

ADVICE TO DEVELOPERS WISHING TO MEET PLANNING CONDITION FOR HISTORIC BUILDING PHOTOGRAPHIC SURVEY IN SOUTHEAST WALES

The applicant is expected to commission and complete the photographic survey. **Applicants should be able to carry out the work themselves**, although professional photographers may be used where access to a camera or technical difficulties are encountered. The applicant should be aware however that this will significantly increase the cost of the survey.

Photographs should be taken using either digital or film format.

For film, 35mm colour print and slide film format (preferably Kodak or Fuji film) should be used. ASA 200 film is a good standard for most light conditions but ASA 400 should be used where internal lighting is poor. 36 frame exposure film should be used in all cases and an appropriate number of frames must be exposed in each format.

Digital photographs will only be accepted where the resolution of the digital camera is at least six mega pixels and the photographs have been taken at the highest resolution setting available on the camera (usually Fine). The saved photographs must be copied to a good quality branded CD in the jpeg/jpg file format. Digital photographs should be presented in both CD and printed format. Digital photographs purely on normal paper or photographic paper will not be accepted, as they are not archivally stable.

The use of a standard flashgun is recommended indoors to light the interior views.

A measured scale of known length (e.g. A colour defined 1m or 2m scale rule) should be placed within each photo view except where general illustrative shots are being taken (ie. a whole building in its setting).

Photographs should be taken of all exterior and interior wall elevations, which are affected by the development together with photographs of interior roof detail where this is altered. Features of particular interest (e.g. obvious differences in wall makeup, windows and doors whether blocked up or not, fireplaces, timber framing, stairwells, cellars) should also be fully photographed.

The applicant should indicate where the views taken are positioned on an architect's floor plan of the building. Location reference numbers on the plan/s should be copied onto the back of the prints and or attached to the labelling of digital images together with brief descriptive details of the location and length of scale.

The photographs should then be sent to: Archaeological Planning Section, Glamorgan-Gwent Archaeological Trust Heathfield House, Heathfield, Swansea, SA1 6EL (Tel 01792 655208). GGAT will confirm receipt of your photographs and inform the planning authority that the condition has been satisfied. The photographs will be entered into the relevant Historic Environment Record.