and important features in the wider area that may be visually impacted by the proposal. The limits of the survey area will need to be agreed with HET in advance of the survey being undertaken.

3.22 The historic environment practitioner will be expected to provide a detailed methodology including, for example, proposed resolution, proposed processing and visualisations, proposed survey extent etc within a Project Design for approval by HET in advance of undertaking the survey.

3.23 Where such survey is required it will form part of a phased programme of works which will include desk-based assessment and walkover survey. Information gathered through desk assessment and Lidar survey will be verified by walkover survey of the application area.

Detailed Survey **Suirbhidh Mionaideach**

3.24 A detailed survey aims to conduct a full measured survey and recording of a specified site or area. In Highland this is frequently a historic settlement or shieling site, or an upstanding earthwork structure.

3.25 All surviving remains and associated features will be included in the survey and a scale plan, accurately located and tied into the Ordnance Survey grid, will be produced. Recording by handheld GPS alone is not suitable for detailed survey.

3.26 The historic environment practitioner will be expected to detail proposed methodology, scales and tolerances for detailed survey, appropriate to the subject, for approval by HET within a Project Design. As a guide, the footings of a standard stading would typically be planned at around 1:50.

3.27 Detailed written descriptions and digital photographs of each component of the site will accompany the plan and representative profiles should be obtained across all appropriate features. In some cases a contour survey may also be required as part of this work.

3.28 The results of the survey, including all plans, will be interpreted and presented in a report illustrating the overall form and development of the site.

Field Walking (Surface Collection Survey)
Coiseachd Raoin (Suirbhídh Cruinneachadh Uachdarach)

3.29 A field walking study consists of the controlled collection of artefacts from ploughed or otherwise exposed surfaces to give a more detailed indication of, for example, likely buried remains, middening or artefact scatters. It aims to identify areas of historic activity by collecting material considered to be man-made or not local to the area.

3.30 The study must cover the entire application area and must be undertaken when there are suitable ground visibility conditions. The study area will be defined by collection transects at a defined interval (of no greater than 10 metres apart). The survey transects and all artefact distributions will be surveyed and plotted in relation to the National Grid. Records should be taken of the condition under which the field walking was undertaken. These should include the state of the surface, cultivation and the prevailing weather.

Useful Resources Goireasan Feumail

Desk Based Assessment Measadh bhon Deasg

- IfA. 2008. Standards and Guidance for Archaeological Desk-Based Assessment
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_desk.pdf
- Highland Council Historic Environment Record (HER)
<http://her.highland.gov.uk/>
- Canmore
<http://canmore.rcahms.gov.uk/>
- Historic Scotland Data Services
<http://data.historic-scotland.gov.uk/pls/htmldb/f?p=2000:10:0:>
- National Library of Scotland Online Map Library
<http://maps.nls.uk/>
- The National Collection of Aerial Photography
<http://aerial.rcahms.gov.uk>

Survey Suirbhidh

- IfA. 2008. Standard and Guidance for Archaeological Field Evaluation
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_field_eval.pdf

Forestry Guidelines Stiùiridhean Coilltearachd

- Forestry Commission. 2011. The UK Forestry Standard.
<http://www.forestry.gov.uk/forestry/INFD-8BVECX>
- Forestry Commission. 2011. UKFS Guidelines on Forests and the Historic Environment.
<http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-8bv2q>
- Forestry Commission Scotland. 2008. Scotland's Woodlands and the Historic Environment Policy
[http://www.forestry.gov.uk/pdf/fcfc123.pdf/\\$FILE/fcfc123.pdf](http://www.forestry.gov.uk/pdf/fcfc123.pdf/$FILE/fcfc123.pdf)
- Forestry Commission Scotland. 2009. Historic Environment Information and Advice for Forest and Woodland Managers in Scotland
[http://www.forestry.gov.uk/pdf/HistoricEnvironinfadvice.pdf/\\$FILE/HistoricEnvironinfadvice.pdf](http://www.forestry.gov.uk/pdf/HistoricEnvironinfadvice.pdf/$FILE/HistoricEnvironinfadvice.pdf)
- Forestry Commission Scotland. 2010. Identifying the Historic Environment in Scotland's Forests and Woodlands: Practice Guide
[http://www.forestry.gov.uk/pdf/FCPG101.pdf/\\$FILE/FCPG101.pdf](http://www.forestry.gov.uk/pdf/FCPG101.pdf/$FILE/FCPG101.pdf)

Lidar Lidar

- English Heritage. LIDAR
<http://www.english-heritage.org.uk/professional/research/landscapes-and-areas/aerial-survey/archaeology/lidar/>
- English Heritage. 2010. The Light Fantastic: Using Airborne LiDAR in Archaeological Survey
<http://www.english-heritage.org.uk/publications/light-fantastic/light-fantastic.pdf>

4. ENVIRONMENTAL STATEMENT (ES) **AITHRISEAN ÀRAINNEACHDAIL**

4.1 The purpose of an Environmental Statement (ES) is to ensure that the baseline historic environment resource (usually referred-to in an ES as 'Cultural Heritage') is identified and evaluated; the impacts, both direct and indirect, on this resource are predicted; and detailed recommendations for mitigation to offset the impacts are proposed.

4.2 The ES will identify all scheduled monuments, historic environment features and landscapes, listed buildings, battlefields, historic gardens and designed landscapes and conservation areas within the proposal area. In addition, the ES will identify all historic environment features located within a Zone of Theoretical Visibility (ZTV) that may be significantly impacted by development.

4.3 The information contained within this section and elsewhere in this document (specifically Desk-Based Assessments and Walkover Surveys within Section 3) will form the basis of an ES. In most cases, this standard information will be supplemented by specific scoping advice provided by HET for each proposed development

4.4 In addition the ES must give consideration to the following issues:

Specialist Survey Techniques

4.5 Other survey techniques may be required to further inform baseline data. HET will stipulate where other techniques are required in scoping advice provided for each proposed development (for example, Lidar survey (see Section 3)). This will be considered on a case-by-case basis.

Setting **Suidheachadh**

4.6 An assessment of the impact of the proposed development on the setting of specific historic environment assets will be made - unless this requirement has been expressly excluded in the supplementary scoping advice provided by HET.

4.7 The ES will be prepared in line with the Zone of Theoretical Visibility (and the Zone or Actual Visibility, where defined) and it must identify and consider the visual impact on all sensitive sites within the development area and within the ZTV. This should be undertaken in consultation with the authors of the Landscape and Visual Assessment Chapter.

4.8 In this case *setting* is taken as being more than just the visual relationships to and from identified features from other features or points in the landscape – it also includes non-visual

considerations such as the sense of place experienced at or within an archaeological site or landscape.

4.9 Initial scoping advice provided by HET may identify archaeological sites, landscapes and historic buildings that will need to be assessed for visual impacts. HET may also require the production of specific wireframes and/or photomontages to demonstrate the significance of the visual impact.

4.10 Where the DBA or walkover survey identifies significant setting issues for a historic environment asset, the ES should include wireframes and/or photomontages of that asset to assist understanding of the visual impact and to enable the Planning Authority to make a reasoned decision regarding that impact.

Cumulative Impacts **Buaidhean Tionalach**

4.11 As the number and size of large-scale developments increases (e.g. renewable energy development), so does the importance of a rigorous assessment of cumulative impacts. For example, a proposed development may, in isolation, have a minor impact on the setting of a historic landscape, but in combination with other consented, existing and proposed development, may be judged to result in a major impact.

4.12 The ES will assess the impact of a development alongside other consented, existing and proposed major development thereby producing an assessment of the cumulative impact on the historic environment.

4.13 In the event that cumulative impacts are considerable - or conversely if it is advantageous to demonstrate that they are not significant - wireframes and/or photomontages should be produced to illustrate the cumulative visual impact. This will assist the planning authority in reaching an informed and reasonable decision. This information may be requested by HET where it is not already provided within the ES.

Provision of Information **Solar Fiosrachaidh**

4.14 Following the completion of the ES, a digital shapefile of the survey area will be supplied to HET. In addition, a selection of the information gathered as part of the desk-based analysis and/or site survey - such as descriptions, sketches and photographs - will be submitted directly to HET for inclusion in the HER in accordance with the Standards laid out in Section 15 of this document (under Reporting Format).

Useful Resources Goireasan Feumail

EIA Policy and Regulations

- Scottish Government. Environmental Impact Assessment (Scotland) Regulations 1999
<http://www.legislation.gov.uk/ssi/1999/1/contents/made>
 - Scottish Government. Environmental Impact Assessment (Forestry) (Scotland) Regulations 1999
<http://www.legislation.gov.uk/ssi/1999/43/contents/made>
 - Scottish Government. Planning Advice Note (PAN) 58 – Environmental Impact Assessment 1999
<http://www.scotland.gov.uk/Publications/1999/10/pan58-root/pan58>
 - Scottish Government. Environmental Assessment (Scotland) Act 2005
<http://www.legislation.gov.uk/asp/2005/15/contents>
 - Scottish Government. The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011
<http://www.legislation.gov.uk/ssi/2011/139/contents/made>
- and
- Planning Circular 3 2011 regarding additional guidance on The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011
<http://www.scotland.gov.uk/Publications/2011/06/01084419/0>

Setting Suidheachadh

- Australia ICOMOS. 1999. The Burra Charter: The Australia ICOMOS Charter for the Conservation of Places of Cultural Significance
http://www.icomos.org/burra_charter.html
- Historic Scotland. 2010. Managing Change in the Historic Environment: Setting
<http://www.historic-scotland.gov.uk/setting-2.pdf>
- English Heritage. 2011. The Setting of Heritage Assets
<http://www.english-heritage.org.uk/professional/advice/advice-by-topic/setting-and-views/heritage-assets/>

5. GEOPHYSICAL SURVEY

SUIRBHIDH GEO-PHIOSAIGEACH

5.1 Geophysical survey is a non-intrusive technique that allows an assessment to be made of the nature of archaeological deposits at an early stage in the project. This type of survey is used to establish the presence and extent of putative archaeological remains - which can then be directly targeted by excavation.

5.2 A variety of techniques are possible – these include earth resistance survey, magnetic susceptibility, magnetometer survey, ground penetrating radar, vertical profiling and metal detecting. All geophysical survey for archaeology will be undertaken in accordance with current guidance.

5.3 The following section provides an overview of the methodologies currently available for geophysical survey. In addition, due to the specialised nature of this work, this section also provides requirements specific to all geophysical studies.

Aims

Amasan

5.4 The objectives of a geophysical survey are:

- To identify the location, character and extent of any anomalies of archaeological potential that would be damaged or destroyed during a development.
- To evaluate the likely impact of a development on the putative archaeological remains and to propose arrangements for mitigation where appropriate.

Project Design

Dealbhadh Pròiseict

5.5 An initial assessment of the site is required in order to inform the preparation of a Project Design that will outline the proposed methodology. This is not a separate piece of work but will be included in the project design. As a minimum, it will include:

- An assessment of the solid and drift geology of the area;
- An assessment of the prevailing surface conditions.

5.6 On the basis of the initial assessment - justified according to the geology and topography of the site, and/or the nature of the anticipated archaeological features - the following statements will be included within the Project Design:

- A concise description of the survey area;
- A description of the type of survey to be undertaken;

- A map depicting the proposed survey area;
- The proposed sample and traverse interval of the survey;
- Details of the measurement and recording procedures;
- A description of the intended method of data presentation;
- The proposed reporting format and conventions;
- A statement of copyright to include the raw data, the report and the archive;
- A schedule and timetable for works;
- Details of the proposed survey team.

Methodology

Dòigh-obrach

5.7 Geophysical field methodology can include a rapid assessment and/or a more detailed survey. These phases can be employed individually, or in conjunction with trial trenching, to provide a complete assessment of the archaeological potential of a development area.

5.8 All survey grids must be accurately located and tied into the Ordnance Survey grid. Grid intersections must be plotted to within +/-0.1m. In some cases, it may be necessary to emplace permanent markers (with appropriate permission) to allow independent duplication of the survey results..

Rapid Assessment (Scanning)

Measadh Luath (Scanadh)

5.9 This method allows the rapid detection of areas of potential archaeological activity. A rapid assessment is useful for large scale developments and linear developments where detailed survey across the entire area is not practical. It is also of particular use over extensive archaeological sites such as Iron Age settlements. This method is less reliable when used on short-lived or small sites (with limited occupation or industrial activity).

5.10 Magnetic Scanning (Gradiometer or Magnetic Susceptibility Survey) can be used to identify general areas of activity that could require more detailed survey. Using a gradiometer, this allows an assessment of the background level of magnetic response to be made by conducting traverses (between 10m and 15m apart) with the magnetometer on a coarse setting. Any areas of variation of the background level may indicate the existence of significant anomalies.

5.11 It is also possible to conduct scanning with a Magnetic Susceptibility field coil. Readings are taken over grids of between 5-20 metres and can produce concentrations, where magnetic susceptibility values are high across a wide area, and indicate possible areas of

settlement. This approach can be limited by variations in values caused by natural processes or modern land use.

5.12 Drawbacks of scanning are that it allows a risk of potentially important small features, such as burials, to lie undetected between survey lines. Over some geology it is impossible to use this method and many features are undetectable by scanning alone.

5.13 Gradiometer scanning can also be used as an assessment technique in order to assess the potential for archaeological features to be detected during a detailed survey. Such an assessment is appropriate where a geophysical survey is deemed desirable but there is some question over its presumed effectiveness. An alternative and preferable test would be the laboratory measurement of the potential magnetic susceptibility and fractional conversion of soil samples from across the site. This would allow a measurement of the enhanced magnetic susceptibility caused by burning and can be used to identify sites where survey may be problematic.

Detailed Survey **Suirbhidh Mionaideach**

5.14 Detailed survey can be used on discrete areas of less than two hectares. Larger development areas can be sampled to provide coverage of between 10-50%. Areas for sampling will be informed by the results of rapid assessment scanning or other archaeological studies. It is preferred that sample areas provide large blocks of continuous coverage.

5.15 Detailed survey will be conducted over a site grid with intervals of between 0.25m to 1m. The interval size will be informed by an individual site and by the required resolution of features. Small features such as postholes and pits may not be detected when using large sample and traverse intervals. Likewise, there is little gained by surveying large features at high resolution.

Reporting **Ag Aithris**

5.16 In the absence of specific guidance from Historic Scotland to date, reporting of the survey results will incorporate details as set out in the [English Heritage guidelines \(2008\)](#) and IfA guidelines (2011) – see Useful Resources. The report will attempt to identify the presence and/or absence of archaeological features and offer an explanation for their pattern.

5.17 The report must include the following:

- Details of fieldwork methodology
- Details of post survey data treatment
- Data interpretation

5.18 Interpretation should be undertaken by an experienced geophysicist who is knowledgeable of the archaeological and geomorphological condition of a site and a clear distinction must be made between interpretation which is scientifically founded and that which is based upon informed speculation.

5.19 Where geophysical survey has been carried out in tandem with archaeological evaluation, the results of the geophysics must be analysed and integrated with the results of the evaluation to allow an interpretation of the effectiveness of the techniques used.

Archiving Requirements **Riathanasan Tasgaidh**

5.20 Raw data must be retained and archived and will be provided in digital form for deposition with RCAHMS. The archive should include data in an x,y,z comma delimited ASCII file. The archive should also include an image file in TIFF format. In addition, the data should include basic information to allow it to be plotted and brought to screen.

Useful Resources Goireasan Feumail

- [English Heritage. 2008. Geophysical Survey in Archaeological Field Evaluation](http://www.english-heritage.org.uk/content/publications/docs/geophysics-guidelines.pdf)
<http://www.english-heritage.org.uk/content/publications/docs/geophysics-guidelines.pdf>
- [Gaffney, C., Gater, J. and Ovenden, S. 2002. The use of Geophysical Techniques in Archaeological Evaluation. IfA Professional Practice Paper No 6.](http://www.archaeologists.net/publications/papers)
<http://www.archaeologists.net/publications/papers>
- [RCAHMS. Digital Archiving: Guidelines for Depositors.](mailto:Info@rcahms.gov.uk) Available on request from Info@rcahms.gov.uk
- [IfA. 2011. Standard and Guidance for Archaeological Geophysical Survey](http://www.archaeologists.net/sites/default/files/node-files/Geophysics2010.pdf)
<http://www.archaeologists.net/sites/default/files/node-files/Geophysics2010.pdf>

6. INTRUSIVE FIELDWORK

OBAIR-LÀRAICH IONNSAIGHEACH

6.1 This section describes the main elements of intrusive archaeological work required in relation to the planning process. Large projects may include a variety of these tasks in combination with non-intrusive methods of archaeological investigation and may occur in phases spanning several years.

General Considerations

Beachdachaidhean Coitcheann

6.2 The area to be covered by fieldwork is the entire development area including any proposed services, access roads, works compounds, borrow pits or other ancillary works - unless detailed otherwise in the specification. The archaeological contractor is strongly advised to familiarise themselves with the development plans, boundaries and areas of development as approved by the Planning Authority (available from the ePlanning portal accessed via the Highland Council website).

6.3 The archaeological contractor must notify their client and HET immediately of any unexpectedly significant or complex discoveries, or other unexpected occurrences which might affect the archaeological work and/or the development.

6.4 All identified human remains must be left *in situ* and notification immediately made to the local police and to HET.

6.5 Archaeological contractors should ensure they are aware of all constraints on site including below-ground services, overhead lines, designated sites and areas including scheduled monuments.

6.6 Care will be taken not to disturb trees (or their roots) that are covered by Tree Preservation Orders, are important areas of woodland or are to be retained within the development.

6.7 A report will be produced by the archaeological contractor for each piece of archaeological fieldwork – unless agreed otherwise with HET.

Trial Trenching Evaluation

Measadh air Cladhach Deuchainneach

6.8 An archaeological evaluation by trial trenching may be required where there is a potential for significant buried features to lie within the application area. Trial trenching allows the nature and extent of any potential archaeological features to be evaluated and enables an

assessment of their importance to be made so that the planning authority can make a reasonable and informed decision.

6.9 Trial trenching can be undertaken prior to determination of a planning application in order to inform that decision, or as a condition attached to planning consent. If undertaking the trial trenching to fulfil a condition of planning consent, it is advisable to conduct the work at an early stage of the development process; in the event that important archaeological features are identified as a result of trenching, the development footprint may need to be redesigned or the development schedule adapted to allow for potentially time consuming archaeological investigation and recording.

6.10 Trial trenching aims to identify the location, character, extent, quality and preservation of any features or objects of archaeological importance that would be damaged or destroyed by development. The results will inform a strategy for the safeguarding where possible, and recording where necessary of any archaeological features or finds identified.

6.11 Trial trenches will be excavated by (or under the direction of) the archaeological contractor to provide a percentage sample (as specified by HET) of the total application area.

6.12 The trench locations will be informed by the results of the desk-based work (and any other non-intrusive survey techniques undertaken) together with an assessment of the local topography. All trenches must be accurately plotted on a site plan. Trenches must be a minimum of 1.5m wide and should cover the development area spatially and target potential archaeological features and apparently blank areas. They should be of varying lengths and set at varying angles. A mixture of linear and box trenches is also acceptable and is the preferred option on large sites.

6.13 All trenches will be extended as necessary in order to expose and evaluate archaeological features. Trenches will be backfilled on completion of excavation, unless agreed otherwise with the developer.

6.14 Machining will stop at the first archaeological horizon. There is a presumption that excavation of all archaeological horizons will be done by hand, unless agreed otherwise with HET. All faces of the trench which require examination will be cleaned.

6.15 Exposed surfaces will be cleaned by hand using draw hoe, shovel scraping and/or trowel as necessary in order to clearly determine the presence or absence of archaeological features and deposits.

6.16 A representative sample of every archaeological feature will be excavated by hand to a degree sufficient to establish their nature, extent, preservation, depth, probable function and date. HET minimum requirements are for hand-excavation of 50% of all pits and 10% of all

linear features; all significant relationships with other features should be defined and investigated. All features, structures, burials and zones of specialised activity will be fully excavated and examined, unless agreed otherwise. Further excavation will be determined following the results of this work and agreed with HET – for example a higher percentage or a 100% sample may be required should a feature fill prove to be significant in terms of artefacts or ecofacts. Cleaning, examination and recording should take place in both plan and section.

6.17 When the decision has been made that archaeologically significant remains warrant preservation *in situ*, suitable arrangements must be made to prevent their deterioration. The area to be preserved should be clearly defined, marked off and a suitable preservation strategy produced.

6.18 Following fieldwork, the archaeological contractor will present a report containing the conclusions of the work and propose recommendations for further work or other mitigation as appropriate. All proposals will be agreed with HET. Such arrangements might include preservation *in situ*, redesign to avoid key areas, excavation and recording of features and/or archaeological monitoring on site clearance for construction.

Excavation Cladhach

6.19 Excavation work will normally only be required as a secondary programme of works, usually informed by the results of an evaluation and where an adverse impact on recorded archaeological remains cannot be avoided. The archaeological site must be thoroughly investigated and recorded prior to destruction to provide the ‘preservation by record’ required by SPP and PAN 2011/2.

6.20 Full excavation of archaeological remains is seen as a last resort where there are no options for preservation *in situ*. The excavation will seek to examine, record and interpret any finds or features within a defined area of the development site.

6.21 The area must be manually cleaned to aid the identification of putative archaeological features. All such identified features will be cleaned, planned, excavated and recorded. Any possible dating material and soils should be sampled in a systematic manner (as outlined in the project design). Any samples taken must be processed and, where appropriate, further analysed and the results reported.

6.22 HET minimum requirements are for hand-excavation of 50% of all pits and 10% of all linear features; all significant relationships with other features should be defined and investigated. All features, structures, burials and zones of specialised activity will be fully excavated and examined, unless agreed otherwise. Further excavation will be determined

following the results of this work and agreed with HET – for example a higher percentage or a 100% sample may be required should a feature fill prove to be significant in terms of artefacts or ecofacts. An appropriate excavation sampling strategy will be proposed in the project design and based on the information garnered during any previous phases of work on site.

6.23 The sampling strategy will be reviewed during the course of the excavation according to the content of the archaeological deposit (e.g. for artefact or ecofact recovery). Artefact assemblages will be recovered in order to assist the dating of stratigraphic sequences – all finds will be retained and removed from site for post-excavation analysis.

Test Pit Survey **Suirbhidh air Slochan Deuchainneach**

6.24 A test pit survey may be required on a large or rural site and aims to record the depth of subsoil or the upper archaeological horizon (whichever is encountered first) and identify and collect artefacts from the overburden. The study should cover the whole application area - or areas as specified by HET.

6.25 A series of small test pits of at least 0.5 metre square will be manually excavated on a regular pattern such as, for example, a 50m grid. The spacing and size of test-pits will vary according to each case; this will be specified in the project design. The excavated spoil will be studied to enable artefact retrieval.

6.26 All test pits and all artefact concentrations will be plotted in detail on a suitable scale plan and tied into the Ordnance Survey grid. Written descriptions, sketches and photographs of the soil profiles must be produced as appropriate.

Auger Survey (Core Sampling) **Suirbhidh Tollaidh**

6.27 An auger survey aims to illustrate the general land formation processes over an area. The survey involves the collection and characterisation of soil from varying depths in a cored sample. An auger survey will be conducted in transects of, for example, 10 - 20 metre intervals across the site. Each core sample will be recorded in terms of its depth and character (determined by colour, against a Munsell chart) and by its moisture content and coarse components. The results will be plotted either as a series of sections or as a contour diagram showing the relative depths of a single layer.

6.28 The findings from the core samples will be analysed and interpreted. Where possible a discussion of the results will be made with reference to the results of coring projects conducted elsewhere in the area.

Useful Resources Goireasan Feumail

- Historic Scotland. 2006. The Treatment of Human Remains in Archaeology: Historic Scotland Operational Policy Paper 5
<http://www.historic-scotland.gov.uk/human-remains.pdf>
- IfA. 2008. Standard and Guidance for Archaeological Field Evaluation
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_field_eval.pdf
- IfA. 2008. Standard and Guidance for Archaeological Excavation
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_excavation.pdf

7. INTRUSIVE FIELDWORK - WATCHING BRIEFS

OBAIR-LÀRAICH IONNSAIGHEACH – BRATHAN-ULLACHAIDH FAIRE

General Considerations

Beachdachaidhean Coitcheann

7.1 A watching brief is the collective term for precautionary monitoring by an archaeological contractor during the construction process. A watching brief will take one of three different forms; a controlled topsoil strip, archaeological monitoring during the removal of topsoil and an intermittent inspection (or intermittent watching brief).

7.2 A watching brief is undertaken as a precautionary tool either as a stand-alone phase of works where there is a low potential for buried archaeological remains to survive, or as the final phase of a programme of archaeological works (where remains have previously been identified). The archaeological contractor is strongly advised to familiarise themselves with the development plans, boundaries and areas of development as approved by the Planning Authority (available from the ePlanning portal accessed via the Highland Council website).

7.3 A watching brief must be carried out by a skilled archaeologist with extensive experience who is able to communicate clearly with the site manager and the construction team on site. Appropriate means of communication must be in place to ensure that an appropriate depth of machine excavation is upheld across the site.

7.4 The developer and construction team must work closely with the archaeological contractor to provide all necessary access and other arrangements.

7.5 The archaeological contractor will endeavour wherever possible to work with the main site contractor to ensure that any recording required is done with minimum delay to the site works.

7.6 Each excavating machine needs to be watched by at least one archaeologist at all times (1:1 ratio).

7.7 Exposed surfaces will be cleaned by hand using draw hoe, shovel scraping and/or trowel as necessary in order to clearly determine the presence or absence of archaeological features and deposits

7.8 If isolated archaeological features or artefacts are identified during the watching brief, then the developer will be required to secure reasonable time for the archaeological contractor to record the features.

7.9 If significant archaeological deposits are encountered during the watching brief, further operations must be halted and no further ground disturbance in that area may occur until a strategy has been agreed for appropriate further excavation or recording. In this event the

archaeological contractor must immediately inform the developer, the main contractor and HET in order to agree an approach to a further phase of archaeological work.

Controlled Strip **Stiall Smachdaichte**

7.10 A controlled strip consists of the monitoring and guiding of topsoil/overburden stripping by an archaeological contractor and allows the full nature and extent of any archaeological features to be identified and recorded before destruction. In this case the archaeological contractor is expected to *guide* the strip to ensure that machining stops at the first archaeological layer; the machine operator will need to work under the direction of the archaeological contractor.

7.11 A controlled strip may be required during development works where there is a potential for buried features to survive within the application site and to be impacted by the proposed development. A controlled strip will be conducted by the archaeological contractor on all site groundworks (unless otherwise specified by HET), so that any archaeological finds or features can be recorded to professional standards.

Archaeological Monitoring (Watching Brief) **Sgrùdadh Àrceolasach (Brath-ullachaidh Faire)**

7.12 In rare cases, the scale and/or conditions of a development are such that the archaeological contractor is not able to dictate methodologies for stripping overburden. In this case the archaeological contractor will *observe* the work and will record exposed archaeological features and deposits as and when they arise.

7.13 The archaeological contractor will document areas within the development footprint that have *not* been fully exposed by topsoil stripping (where buried features may survive beneath the stripped overburden) as well as archaeological deposits or features that are exposed and impacted by the machine stripping.

7.14 If features or deposits are identified during the archaeological monitoring, the archaeological contractor, developer and construction staff will need to comply with Sections 7.8 and 7.9 above.

Archaeological Inspection (Intermittent Watching Brief) **Sgrùdadh Àrceolasach (Brath-ullachaidh Faire Eadar-ùineach)**

7.15 An inspection by an archaeological contractor will be required most often for large developments where topsoil stripping is ongoing - and often in combination with a controlled strip for other parts of the development site. An inspection will allow an assessment of the

survival of buried archaeological remains in areas where full-time monitoring is not considered necessary.

7.16 In areas specified for archaeological inspection, topsoil stripping can be undertaken without an archaeological contractor present. However, the archaeological contractor will make regular inspections of the newly stripped areas (at intervals to be defined in the specification and/or the project design) to check for archaeological features and deposits. Any areas of putative features will be cleaned by hand, excavated and recorded according to the Standards set out in this document.

7.17 Archaeological inspection may be reviewed in favour of more intensive archaeological monitoring of topsoil stripping in cases where a concentration of archaeological features is identified. This will be discussed by the archaeological contractor and the developer and agreed with HET.

Useful Resources Goireasan Feumail

- [IfA. 2008. Standard and Guidance for an Archaeological Watching Brief](http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_watching.pdf)
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_watching.pdf

8. ENVIRONMENTAL SAMPLING **SAMPLACHADH ÀRAINNEACHDAIL**

8.1 Environmental sampling is a necessary and potentially important part of the process of recovering archaeological materials and information from a site. A suitable sampling strategy must be outlined in the Project Design.

8.2 Following the method outlined in the project design, an ongoing assessment of the preservation of environmental evidence (including animal bone, shell, waterlogged and charred organic remains, and the condition of any buried soils and sediments) will be made during fieldwork and will be sufficiently comprehensive to allow an evaluation of its potential archaeological relevance. This will enable the construction of a structured sampling strategy and post-excavation programme.

8.3 Sampling must not be confined to features which can be dated in the field, but also to features which are essentially undated during their excavation. The environmental information may be such that these features can be dated at a later stage.

8.4 It may be necessary to investigate naturally deposited material in addition to the excavation and sampling of archaeological features as it may contain preserved organic material deposited within an archaeological timescale.

Useful Resources Goireasan Feumail

- [English Heritage. 2002. Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation](#)

9. BUILDING SURVEY **CLÀRADH SUIRBHIDH**

9.1 Historic buildings comprise any building or structure that contributes to the historical record on a local, regional or national level. A historic building can be a building or structure included on the statutory List, or a building or structure with no statutory protection.

9.2 The type of historic building record required will depend on the importance of a building and on the proposed development. Recording falls into two categories:

- Photographic records – which can be undertaken by the applicant, developer, agent or architect.
- Historic Building Recording – which will be undertaken by a suitably qualified historic environment practitioner.

Photographic Records – General **Clàran Dealbhach – Coitcheann**

9.3 A photographic record is a set of photographs of a specified building, structure or complex and its setting. The objective is to provide a record of any elements which will be altered, damaged or destroyed by development.

9.4 The requirement for a photographic record will normally be attached as a condition of planning consent and will be accompanied by a specification produced by HET.

9.5 A photographic record is usually undertaken in advance of development (to a 'standard' or 'extensive' specification) but can also be required following the completion of a development.

9.6 A Standard Photographic Record is required in the event that:

- A historic building or structure of local interest is to be redeveloped, renovated, extended or changed in use and where that work is not considered to constitute a major impact on the cultural significance of the building.
- Minor works are undertaken to a Listed Building of any category

9.7 An Extensive Photographic Record follows the same basic requirements of a standard record, but requires comprehensive coverage of all aspects of the building, both internally and externally. It is normally required in the event that:

- Significant works are proposed that will affect the cultural significance of a building or structure of local historic interest. This may include demolition.

- Major works that will not incur significant loss of the original fabric are to be undertaken to a listed building.

9.8 A photographic survey made following the completion of works will normally be required when alterations, of any scale or significance, are made to a Listed Building. In exceptional circumstances this may also be required for unlisted buildings considered to be of high importance and where the works would involve a significant loss of original fabric. The scope of the required photographic survey will be outlined in a specification produced by HET, but broadly follows the same basic tenets as described below.

Photographic Record **Clàr Dealbhach**

9.9 A photographic record must include an accompanying ground plan showing the point from where each photograph was taken. The plan should include a scale and north point – an architect's or draughtsman's drawing is usually sufficient although a sketch plan can be used in the event one is not available.

9.10 The record will include:

- Photographs of general views showing the building in its wider setting and landscape. Note that this is not the views *from* the building, rather views that show *the building within its setting*.
- External. Photographs of the buildings external appearance as a series of views to give an impression of the overall size and shape of the building and a series of external elevations taken at right-angles to the building to show detail.
- Internal. Internal photographs are only required where internal alterations are to be made. In this event photographs of all affected rooms should be supplied. If the entire building is to be impacted the principal rooms, connecting areas and their associated rooms or work areas, i.e., understairs cupboards, pantries, exposed roof structures etc will be required.
- Detail. Photographs of any external or internal detail, structural or decorative which is relevant to the buildings design, development or use and which does not show adequately on general photographs (i.e. fireplaces, exposed timbers, fixtures and fittings of note etc). This should include any inscriptions, signage, maker's plates or graffiti that contribute to an understanding of the building or its fixtures. A transcription should be made wherever the characters are difficult to interpret.

9.11 In addition the following should be submitted where known:

- Evidence for Past Uses. Photographs of any feature that survives from a previous function of the building. For example, industrial buildings (such as mills) may have surviving machinery or evidence for its existence; former churches may contain evidence for pews, pulpits etc, and former steadings may contain evidence for cattle stalls, pens, hay lofts etc.
- Evidence of the building in previous times, such as historic photographs, maps and postcards.
- A written description of any additional information known about the building such as building type, past and present usage, materials, construction date, alterations and demolitions.

Reporting

9.12 Photographs should be supplied in a standard digital format and not printed. As a broad guide, each photograph should be approximately 500kb in size; if it is not possible to view a photograph at a reasonable resolution without significant loss of detail, the photograph may be rejected with a requirement that it be retaken at a higher resolution.

9.13 In advance of submission excessively blurred, duplicate, near duplicate and extraneous images will be removed.

9.14 A digital photographic register will be submitted to accompany the record. This will list the file name of each photograph and will include a short description of what the photograph depicts.

9.15 The record will be accompanied by a note of the time and date the photographs were taken.

9.16 Whilst HET reserve the right to make the photographic record available via the HER, HET will assume copyright rests with the recorder unless advised otherwise, and will acknowledge copyright in all cases. If the recorder wishes to retain copyright their name must be supplied.

9.17 The completed photographic record (including the photograph location plan) will be sent directly to HET, either digitally on CD or DVD, or via email.

Historic Building Survey **Suirbhídh Togalaich Eachdraidheil**

9.18 Typical instances in which a professional building survey is required include, but is not exclusive of, the following:

- Major alterations to a Listed Building or unlisted building within a Conservation Area resulting in significant loss of historic fabric and substantial or total demolition of a Listed Building or unlisted building within a Conservation Area.
- Major alterations and/or demolition of all or part of a complex of historic buildings and associated structures and/or remains. For example, farmsteads, former military camps, historic township remains etc.
- Major works to significant public, ecclesiastic or civic buildings, whether listed or not, that will result in partial, substantial or total loss of original historic fabric. This will include demolition and change of use.

9.19 A building survey is a programme of work intended to establish the character, history, dating, form and archaeological or historical development of a specified building, structure, or complex and its setting. This can include the investigation and recording of buried components. Normally this work will be completed in advance of consented works, but it may also take place during and following the completion of the project. There are three levels of Building Survey, of increasing degree of recording detail. The level of survey required will be advised by HET and is dependent on the nature, survival and importance of the structure in question.

9.20 The purpose of a building survey is:

- To inform the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure or complex and its setting.
- To seek a better understanding, compile a lasting record, analyse the findings/record and then disseminate the results.

Level 1 Historic Building Survey **Suirbhídh Togalaich Eachdraidheil Ìre 1**

Written Record

9.21 A desk based assessment will be undertaken to enable the building to be placed in its local and wider context. A written record will be made of the condition, construction techniques, materials, fixtures, fittings and function. A discussion on the phasing of the building will be made (including its relationship with adjoining buildings, especially if there is a contextual, historical or architectural association) which will include details of modifications, additions and demolitions.

Photography

9.22 Photographic recording will take place throughout the building/s and at all levels. A professional quality digital camera is considered sufficient; prints and slides are not required.

Illustrations

9.23 A measured and annotated phased plan of each floor of the building/s. The plans will also incorporate notes on the fixtures and fittings, ceiling heights, direction of stair rises, features of architectural note etc. Principle and/or significant elevations will be drawn (or surveyed if appropriate) at an appropriate scale (1:50 is normally sufficient unless the elevation is complex) to record samples of stonework/brickwork or other construction materials, architectural features, fixtures and fittings and modifications and/or damage.

Level 2 Historic Building Survey **Suirbhídh Togalaich Eachdraidheil Ìre 2**

9.24 In addition to the requirements of a Level 1 Survey, the following are required:

Written Record

9.25 A detailed documentary/archival study including details of architects, builders, patrons, and owners. The building and its relationship with its setting will be analysed in its broader historical and architectural context. It will also note structural defects such as presence of rot, defective rainwater goods, slipped slates etc.

Photography

9.26 Detailed photographic recording of any architectural detail.

Illustrations

9.27 Elevation recording (through drawing or survey) will be more detailed than a Level 1 survey and normally at a scale of 1:20. Stonework and/or other construction materials, openings, chimney stacks and other architectural features will be finely detailed. Representative examples of internal and external architectural detail (including moulding, string courses, mullions, cornices, capitals etc) will be separately illustrated at an appropriate scale to capture detail and complexity. The phased plan will relate the building to other associated structures, landscape and topographic features that are related contextually, through setting or through relevant associations.

Level 3 Historic Building Survey **Suirbhídh Togalaich Eachdraidheil Ìre 3**

9.28 A Level 3 survey is much the same as a Level 2 survey but specialist techniques, as specified by HET, may additionally be required to aid recording, understanding, interpretation, analysis and preservation. The results of these studies can help inform detailed advice for restoration and renovation projects.

9.29 Specialist techniques for building recording may include, for example, rectified photography (for recording building facades and, for example, floors, stained glass windows

and wall paintings), photogrammetry and laser scanning. In some instances these techniques may replace the need for conventional detailed photographic recording and illustration.

9.30 HET may specify detailed analysis of specific historic features in order to further understanding of the building. Analytical techniques that may be required include, for example, dendrochronological analysis and paint and/or wallpaper analysis, especially where multiple layers have been built up over time.

Useful Resources Goireasan Feumail

General Guidance

- English Heritage. 2006. *Understanding Historic Buildings: A Guide to Good Recording Practice*.
- Historic Scotland. 2004. *Guide for Practitioners 4: Measured Survey and Building Recording for Historic Buildings and Structures*.
- IfA. 2008. *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*.
http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_buildings.pdf

Specialist Techniques

- McDermott, A. 2004. *Wallpapers in the Historic Interior* in *The Building Conservation Directory*.
<http://www.buildingconservation.com/articles/wallpapers/wallpapers.htm>
- Stanbridge, R. 2005. *Photogrammetry: A Practical Guide* in *The Building Conservation Directory*.
<http://www.buildingconservation.com/articles/photogram/photogrammetry.htm>
- Taylor, J. 2000. *Dendrochronology in Dating Timber Framed Buildings and Structures* in *The Building Conservation Directory*.
<http://www.buildingconservation.com/articles/dendrochron/dendro.htm>
- Brennan, J. 2008. *Rectified photography* in *The Building Conservation Directory*.
<http://www.buildingconservation.com/articles/rectified/rectified.htm>

10. UNDERWATER AND INTER-TIDAL SURVEY **SUIRBHIDH UISGE AGUS EADAR-LÀIN**

10.1 The Highland coastline is the longest of any local authority area in the UK and is subject to increasing development pressure from installations for harnessing wind, wave and tidal energy and for the servicing of offshore oil and gas fields.

10.2 Highland Council has responsibility for development in the following areas (outwith these areas, the lead is taken by The Scottish Government):

- Development up to the Mean Low Water Mark.
- The intertidal zone.
- Specific aquaculture development within 3 nautical miles of the coast.
- All fresh water bodies.

10.3 Historic Environment features such as the wrecks of ships or aircraft, submerged archaeological features, deposits and landscapes can survive in these areas.

10.4 HET may request a condition on a site lying below, or partially below, water. This could be within a loch, in the sea or inter-tidal zone. The aim of underwater and/or intertidal fieldwork will be similar to that described elsewhere in this document, though the techniques used may differ.

10.5 A historic environment practitioner with specialist skills will be required for this type of work.

10.6 In addition to those sources listed in 3.5 and 3.6 the following sources should be consulted as appropriate:

- Records of wrecks and obstructions held by the UK Hydrographic Office.
- Historic charts held by the NLS.
- Records held by the Receiver of Wreck.
- Records of Protected Wrecks.

10.7 The following list outlines the techniques commonly used for marine and/or coastal survey. It is not intended to be exhaustive and other forms of survey not listed in this section may be required:

- Environmental sampling surveys such as sediment coring and grab-sampling.

- Geophysical remote sensing surveys such as sidescan sonar (the most common method used to identify the presence of wrecks), singlebeam or multibeam echosounder, sub-bottom profiler (for the study of submerged landscapes), and magnetometry. These are generally used over large areas either individually or in combination.
- Non-geophysical remote sensing survey such as lidar, and radar, aerial photography, and multispectral scanning.
- Diving survey

10.8 Specialist survey techniques will be considered on a case-by-case basis appropriate to each application/project. The historic environment practitioner is expected to detail the proposed methodology, appropriate to the scale and location of the project within a Project Design submitted for approval by HET.

10.9 The results will be produced to the same standards as listed in Section 15 – Reporting Standards, and will be added to the Highland HER.

Useful Resources Goireasan Feumail

Policy

- Historic Scotland. 1999. *Conserving the Underwater Heritage: Historic Scotland Operational Policy Paper 6*
http://www.historic-scotland.gov.uk/conserving_the_underwater_heritage.pdf
- Historic Scotland. 2008. *Scottish Historic Environment Policy (SHEP): The Marine Historic Environment Consultation Draft*
http://www.historic-scotland.gov.uk/shep_marine.pdf
- Scottish Government. *Marine (Scotland) Act 2010*
<http://www.scotland.gov.uk/Topics/marine/seamanagement/marineact>

Guidance

- BEFS (discussion paper). *Towards a Strategy for Scotland's Marine Historic Environment*. Historic Scotland.
<http://www.historic-scotland.gov.uk/marine-strategy.pdf>
- COWRIE. 2007. *Historic Environment Guidance for the Offshore Renewable Energy Sector*.
http://www.offshorewind.co.uk/Assets/archaeo_guidance.pdf
- COWRIE. 2011. *Offshore Geotechnical Investigations and Historic Environment Analysis: Guidance for the Renewable Energy Sector*.
http://www.offshorewind.co.uk/Pages/Publications/Latest_Reports/Cultural_Heritage/Offshore_Geotechnical_b6715e61/
- Scottish Government. *Making the Most of Scotland's Seas: Turning our vision into reality*.
<http://www.historic-scotland.gov.uk/visiondocument.pdf>

11. FIELD RECORDING STANDARDS

INBHEAN CLÀRADH LÀRAICH

11.1 The interpretation of data from an archaeological project can only be maximised if its retrieval is recorded thoroughly. It is expected that an acceptable recording system will be used for all on-site and post-fieldwork procedures.

11.2 All field recording will adhere to IfA standards which state that full and proper records (written, graphic, electronic, digital and photographic as appropriate) will be made for all work, using pro-forma record forms and sheets as applicable.

11.3 The site and fieldwork area/s will be related to the National Grid and the Ordnance Survey datum; all plan and section drawings will be related to the site grid; written registers of all plans, drawings, photographs, special finds, samples, etc will be compiled on suitable, durable materials.

11.4 HET recommends that the single-context recording system (as developed by the Museum of London) provides a suitable foundation for on-site archaeological recording. While this system was developed for urban sites with complex stratigraphy it can also be appropriate for rural situations (see useful resources). Consideration must be given to utilising a Harris- Winchester or similar matrix for complex stratigraphical issues.

11.5 In line with IfA guidelines, it is noted that the routine recording of material does not absolve an archaeological contractor from the need to interpret, as far as possible on site, the nature and meaning of deposits, features and the site itself.

11.6 The recording procedure must take into account the long-term archival requirements of archaeological records. Digital records created as part of the project should comply with accepted data standards (see useful resources and Section 16).

Useful Resources Goireasan Feumail

- Museum of London Archaeology Service. 1994 (3rd ed). Archaeological Site Manual. Museum of London.
<http://www.museumoflondonarchaeology.org.uk/NR/rdonlyres/056B4AFD-AB5F-45AF-9097-5A53FFDC1F94/0/MoLASManual94.pdf>
- Archaeology Data Service/Digital Antiquity. 2011. Guides to Good Practice 2nd edition *draft*
<http://guides.archaeologydataservice.ac.uk/g2gp/Main>

12. POST EXCAVATION ANALYSIS **ANAILIS ÀS DÈIDH CLADHAICH**

12.1 Archaeological fieldwork involves the collection of samples and artefacts which must subsequently be the focus of specialist studies. This material includes all archaeologically recovered artefacts, building materials, industrial residues, environmental material and biological material (including human remains).

12.2 The post-excavation process is part of the planning condition and is required to bring a piece of archaeological work to completion. It is, therefore, the responsibility of the developer to fund this phase of work.

12.3 Post-excavation work can involve a variety of processes as appropriate - including sample processing, the assessment of environmental samples and artefacts and producing a synthesis of the results in a report fit for publication.

12.4 These studies provide a necessary and potentially important element of the archaeological record. Artefacts and ecofacts (soil, plant and animal remains) can provide information on the climate, geology, soil, vegetation and animal life that are associated with an archaeological site or the landscape in which it is set. This information can tell us about the past environment, the exploitation of wild and domesticated resources and the nature of human populations.

12.5 Following the completion of a basic report for a piece of fieldwork, an archaeological contractor may submit a costed Post-Excavation Research Design (PERD) to the applicant and to HET. HET will approve the scope and detail of the post-excavation work deemed necessary to bring a project to completion. The approved PERD will outline the post-excavation work required and will include a breakdown of tasks, relevant specialists and timetable.

12.6 Where post-excavation analysis is the final phase of a project and no further fieldwork is required, HET may advise the relevant Planning Office that, whilst the archaeological planning condition cannot be discharged until the post-excavation analysis has been completed, the development can proceed on site.

13. PROJECT DESIGN **DEALBHADH PRÓISEICT**

13.1 All archaeological projects initiated through the planning process must be accompanied by a Project Design (PD), sometimes referred to as a Written Scheme of Investigation (WSI) that has been agreed and approved by HET on behalf of the Planning Authority.

13.2 A PD is normally written in response to a specification produced by HET and is tied to the planning condition which requires the archaeological investigation. The PD is a statement of intent – a written proposal for archaeological investigation that will cover all aspects of the work that are required to fulfil the terms of the specification. The PD gives assurance to the Planning Authority that funding and suitable numbers of appropriately qualified and experienced staff have been secured.

13.3 Work must not commence on site until the PD has been seen and approved by HET. Undertaking archaeological work initiated by a planning condition without an approved PD will result in a breach of planning consent. The historic environment practitioner and developer should give HET seven working days to comment on a PD.

13.4 Where a project consists of multiple phases of work a separate project design will normally be required for each phase.

13.5 A Project Design will contain the following:

- Site name, address and national grid reference plus a site and location plan.
- Site description (geology, topography, present and historic land use, soils, vegetation etc) and constraints (e.g. overhead lines, underground services, dense tree cover).
- Planning background and relevant planning constraints (e.g. Scheduled Monuments, Listed Buildings, Tree Preservation Orders, SSSIs).
- Archaeological and historical background, including consideration of the importance of sites and features discussed and the wider historic environment landscape.
- General and specific aims of fieldwork.
- Field methodology (e.g. reasoned discussion of the field techniques, collection strategy for artefacts, environmental sampling strategy, recording strategies and so on). In the case of Trial Trenching Evaluation, an indicative trench plan must be provided.
- Where appropriate, public involvement will be considered and outlined. This may include provision for volunteers, training, open days etc.

- Arrangements for emergency conservation of artefacts.
- An outline of post-excavation methodology (e.g. cleaning, conservation, cataloguing, dating techniques, specialist analysis and recording, processing samples and archive preparation).
- An outline of report preparation methodology.
- Publication and dissemination proposals.
- Copyright.
- Proposed deposition of both paper and digital archive.
- Timetable.
- Staffing (including contact details for on-site staff)

13.6 It is expected that all PDs will refer directly to these Standards and that work will be undertaken in compliance with them, unless specifically excluded in the specification.

13.7 The development will be carried out in accordance with the PD as approved, or subject to such amendment or alteration as required by and agreed with HET.

14. MITIGATION

MAOTHACHADH

14.1 The information collected as a result of all archaeological fieldwork and building recording will enable the planning authority to decide an appropriate level of mitigation. Should significant archaeological remains be identified in the course of the work, an archaeological mitigation strategy may be instigated.

14.2 Where the work has been carried out in advance of the submission of a planning application, the mitigation strategy will be required as a condition of consent.

14.3 Where the fieldwork has been carried out in accordance with a planning condition, the mitigation will be required in order to fulfil the terms of the condition.

14.4 Mitigation strategies to be implemented may include one or more elements of the following:

- Preservation by record, i.e. excavation or detailed landscape survey.
- Preservation *in situ*.
- Re-design, where practicable, to avoid key areas.
- Monitoring (Watching Briefs).
- Environmental analysis.
- Other field techniques as recommended by a relevant specialist.
- Interpretation

14.5 Recommendations for additional compensatory mitigation will also be considered in some cases.

15. REPORTING STANDARDS

INBHEAN AITHRIS

15.1 This section establishes the preferred content for archaeological reports. It is expected that, wherever possible, all of the information listed here will be incorporated into a project report although it is accepted that each project will have its own requirements.

15.2 A report will define the location, extent and significance of any archaeological remains identified on a site. It will illustrate how identified or potential archaeological remains may be affected by any specific proposals, development or otherwise, which have been advanced and will propose mitigation measures as appropriate.

Report Content

Susbaint Aithisg

15.3 For each piece of fieldwork undertaken, HET requires the submission of a Basic Report (unless agreed otherwise with HET). A Basic Report is often referred to as a Data Structure Report (DSR) – however HET requires more detail to be contained within a Basic Report than that outlined in the current Historic Scotland DSR guidelines (1996, pg 9). The level of detail required by HET is outlined in this section.

15.4 The aim of a Basic Report is to structure the data accumulated from desk-based studies and fieldwork and to provide a general analysis of the results. In many cases this will form the final report for an archaeological project. For larger or more significant projects, however, it may form an interim report that can be used to inform post-excavation studies and lead to the production of a final report fit for publication.

15.5 All reports should contain the following reference information:

- Title page
- Full site name
- Site code
- OASIS reference
- OS National Grid Reference
- Author
- Organisation/contractor
- Dates of fieldwork (day/month/year)
- Fieldwork conducted by (names of director, supervisor, specialists etc)
- Date report written
- Commissioning body

- Expected location of paper and digital archive

Checklist for a Basic Report
Liosta-sgrùdaidh airson Aithisg Bhunaiteach

- Non-technical Summary

- Planning Background

15.6 A brief summary of the planning context and why the work was undertaken must be given. It will make reference to any current planning applications (including Planning Authority reference numbers) as well as the text of, or references to, any relevant outstanding planning conditions. It will include details of any other planning constraints such as Scheduled Monuments, Listed Buildings, Tree Preservation Orders, Sites of Special Scientific Interest, etc. In addition, a clearly marked plan of the application area as proposed, or likely to be proposed, will be included.

- Archaeological Background

15.7 The aims and objectives of the project, related to the project design, will be described and accompanied by a full site description (size, geology, topography, location with NGR, land use etc). An analysis of the HER and Canmore records within the site boundaries and the wider site area will be given and it will include a description of the cultural significance of the area (i.e. the aesthetic, architectural/archaeological, technological, historic and social value of a place). This piece of work is an assessment of the archaeological content and potential of a site or area and is not to be confused with producing a simple list of sites.

- Methodology

15.8 Consideration should be given to including the following:

- Details of any fieldwork conducted to assess known sites or used as a prospection method.
- Logistical constraints, such as services, etc.
- The reason why the type of exercise conducted was considered appropriate (i.e. why a field evaluation was prepared instead of a desk-based assessment or vice-versa, etc).
- The areas sampled and studied. This will include a site plan based on the 1:2500 Ordnance Survey mapping and a trench location plan of at least 1:200 or at a suitable scale. It is useful to express the sample size as a percentage of the study area. See also Section J.

- The archaeological methods employed (excavation, field walking, etc).
- The time and resources dedicated to the various elements of the investigation and any deviations from the agreed programme of archaeological works (eg trench layout, etc).
- A critical review of the effectiveness of the methodology.

- Results

15.9 The results should contain detail on each phase of work and should contain the following:

- Detailed summary of the nature, date, extent, depth and preservation of archaeological and environmental deposits.
- Description of the areas/trenches containing archaeological deposits.
- Plans of principal archaeological horizons, structures and phases as well as potential deposits - see Section J.
- If applicable, digital geophysical survey data plots and interpretation.

- Discussion and Conclusions

15.10 This section must include:

- An interpretation of the site, its context and its importance on a local, regional and national level.
- Extent to which objectives were fulfilled.
- Discussion regarding the methodology and the implications of future work in the area.
- Integrate results of previous work in the area or on a comparable site.
- Summary of small finds.
- Summary of environmental data.
- Interpretation and dating.
- An assessment of significance.
- Summary of the potential of the site or immediate area to yield further archaeological, artefact and environmental data.

- Discussion of Impact of Development and Recommendations for Mitigation

15.11 The report will make recommendations for further work where appropriate. This may include further phases of fieldwork, mitigation or an outline of post-excavation work required to bring the project to completion.

- *References*

- *Illustrations and Photographs*

15.12 All plans must be relatable to the national grid and cross-referenced in the text. All plans will include:

- Site location plan.
- Overall site plan (showing the limit of the development area, the limit of any archaeological work and the type of archaeological work carried out in each area). This should be based on 1:2500 Ordnance Survey mapping except in the case of large survey areas where smaller scale mapping will be accepted as appropriate.
- Detailed plans showing all areas of archaeological sensitivity and detail plans showing concentrations of archaeological features. Trench location plans should be at least 1:200 or other suitable scale.
- Detailed plans and sections of individual features that form important elements of the site.
- Level related to OD.

15.13 All photographs and illustrations included in the report must be cross-referenced in the text. Photographs showing the general locality, a view of work in progress and a record of each area excavated will normally be required.

15.14 The contractor should ensure that they have the appropriate Ordnance Survey licence and that the full OS copyright statement, including the licence number, is reproduced.

15.15 If any historic mapping or other third party images are to be reproduced, the contractor should ensure that they obtain appropriate permissions and make proper acknowledgement.

Appendices

15.16 This section will include:

- Context summary table.
- Finds summary table.

- Photograph list. Also required separately, see below.
- Drawing list.
- Sample list.
- The current and proposed location of the physical, paper and digital archive.
- Where appropriate, a detailed gazetteer (referenced to the HER Monument ID if applicable). Also required separately, see below.

Report Submission to HET **Aithisg gu HET**

15.17 On completion of the work the following should be deposited with HET. The report will not be accepted by HET unless accompanied by all the information set out in 15.21 to 15.25.

15.18 Submissions will preferably be zipped and emailed (under 10MB) to archaeology@highland.gov.uk with an appropriate project identifier in the subject line. If the submission is via CD or DVD, the disc must be clearly marked with the project identifier, project name and name of the archaeological contractor.

Submissions must include the following:

15.19 Basic report, as above, in PDF format (preferred) or Microsoft Word format. A paper copy is NOT required.

15.20 Geo-referenced spatial data as ESRI shapefiles (preferred) or AutoCAD drawing exchange format (DXF):

- Fieldwork boundary, i.e. the fullest extent of the archaeological intervention/survey
- Trench locations
- Site/feature locations and extents

As a minimum the associated attribute tables should include the site/feature/trench numbers of the point, polygon and/or line data.

15.21 Digital site gazetteer (where multiple new sites are being reported following field survey). This allows for automation of some of the HER record creation process. This may be in Microsoft Access (.mdb) or Excel format. A template Access database is available from HET if desired.

15.22 Representative selection of photographs, i.e.

- At least one photograph of every site or feature identified in the report.

- A small selection of photographs showing site conditions.

15.23 Digital photo register. *Please note that the file names of the photographs MUST match the photo register exactly.* This allows for the automatic creation of photo captions.

Report Dissemination & Publication **Sgaoileadh agus Foillseachadh Aithisg**

15.24 In addition to depositing the report of completed works with HET, all reports (including bound paper copies) should be deposited with the RCAHMS, along with the paper and digital project archive. The project archive should contain all relevant details in connection with the planning and execution of the project, including any terms of reference received by the historic environment practitioner.

15.25 If the archaeological contractor mounts information relating to the archaeological work on the web for public access, HET reserve the right to create hyperlinks from our web site to the relevant sections of the contractor's web site.

15.26 A brief summary of the results of the archaeological work must be prepared and submitted for publication in *Archaeology Scotland's* annual journal 'Discovery and Excavation in Scotland' at the appropriate time.

15.27 The Highland Council will assume copyright rests with the author unless advised otherwise, and will acknowledge copyright in all cases. HET will make the report available for reference and research purposes electronically and via the web. The completed report will be made available for immediate public consultation for research purposes via the online Highland Historic Environment Record (<http://her.highland.gov.uk>), and through the public library service.

Report Approval **Aonta Aithisg**

15.28 The final report will be subject to the written approval of HET. It is the responsibility of HET to confirm the suitability of the report and to require amendments or clarifications where necessary. Once the report is deemed to conform to the required Standards and is acceptable to HET, HET will inform the relevant Planning Office that they are in receipt of a satisfactory report. Assuming there are no outstanding requirements, such as post-excavation analysis or further stages of fieldwork, HET will recommend that the relevant planning condition is discharged.

Useful Resources Goireasan Feumail

Spatial Data Standards Inbhean Dàta Farsaingeachd

- [RCAHMS. 2010. Historic Environment Polygonisation Standards \(Scotland\)](http://www.rcahms.gov.uk/historic-environment-polygonisation-standards-scotland.html)
<http://www.rcahms.gov.uk/historic-environment-polygonisation-standards-scotland.html>

General Data Standards Inbhean Dàta Coitcheann

- [English Heritage. 2010. MIDAS Heritage: The UK Historic Environment Data Standard](http://www.english-heritage.org.uk/professional/archives-and-collections/nmr/heritage-data/midas-heritage/)
<http://www.english-heritage.org.uk/professional/archives-and-collections/nmr/heritage-data/midas-heritage/>
- [Highland Historic Environment Record](http://her.highland.gov.uk)
<http://her.highland.gov.uk>

16. ARCHIVING TASGADH

16.1 All archaeological projects must result in a stable, ordered, accessible archive. Following the retrieval of archaeological data it is essential that an archive is lodged with a suitable body. It is expected that a project archive will be lodged with the RCAHMS.

16.2 Guidance on acceptable standards in the creation, maintenance and deposit of documentary archives, both paper and digital, can be obtained from RCAHMS and other relevant publications (see Useful Resources below). Note that these guidelines are regularly revised and the depositor should ensure that guidance from the most recent edition is being followed.

16.3 The arrangements for the final disposal of any artefacts made in connection with the archaeological work are to be in keeping with Scottish legal requirements, as set out in *Treasure Trove in Scotland: A Code of Practice*.

Useful Resources Goireasan Feumail

- The Scottish Government. 2008. *Treasure Trove in Scotland: A Code of Practice*
<http://www.scotland.gov.uk/Publications/2008/12/04114930/0>
- Archaeological Data Service (ADS). 2000. *Digital Archives from Excavation and Fieldwork: Guide to Good Practice 1st edition*
<http://ads.ahds.ac.uk/project/goodguides/excavation/>
- Archaeology Data Service/Digital Antiquity. 2011. *Guides to Good Practice 2nd edition draft*
<http://guides.archaeologydataservice.ac.uk/g2gp/Main>
- Brown, D. 2011 (2nd ed). *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.*
http://www.britarch.ac.uk/archives/aaf_archaeological_archives_2011.pdf
- IfA. 2009. *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*
<http://www.archaeologists.net/sites/default/files/node-files/Archives2009.pdf>
- RCAHMS. 2005. *Digital Archiving: Guidelines for Depositors*. Available on request from Info@rcahms.gov.uk

17. MONITORING SGRÙDADH

17.1 To ensure that archaeological work required by the planning process is being carried out in accordance with the agreed project design, HET will monitor fieldwork. The aim is to ensure that the work is being carried in a way that will satisfy the requirements of the Planning Authority. It is mutually beneficial for close liaison to take place between HET and the historic environment practitioner. The final monitoring points will be to ensure that an appropriate report and archive have been deposited; until this has been achieved, it will not be considered that the developer has fulfilled the requirements of the planning condition.

17.2 The historic environment practitioner is responsible for agreeing arrangements for monitoring fieldwork with HET staff. Prior notice of fieldwork starting dates, with contact names, telephone numbers and arrangements for access must be given to HET by the historic environment practitioner. HET will visit the historic environment practitioner in the field, either by pre-arranged visit or by unannounced visit.

17.3 A weekly telephone call or email will be made by the archaeological contractor to inform HET about the progress of work and any new issues arising. The historic environment practitioner will maintain intermittent communication throughout the reporting and any post-fieldwork analysis stages.

17.4 In all cases it is the responsibility of the historic environment practitioner to inform all interested parties of any new or unexpected circumstances which arise during the project, whether or not the site is being monitored regularly. No decisions should be made as to an appropriate alteration to the project without the agreement of HET.

18. GENERAL REQUIREMENTS

RIATANASAN COITCHEANN

Work carried out for Planning Conditions

Obair a rinneadh airson Chumhaichean Dealbhaidh

18.1 Where work fails to meet the Standards set out here, the applicant will be in breach of the relevant planning condition until matters are rectified. The Planning Authority reserves the right to refuse to accept work from, or otherwise take action against, historic environment practitioners who fail to carry out work to these Standards.

18.2 A specification will be produced by HET specifically for each project, based on documents supplied at the time. It will be valid for one year from the date of issue. The Highland Council reserves the right to update the specification if works have not been undertaken during the one year period.

18.3 If a development is to be completed in phases, the archaeological condition will apply to all phases of development unless specified otherwise by HET and agreed in writing.

18.4 The results of all fieldwork undertaken will be fed back into the Highland HER.

Health and Safety

Slàinte agus Sàbhailteachd

18.5 It is essential that every archaeological project considers the health and safety of all those involved as a high priority. Historic environment practitioners are expected to operate in accordance with current health and safety legislation and industry regulations. At all times health and safety must take priority over archaeological matters.

Press and Media

Na Pàipearan agus na Meadhanan

18.6 It is essential that publicity is only carried out in consultation with all interested parties. The historic environment practitioner will not comment to the press or other media without first notifying HET and with prior approval from the applicant. It is recommended that a basic media strategy is outlined in the Project Design.

APPENDIX 1: ABBREVIATIONS
PÀÌPEAR-TAICE 1: GIORRACHAIDHEAN

DSR	Data Structure Report
GIS	Geographical Information System
HER	Historic Environment Record
HET	Highland Council Historic Environment Team (formerly HCAU)
HS	Historic Scotland
IfA	Institute for Archaeologists
OASIS	Online Access to the Index of Archaeological Investigations
PAN	Planning Advisory Note
PD	Project Design
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
SAM	Scheduled Ancient Monument
SHEP	Scottish Historic Environment Policy
SPP	The Scottish Planning Policy