



MEATH COUNTY COUNCIL,  
Planning and Conservation Guidance Notes  
2007

## **ARCHITECTURAL SURVEY & ASSESSMENT OF A PROTECTED STRUCTURE.**

It is recommended that Architectural Survey and Assessment Reports should include the following information:

### **1. Protection Status**

The legal protection status of the structure/structures noting, where relevant :

- a) Record of Protected Structures
- b) Architectural Conservation Area
- c) Recorded Monument
- d) Zone of Archaeological Potential
- e) Preservation Order
- f) State Guardianship or Ownership

### **2 Written Record**

A brief written description of the structure. For large sites, where there is more than one structure, it might be appropriate to make separate records of each.

### **3 Survey and proposal drawings**

A survey of the structure/structures as existing, including:

- a) Site plan showing the relationship of the structure to its curtilage, its urban or rural surroundings and the adjacent land in the ownership of the applicant, at a scale of 1:100, 1:200 or 1: 500 as appropriate.
- b) Plans, sections and elevation drawings at a scale of 1:50 or 1: 100 as appropriate of the structure as it exists sufficient to indicate the general arrangement of the structure.
- c) Plans, sections and elevation drawings at a scale of 1:50 or 1: 100 as appropriate showing the proposed changes to the protected structure. Changes to be hatched or highlighted to clearly differentiate these from the existing. Where alterations are being proposed that would affect the character of a space or feature, drawings at an appropriately large scale will be required. Elaborate or detailed features like fireplaces, stairs, cornices or joinery may need to be described in survey drawings at scales of 1:10 or 1:5 as appropriate.

#### **4. Photographs**

A comprehensive (good quality) photographic survey with explanatory captions cross-referenced to the historical account (see below) and plans. The survey should include:

- a) exteriors
- b) interiors
- c) detail photographs of architectural and historical features of merit.
- d) context of the structure.

a minimum of 6 copies of this survey should be submitted in colour.

#### **5 Historical Account**

An historical account of the structure taking the building in its current state as a starting point. It should include:

- a) a brief analysis of the age of the existing fabric explaining the different building stages presented in a chronological order cross-referenced to the photographs, and annotated on the survey drawings.
- b) local, social and historical connotations, with emphasis on the evidence available in the physical fabric of the building and its surrounding.
- c) an outline of the comparative significance of the structure.
- d) The history should be based on the following type of information: an inspection of the physical fabric of the structure and its surrounding, and secondary sources such as books, deeds, drawings, historic photographs and maps to support the analysis of the structure.

#### **6 Condition Assessment**

An assessment of the condition of the fabric on an element-by-element basis and should cover, where relevant, the following: externally - roof, walls, doors, windows, internally-staircases, doors, windows, other joinery, walls, floors, ceilings including cornices, decorative finishes, architectural sculptures and art, chimney pieces, structure and mechanical systems. Site features including subsidiary buildings, landscape features, follies and boundary treatments should also be assessed.

#### **7 Architectural Heritage Impact Assessment**

- a) an evaluation of the quality and importance of the structure presented in a summary form.
- b) an evaluation of the implications of the development on the character of the structure and the area in which it is located, highlighting how the elements of the character (which contributes to its architectural, historical, archaeological, artistic, cultural, scientific, social and/or technical interest) would be materially altered by the development.

#### **8 Recommendations**

Recommendations and mitigation measures, including an outline of proposed conservation works for agreement with the planning authority.