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Ms K Lyons
Highland Council
Sent By E-mail

Our ref: PPA-270-2196
Planning Authority ref: 17/05184/FUL

4 October 2018

Dear Ms Lyons

**PLANNING PERMISSION APPEAL: STOER CHURCH LAND 75M EAST OF 162
STOER LOCHINVER IV27 4JD**

Please find attached a copy of the decision on this appeal.

The reporter's decision is final. However you may wish to know that individuals unhappy with the decision made by the reporter may have the right to appeal to the Court of Session, Parliament House, Parliament Square, Edinburgh, EH1 1RQ. An appeal **must** be made within six weeks of the date of the appeal decision. Please note though, that an appeal to the Court of Session can only be made on a point of law and it may be useful to seek professional advice before taking this course of action. For more information on challenging decisions made by DPEA please see <https://beta.gov.scot/publications/challenging-planning-decisions-guidance/>.

We collect information if you take part in the planning process, use DPEA websites, send correspondence to DPEA or attend a webcast. To find out more about what information is collected, how the information is used and managed please read the [DPEA's privacy notice](https://beta.gov.scot/publications/planning-and-environmental-appeals-division-privacy-notice/) - <https://beta.gov.scot/publications/planning-and-environmental-appeals-division-privacy-notice/>

I trust this information is clear. Please do not hesitate to contact me if you require any further information or a paper copy of any of the above documentation.

Yours sincerely

Christopher Kennedy

CHRISTOPHER KENNEDY
Case Officer
Planning and Environmental Appeals Division



Decision by Sinéad Lynch, a Reporter appointed by the Scottish Ministers

- Planning appeal reference: PPA-270-2196
- Site address: land 75 metres east of 162 Stoer, Lochinver
- Appeal by Morgan McDonnell Architecture against the decision by Highland Council
- Application for planning permission ref 17/05184/FUL dated 3 November 2017 refused by notice dated 23 April 2018
- The development proposed: restoration & conversion of disused church to residential, installation of sewage treatment plant and soakaway
- Application drawings: Location Plan L(PL)001 RevC, Site Layout Plan L(PL)002 RevD, Existing Ground Floor Plan L(PL)010, Existing Elevation L(PL)101, Proposed Ground Floor Plan L(PL)020RevA, Proposed Mezzanine Plan L(PL)021, Proposed Roof Plan L(PL)022, Proposed Elevation L(PL)111 RevA, Proposed Section L(PL)121 RevA
- Date of site visit by Reporter: 30 August 2018

Date of appeal decision: 04 October 2018

Decision

I allow the appeal and grant planning permission subject to the 10 conditions listed at the end of the decision notice. Attention is drawn to the 3 advisory notes at the end of the notice.

The appellant has submitted a claim for an award of expenses against Highland Council. This matter is dealt with in a separate decision.

Background

1. The church at Stoer had been listed as a Category C building, including the surrounding graveyard and walls. An application to de-list the church and its surrounds was made to Historic Environment Scotland, and in August 2017 the building and surrounds was removed from the list. The church remains on the Buildings at Risk Register for Scotland.

Reasoning

2. I am required to determine this appeal in accordance with the development plan, unless material considerations indicate otherwise. In this instance, the development plan is the Highland Wide Local Development Plan 2012 (HWLDP) and the Sutherland Local Plan 2012. The policies of relevance to this appeal, are I find, HWLDP 28 Sustainable Design, 36 Development in the Wider Countryside, 42 Previously Used Land, 65 Waste Water



Treatment and 66 Surface Water Drainage. The policies as set out in the Sutherland Local Plan have been superseded by those of HWLDP.

3. Having regard to the provisions of the development plan, the main issue in this appeal is the conversion of the former church to residential use and the potential impact of that change.
4. Policy 36 of HWLDP sets out the criteria against which proposals will be assessed if they are located outwith Settlement Development Areas. Stoer and Scourie is listed in the Highland and Islands Enterprise 2014 Review of Fragile Areas and Employment Action Areas in the Highlands and Islands as data zone S01003970, with a score of 9 out of 20. I find that under the terms of this policy and in relation to Fragile Areas, the proposed conversion of the church at Stoer would not be significantly detrimental and may contribute to re-population and a strengthening of services.
5. Policy 28 of HWLDP supports development which promotes and enhances the social, economic and environmental wellbeing of the people of Highland. I find that in relation to the relevant criteria set out in the Policy, the proposed development would be compliant.
6. Previously used land is addressed by Policy 42 of HWLDP. I find that conversion from a derelict church to residential use would be in accordance with the policy.
7. Policies 65 and 66 address waste water treatment and surface water drainage respectively. The site is within a Scottish Environment Protection Agency (SEPA) "Waste Water Drainage Consultation Area". Objections raised in representations have expressed concern regarding the potential impact on properties downstream of the proposed development from discharge. An in-principle agreement has been reached with SEPA in relation to a treatment plant and partial soakaway, and I have seen no evidence which suggests that this solution would not deliver the required outcomes. I am satisfied that waste water and surface drainage have addressed in accordance with the requirements of Policies 65 and 66 of HWLDP.
8. It has been suggested in representations that as the soakaway is located on land not within the appellant's ownership, it will not be capable of being delivered. The appellant has submitted a Deed of Servitude granted by the Assynt's Crofters Trust, which would facilitate the soakaway. I am content that land ownership and access is not a barrier to delivering the required soakaway in this instance.
9. Overall, I find that the proposed restoration and conversion of the church to be in accordance with the relevant policies of the development plan. The council is in agreement that the proposal accords with the relevant planning policies.

Reasons for refusal

10. The council cited three reasons for refusal, which I will address in the order as set out in the notice refusing planning consent dated 23 April 2018.
11. Both the council and objectors are concerned that there is insufficient ground around the property to support its use as a home and / or holiday home. The church is entirely

surrounded by the graveyard, with headstones and lairs on at least three sides. From my site visit, I observed that there would be no private open space associated with the converted house. The appellant states that the revised proposal includes a drying area internally, bin storage adjacent to the public road and two parking spaces at the end of the access road. I conclude that it appears possible to accommodate the required ancillary items in areas other than the graveyard.

12. Concern is raised in representations that the graveyard may be used as outdoor space associated with the converted house. I agree that may be a potential outcome, but the graveyard is in the ownership of Highland Council, and also open to the public. At present, there appears to be no restriction on the use of the graveyard for any purpose. With the house occupied, there may be a greater likelihood that the open space may be used for dining, sitting or general recreational purposes. There would be four double bedrooms, potentially sleeping up to eight people. However, given that it is a graveyard, and the aspects with the primary views do not lend themselves to sitting or recreational activities, and the actual open space available for such uses is minimal, I find that the likelihood of such uses occurring are limited, and capable of being controlled by Highland Council as landowner. I conclude that the lack of ground around the property would not have a detrimental impact on its use as a home / holiday house.

13. The council's second reason for refusal relates to the potential impact on villagers and relatives of those buried in the graveyard, causing them disturbance and disruption. As I concluded above, there is the potential for increased use of the graveyard by the occupiers of the converted church, but I consider that increase and its potential effect to be limited. The appellant has submitted a construction management plan which provides for a new temporary opening in the wall, allowing a raised access bridge over the graveyard to the church. The temporary opening will be re-built when construction is complete. I am satisfied that during the construction phase, there will be minimal disruption or disturbance to those buried in the graveyard, or to those visiting the graveyard.

14. Highland Council has granted the appellant a deed of servitude for services through the graveyard, on the basis of the submitted geophysical survey which has identified all marked and unmarked burials. The survey indicates a route which avoids areas where burials have taken place, and I have seen no evidence which suggests that this solution would not deliver the required outcome.

15. Following completion of the proposed development, the graveyard will remain in the ownership and management of Highland Council. I agree with those representations that say that the context of the graveyard will have changed, but I am not in agreement that such a change would be so detrimental as to cause disruption or disturbance at a level that would be unacceptable. Externally, the converted church would contain the same number of doors and windows as previously, and the opportunities for residents to interact with visitors would be limited due to the lack of open space available to occupiers of the house, and the nature of that open space as a graveyard. I consider that the greater impact may be on those occupying the house, as they could be subject to members of the public being in very close proximity at any time. However, I consider that the potential impact on the amenity of occupiers of the house is acceptable and should be anticipated by an occupier or resident.

16. Although not operational, it is important that all are given the opportunity to visit the graveyard, and that full public access is maintained. This proposal will not limit the ability of any party to access the graveyard, as ownership and management will remain with Highland Council. The owners of the church have accepted that is the case and have indicated that appropriate signage would be provided inviting visitors to enter the graveyard. I am satisfied that although the immediate context of the graveyard is likely to change, that change would cause minimal disruption or disturbance to those buried in the graveyard, or to those visiting the graveyard.

17. The third reason for refusal was that the change of use to residential would inhibit visits to the Telford church by tourists. At present, the church is a roofless building consisting of four walls, with all openings boarded up with plywood for security reasons. I understand the appeal of a ruined church as a tourist attraction, but this is a privately-owned building with no public access, and no imminent prospect of any other productive re-use. When converted, I am satisfied that the restoration would be appropriate based on the submitted plans and from a distance, I consider that the change in use would be imperceptible. At closer range, the building would appear complete, and again I consider that the change of use would not be immediately apparent to the casual observer. As discussed above, public access to the graveyard will be maintained, and the signage proposed by the appellant should encourage visitors, not inhibit them. There will be no items of a domestic nature visible in the graveyard to deter tourists. I conclude that the proposed development would not deter tourists from visiting the church when converted.

Other matters

18. Although now delisted, the Telford designed church is historically important locally and it is important that any conversion is sympathetic and in keeping with the local area. I note that the proposed layout will be entirely within the footprint of the existing building, and that the original openings will be maintained. The removal from this proposal of any domestic ancillary items in the graveyard or in public spaces is also sympathetic. The existing access gate will be maintained, and the two proposed parking spaces will be provided off-site, at the head of the access road. Overall, I am satisfied that the proposed conversion of this historic building would be appropriate for its setting.

19. A number of representations raised matters which have been addressed above. Matters were also raised which are not material to the planning system, including but not restricted to matters such as ownership, management of a holiday property, behaviour of potential occupiers of the house, potential antisocial behaviour, delisting of the property by Historic Environment Scotland and the number of existing holiday properties so I have not taken them into account in reaching my decision.

Conditions

20. The council has provided 9 conditions to be imposed should the appeal be upheld. Condition 4 includes a number of specifications which the council has also provided. These specifications are attached to this decision. In addition, I have inserted a new condition 10, requiring signage to be provided at the site which invites visitors to enter the graveyard freely. The appeal includes a proposal for such signage.

Conclusions

21. I therefore conclude, for the reasons set out above, that the proposed development accords overall with the relevant provisions of the development plan and that there are no material considerations which would justify refusing to grant planning permission.

22. I have considered all the other matters raised, but there are none which would lead me to alter my conclusions.

Sinéad Lynch

Reporter

Conditions

1. No development or work (including site clearance) shall commence until a photographic record has been made of the remains of any buildings and/or other features affected by the development/work, in accordance with the attached specification, and the photographic record has been submitted to, and approved in writing by, the Planning Authority.

Reason: In order to protect the archaeological and historic interest of the site.

2. No development or work shall start on site until a schedule of stonework repairs has been submitted to, and approved in writing by, the Planning Authority. Thereafter, development and other work shall progress in accordance with the approved schedule. For the avoidance of doubt, existing stonework shall be repaired, and any missing sections replaced, using natural stone chosen to match, in all respects wherever possible (including colour, texture, geology, proportions and tooling), the existing stonework. Thereafter, development and work shall progress in accordance with these approved details.

Reason: In order to minimise potential damage to the stonework.

3. No development or work shall commence until a detailed specification for all proposed external materials and finishes including windows and doors (including trade names and samples where necessary) has been submitted to, and approved in writing by, the Planning Authority. Thereafter, development and work shall progress in accordance with these approved details

Reason: In order to enable the planning authority to consider this matter(s) in detail prior to the commencement of development; in the interests of amenity.

4. No development or work (including site clearance) shall commence until a programme of work for the evaluation, preservation and recording of any archaeological and historic features affected by the proposed development/work, including a timetable for investigation, all in accordance with the attached specification has been submitted to, and approved in writing by, the Planning Authority. The approved programme shall be implemented in accordance with the

agreed timetable for investigation.

Reason: In order to protect the archaeological and historic interest of the site.

5. Notwithstanding the provisions of Article 3 and Class 14 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended, revoked or re-enacted; with or without modification), no development shall commence until full details of any temporary site compounds and storage areas (including their location, scale and means of enclosure) shall be submitted to, and approved in writing by, the Planning Authority. Thereafter, the site compounds and storage areas shall be formed in accordance with these approved details. Furthermore, all site compounds shall be maintained in a tidy, safe and secure fashion and be removed from the application site within one month of the development being completed.

Reason: To ensure that the site compounds are sensitively located and are adequately secured to prevent unauthorised entry.

6. Prior to the first occupation of the development hereby approved, the car parking and access arrangements detailed on approved plan ref. L(PL)002 Rev C shall be completed in full and made available for use. Thereafter, all car parking spaces shall be maintained for this use in perpetuity.

Reason: To ensure that sufficient space is provided within the application site for the parking (and, where necessary, turning) of cars, so they do not have to park within or reverse onto the public road.

7. Following the completion of development, a photographic record shall be made of all changes, alterations and completed works undertaken to the building or structure, in accordance with the attached specification. The record shall be submitted to the Planning Authority who shall confirm in writing that the record has been received and that it is satisfactory.

Reason: To ensure the Planning Authority maintain an accurate historical record of the building.

8. For the avoidance of doubt, the graveyard within the site of application shall remain publicly accessible at all times during the construction phase and following completion of the development.

Reason: In order to safeguard public access both during and after the construction phase of the development.

9. Notwithstanding the provisions of Article 3 and Class(es) 1, 2, 3, 6 of Schedule 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended, revoked or re-enacted; with or without modification), no development of a type identified in the aforementioned classes shall take place within the curtilage of the house hereby without planning permission being granted on application to the Planning Authority.

Reason: In order to give due recognition to the special circumstances of the application and to enable the Planning Authority to exercise appropriate control on future development within the curtilage of the site.

10. Following completion of the development, appropriate signage shall be placed at the gated entrance to the graveyard, outlining the uninhibited access to the graveyard at all times and providing visitors with the appropriate contact details for Highland Council. The signage shall be agreed with the Planning Authority prior to erection.

Reason: In order to fully inform members of the public of the right of access to the graveyard.

Advisory notes

- 1. The length of the permission:** This planning permission will lapse on the expiration of a period of three years from the date of this decision notice, unless the development has been started within that period (See section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
- 2. Notice of the start of development:** The person carrying out the development must give advance notice in writing to the planning authority of the date when it is intended to start. Failure to do so is a breach of planning control. It could result in the planning authority taking enforcement action (See sections 27A and 123(1) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
- 3. Notice of the completion of the development:** As soon as possible after it is finished, the person who completed the development must write to the planning authority to confirm the position (See section 27B of the Town and Country Planning (Scotland) Act 1997 (as amended)).

EXTENSIVE PHOTOGRAPHIC RECORD

This specification is for archaeological recording work required by your planning application and is based on the application documents supplied - the requirement is for a site plan and an extensive set of record photographs. The specification details what is considered to be the minimum acceptable standard of work as detailed in the Section 9 of the Highland Council *Standards for Archaeological Work* available at:

http://www.highland.gov.uk/downloads/file/1022/standards_for_archaeological_wok.

This specification has been produced for the applicant, who is responsible for all aspects of the work, including any tendering and contractual arrangements where a photographer is engaged. **Please note that to fulfil the planning condition these must be received and approved by the Historic Environment Team (HET) before site works start.**

The completed photographic record should be sent *directly* to HET (see Section 6 below). Please do not send the record to the EPC or the area planning office.

1. Background

Where old buildings or structures are to be redeveloped, altered, renovated or demolished, we require a record to be made before any works take place. This work can be undertaken by the applicant or their agent – rather than by a historic environment practitioner.

2. Objective

To provide an *extensive* and *comprehensive* record of any buildings, structures, features and objects of archaeological or historical importance which will be altered, renovated, redeveloped, damaged or destroyed by the development. A record of each building or built-structure to be affected must be made. To ensure a rapid discharge of this condition it is generally preferable for a large number of photographs that cover all elements of the building/s to be affected to be submitted.

3. Content of Record

A photographic record is a set of photographs of a specified building, structure or complex of buildings and its setting. It will be accompanied by a ground plan that includes a scale and north point. An architect's or draughtsman's drawing is usually sufficient. A photographic record should contain the following:

- Photographs of general views showing the building in its wider setting and landscape.
- Photographs of any associated buildings or structures, i.e. outbuildings, stores, boundary walls etc.
- Photographs of the buildings external appearance. Typically 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.
- Photographs of the overall appearance of the principal rooms, connecting areas and their associated rooms or work areas, i.e., understairs cupboards, pantries etc.
- 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). It will be useful to include a clearly marked and suitably sized scale next to the subject – if a scaled

ranging rod is not available an object of standard size would suffice, i.e. a ruler or tape measure.

- If applicable, photographs of any fittings, machinery or other plant, or evidence for its existence.
- Photographs of any dates or other inscriptions, any 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.
- Photographs of any building contents which have a significant bearing on the buildings history.

4. Reporting

All photographs should be clearly labelled and numbered and the photograph locations marked on the accompanying ground plan. Where an architectural drawing is not available, a sketch plan can be used. All photographs and plan should be sent to HET on CD, DVD or via email (see addresses below in Section 6). Where photographs have been taken digitally, the original digital photographs should be sent, i.e. not printed copies. Each digital photograph should ideally be approximately 500kb to 1Mb in size to enable the preservation of detail in the image. Prints (clearly labelled on the back in a soft pen or pencil, i.e. not a biro) with accompanying negatives or slides are also acceptable when digital technology is not available.

Accompanying the photographs and ground plan the following must also be included:

- a note of the time and date the photographic record was produced.
- the name(s) of the people that made the record (for copyright purposes).
- any descriptions or explanations that may be required to accompany the photographs.
- any information the recorder has about the building, i.e. building type; purpose (historically and present); construction materials; later additions, demolitions and alterations; possible dates; knowledge of previous residents etc.

5. Copyright

The Historic Environment Team will recognise the author's copyright unless advised otherwise. The completed report will be available for immediate public consultation at the Highland Historic Environment Record. The Historic Environment Team reserves the right to make it available for reference and research purposes, either on paper, or electronically. The Historic Environment Team will acknowledge copyright in all cases.

6. Contact

One copy of the photographic record should be sent **directly** to the Historic Environment Team, Development and Infrastructure Service, Highland Council, Glenurquhart Road, Inverness IV3 5NX. Digital records can be emailed to archaeology@highland.gov.uk. These should be received before the start of construction works. Please telephone 01463 702503 to confirm receipt. Please **do not** send the record to the EPC or the area planning office.

**Historic Environment Team
Development and Infrastructure Service**

**HISTORIC ENVIRONMENT TEAM, DEVELOPMENT & INFRASTRUCTURE SERVICE
SPECIFICATION FOR AN ARCHAEOLOGICAL EVALUATION**

16/03070/FUL – Restoration and conversion of disused church at Stoer

1) Summary

This brief details the work required to fulfil the archaeological condition of this planning consent. It represents the minimum standard of work necessary to meet the needs of this condition and should be supplied to tendering archaeological contractors

This project may impact on valuable features of historic and archaeological importance. In view of the archaeological sensitivity and potential of the site, HET advised that an archaeological evaluation be undertaken in advance of development. The implementation of this brief will meet the concerns raised.

This brief is for an evaluation to determine the archaeological baseline of the application site. If significant deposits are encountered, recommendations for further measures necessary to mitigate the impact of the development should be made.

This brief has been produced for the applicant who will be responsible for the work and all costs incurred, including any tendering and contractual arrangements. This brief must be read with reference to the Highland Council *Standards for Archaeological Work* document that sets out in detail who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements.

The *Standards for Archaeological Work* is available on our webpage at http://www.highland.gov.uk/downloads/file/1022/standards_for_archaeological_work.

2) Archaeological Background

Stoer Parliamentary church has been on the Buildings at Risk Register since 1996. The T-plan church was built in 1828 by Thomas Telford to a standard design. The graveyard and wall are also covered by the Category C listing. The restoration and conversion of the church to residential use will involve running services, etc through the burial ground. A geophysical survey (Rose Geophysical Consultants, 2014) was produced to support the application and has identified areas where there may be unmarked burials. The service routes aim to avoid these areas but must still be subject to archaeological evaluation to assess the content, nature and extent of buried archaeological features and deposits.

3) Objectives

- To identify the location, nature and extent of any features or objects of archaeological importance that would be damaged or destroyed by this development.
- To propose arrangements for the safeguarding where possible, and recording where necessary of any archaeological features or finds identified. These will need to be agreed with the Historic Environment Team.
- To make arrangements for the reburial of any recovered human remains as necessary.

4) Methodology

All fieldwork must be informed by a desk-based assessment undertaken in advance of the start of works and with reference to the 2014 geophysical survey results.

All services trenches within the burial ground and the oil tank base (should this require ground works) will be manually excavated. Excavation will proceed in accordance with professional guidelines and any human remains identified will be recorded, recovered and arrangements put in place for their reburial.

The evaluation report will make recommendations regarding the need for further excavation work to record any identified features. For features other than those associated with the use of the burial ground, recovered artefacts and ecofacts must be subject to a programme of post-excavation analysis and the results incorporated into a final report.

The Historic Environment Practitioner must refer to the minimum standard requirements as laid out in the *HC Standards for Archaeological Work*. This brief itself is not comprehensive or definitive - tendering Historic Environment Practitioners will need to determine for themselves the methodology that will deliver the required product. This should be laid down in a Project Design and agreed with HET in advance of the start of site works. The start of archaeological work will be subject to the submission and approval of this document.

5) Schedule & Monitoring

The Historic Environment Practitioner is responsible for agreeing arrangements for monitoring with HET staff. We will monitor projects as necessary to ensure that minimum standards are met. Prior notice of fieldwork starting dates, with contact names, telephone numbers and arrangements for access must be given to HET in advance of the start of works.

The Historic Environment Practitioner must make a short progress report (by telephone) to HET for every week of fieldwork undertaken. Any unexpectedly significant or complex discoveries, or other unexpected occurrences which might significantly affect the archaeological work and/or the development must be notified by the Historic Environment Practitioner immediately to the applicant and HET. The finds or features must be left in situ until arrangements have been agreed for safeguarding or recording them. In the meantime work may continue on other areas of the site.

6) Products

Following completion of the fieldwork, an archive and report will be produced and disseminated according to the standards set out in the *HC Standards for Archaeological Work*. The report should describe the nature of the field work undertaken; the conditions and limitations within which the work was carried-out; the results that were obtained and recommendations for mitigation and/or further work, as appropriate. Further work may include additional fieldwork, post-excavation analysis, specialist studies and publication.

All work will be undertaken according to the Code of Conduct, Standards and Guidance of the Chartered Institute for Archaeologists.

The brief has been produced specifically for this scheme based on documents supplied at the time it was issued. It is valid for one year from the date of issue. Where work is not carried out in full within that time, a revised specification may be issued.

This brief has been produced by the Historic Environment Team, to whom any enquiries should be addressed. No one else has authority to vary its terms.

*Highland Council Historic Environment Team
2017*

Tuesday, 21 November

www.highland.gov.uk/yourenvironment/conservation/archaeology

PHOTOGRAPHIC RECORD FOLLOWING COMPLETION OF CONSENTED WORKS

This specification is for photographic recording work required by your planning permission following the completion of all works undertaken as part of planning or listed building consent. The specification details what is considered to be the minimum acceptable standard of work as detailed in the Section 9 of the Highland Council *Standards for Archaeological Work* available at http://www.highland.gov.uk/downloads/file/1022/standards_for_archaeological_wok.

This specification has been produced for the applicant, who is responsible for all aspects of the work, including any tendering and contractual arrangements where a photographer is engaged.

Please note that the completed photographic record should be sent *directly* to the Historic Environment Team (HET) - see Section 5 below. Please do not send the record to the EPC or the area planning office.

1. Background

Where listed buildings or other significant buildings are redeveloped we require a record to be made following the completion of all works undertaken. The photographic record can be undertaken by the applicant or their agent – rather than by an archaeological contractor (or equivalent).

2. Objective

To provide a comprehensive record of all changes, alterations, additions or other completed works undertaken to a specified building, structure or complex. This is to enable an up-to-date record of the building to be maintained. The record will be accompanied by a ground plan which includes a scale and north point upon which the location of the photographs will be referenced. An architect's or draughtsman's drawing is usually sufficient.

3. Reporting

All photographs should be clearly labelled and numbered and the photograph locations marked on the accompanying ground plan. Where an architectural drawing is not available, a sketch plan can be used. All photographs and plan should be sent to HET on CD, DVD or via email (see addresses below in Section 5). Where photographs have been taken digitally, the original digital photographs should be sent and not printed copies. Each digital photograph should ideally be approximately 500kb in size. Prints (clearly labelled on the back in a soft pen or pencil, i.e. not a biro) with accompanying negatives or slides are also acceptable when digital technology is not available.

Accompanying the photographs and ground plan the following must also be included:

- a note of the time and date the photographic record was produced.
- the name(s) of the people that made the record (for copyright purposes).
- any descriptions or explanations that may be required to accompany the photographs.
- any additional information the recorder would like to report, i.e. additional information on a building revealed during works.

4. Copyright

The Historic Environment Team will recognise the author's copyright unless advised otherwise. The completed report will be for use of the Planning Authority only and will not normally be made publicly accessible. The Historic Environment Team will acknowledge copyright in all cases.

5. Contact

One copy of the photographic record should be sent **directly** to the Historic Environment Team, Development and Infrastructure Service, Highland Council, Glenurquhart Road, Inverness IV3 5NX. Digital records can be emailed to archaeology@highland.gov.uk. These should be received within 4 weeks of the completion of works. Please telephone 01463 702503 to confirm receipt. Please **do not** send the record to the EPC or the area planning office.

**Historic Environment Team
Development and Infrastructure Service**
