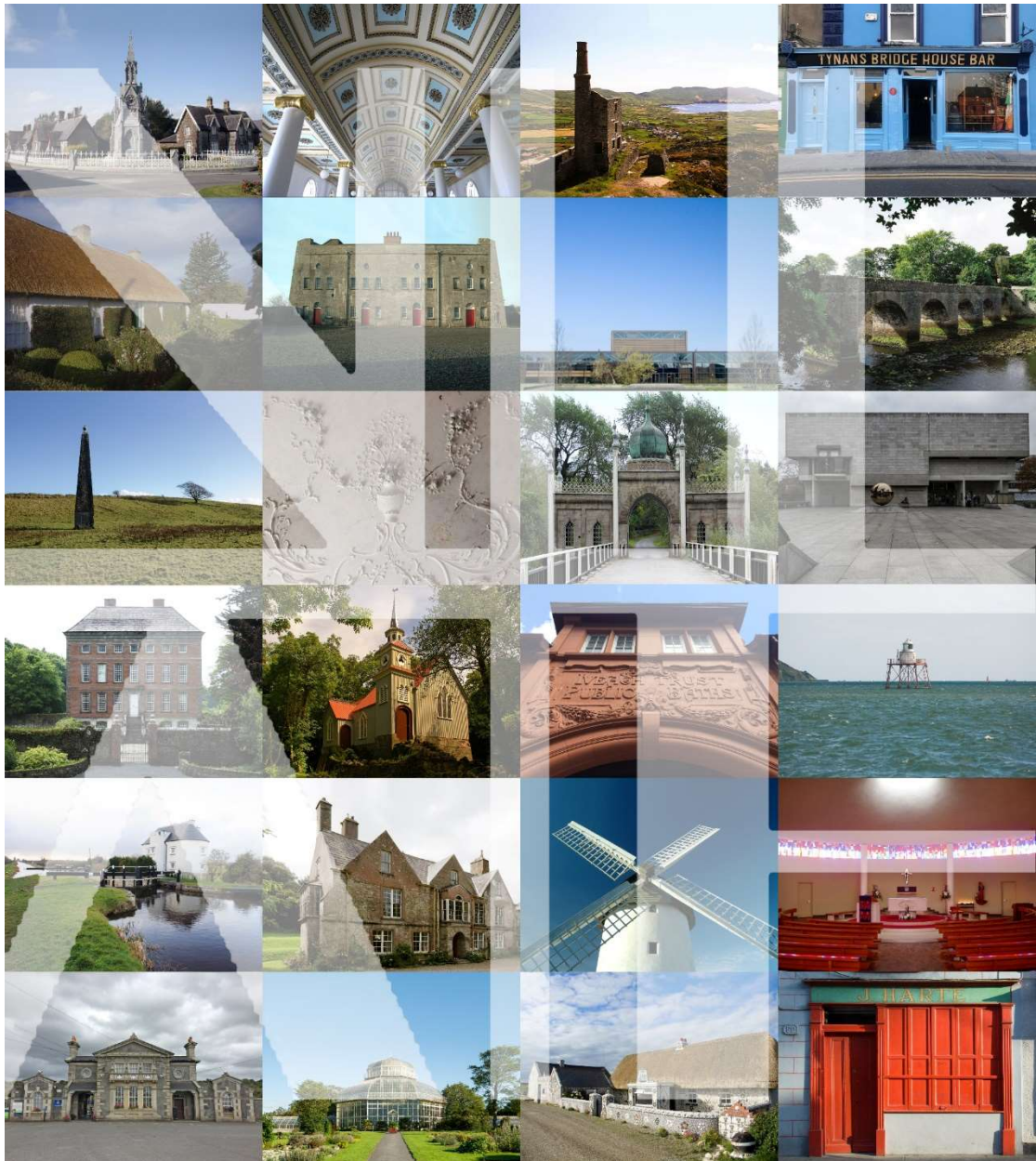




NATIONAL INVENTORY
of ARCHITECTURAL HERITAGE

HANDBOOK

EDITION JULY 2025

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INTRODUCTION

The National Inventory of Architectural Heritage (NIAH) is a state initiative under the administration of the Department of Housing, Local Government and Heritage. It was established on a statutory basis under the Architectural Heritage (National Inventory) and Historic Monuments (Miscellaneous Provisions) Act 1999 and operates under the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023. Its purpose is to identify, record, and assess the post-1700 architectural heritage of Ireland, uniformly and consistently, as an aid in the protection and conservation of that architectural heritage. It is intended that the NIAH will provide the basis for the recommendations made by the Minister for Housing, Local Government and Heritage to the elected members of the local authorities under Section 53 of the Planning and Development Act 2000. The surveys are also an educational and research resource. It is hoped that the work of the NIAH will increase public awareness of, and foster an appreciation for the post-1700 architectural heritage of Ireland.

BACKGROUND

1. Granada Convention

The Council of Europe, in Article 2 of the 1985 Convention for the Protection of the Architectural Heritage of Europe (Granada Convention), states that '*for the purpose of precise identification of the monuments, groups of structures and sites to be protected, each member State will undertake to maintain inventories of that architectural heritage*'. The Granada Convention emphasises the importance of inventories in underpinning conservation policies. The NIAH was established in 1990 to fulfil Ireland's obligations under the Granada Convention, through the establishment and maintenance of a central record, documenting and assessing the architectural heritage of Ireland.

Article 1 of the Granada Convention establishes the parameters of this work by defining *architectural heritage* under three broad categories of Monument, Groups of Buildings, and Sites.

- Monument: all buildings and structures of conspicuous historical, archaeological, artistic, scientific, social or technical interest, including their fixtures and fittings;
- Group of buildings: homogeneous groups of urban or rural buildings conspicuous for their historical, archaeological, artistic, scientific, social or technical interest, which are sufficiently coherent to form topographically definable units;
- Sites: the combined works of man and nature, being areas which are partially built upon and sufficiently distinctive and homogenous to be topographically definable, and are of conspicuous historical, archaeological, artistic, scientific, social or technical interest.

The Council of Europe's definition of architectural heritage allows for the inclusion of structures, groups of structures and sites which are considered to be of significance in their own right, or which are of significance in their local context and environment. The NIAH believes it is important to consider the architectural heritage as encompassing a wide variety of structures and sites as diverse as post boxes, grand country houses, mill complexes and vernacular farmhouses.

2. Record of Protected Structures

The Planning and Development Act 2000 requires each planning authority to compile and maintain a Record of Protected Structures (RPS). The RPS is a mechanism for the statutory protection of architectural heritage and forms part of each planning authority's development plan. The Minister for Housing, Local Government and Heritage may recommend structures to the planning authorities for inclusion on their RPS. Sites/structures/groups of structures rated as being of Regional importance or above are included in the Minister's recommendations.

3. Surveys

The NIAH Surveys form a baseline of information. The *Core Data Index to Historic Buildings and Monuments of the Architectural Heritage* was recommended by the Council of Europe in 1992 to identify categories of information necessary to record structures and sites of architectural heritage interest. The Core Data Index and the practice and methodologies of other member states of the Council of Europe have been reviewed and adapted to suit an Irish context. The NIAH Surveys therefore have the minimum information necessary to uniquely identify, record, and assess a structure, group of structures, or site. The NIAH Surveys are intended to identify, record and assess a representative sample of the range of sites that merit protection. They contain concise, basic descriptions. They allow for further information to be added over time.

METHODOLOGY

Introduction

Sites to be recorded are identified by the NIAH.

Recording and editing involves:

- Carrying out fieldwork on the ground and inspecting each site;
- Completing datafields, including a Description and an Appraisal, for each site in the NIAH Online Database;
- Taking a set of high-quality digital photographs of each site, numbering the photographs and completing the relevant datafields in the NIAH Online Database;
- Checking and correcting, as necessary, the point for each site in the NIAH Building Survey Mapping Application;
- Controlling and editing of records for consistency, grammar and spelling;
- Re-entering of corrected data;
- Delivery of completed data to meet a specified deadline.

Completed records, photographs and mapping are returned to the NIAH for checking at intervals throughout the recording and editing process. Incomplete, incorrect and/or unsatisfactory records will be returned to the Contractor for immediate correction.

Surveys are published on the NIAH website: **www.buildingsofireland.ie**

The data, photographs, maps, and any other information gathered in the course of any survey, will remain the property of the Government of Ireland and copyright of all this collected information will be the property of the Government of Ireland.

Site Identification

Sites to be recorded are identified by the NIAH. The Contractor will be provided with a Site Index and access to the NIAH Building Survey Mapping Application showing the locations of the sites to be recorded.

Sites identified by the NIAH are, on initial assessment, deemed to warrant at least a Regional Rating, however, the Recorder should be candid in their assessment of the architectural heritage significance of the structure and should enter a higher or lower Rating if they consider a higher or lower Rating is warranted. The final decision on the Rating is made by the NIAH.

The NIAH may identify sites in previously published surveys or on Records of Protected Structures which no longer warrant a Regional Rating. The Site Index will include the details of those sites. A "quick survey" record will be made of those sites to illustrate their diminished architectural heritage significance (see The "Quick Survey" Record).

Access to Sites

Access is generally not an issue in built-up or urban areas, where almost all sites will be visible from the street, and from where it should be possible to make a record. However, access to sites in private grounds may be more difficult and, in addition to private houses, this may also include barracks, institutions or schools where there are security considerations.

The NIAH will issue a Letter of Notification to owners or occupiers of sites where access may be difficult to give them advance notice of the fieldwork and impending site visit. The Contractor will identify sites where access may be difficult as part of their Work Schedule, assigning a Recorder to each site, and will pass on the details of the site and the assigned Recorder to the NIAH a week in advance of the site visit to facilitate the drafting and issuing of the Letter of Notification. This should allow the owner or occupier sufficient time to digest the contents of the letter, make contact with the NIAH for clarification, and arrange an appointment if necessary.

The Contractor will be supplied with Department-issued ID cards and digital copies of a Letter of Introduction for each Recorder ("authorised officer") on the awarding of the contract. The Contractor will carry the cost of printing copies of the Letter of Introduction which will contain contact details for the NIAH Architectural Conservation Advisor managing the survey together with the contact details of an Architectural Conservation Officer and/or a local authority official who is familiar with the survey. Prior to carrying out any fieldwork, the Recorder should call to the property, introduce themselves to the owner or occupier, and immediately present their ID card. No one should have to ask to see the ID card. The Recorder should briefly explain the purpose of the survey and furnish the owner or occupier with a copy of their Letter of Introduction. In the event of access being refused on the basis of the owner or occupier needing time to digest the contents of the Letter of Introduction, or to make contact with the NIAH Architectural Conservation Advisor, the Recorder should leave a contact number so that the owner or occupier can call if they are happy for them to return to the property. In the meantime, the details of the site, and the grounds for refusal, should be entered in the Site Access Report to be submitted to the NIAH on a weekly basis. The Recorder should include relevant details, such as a name and telephone number, to enable the NIAH to contact the owner or occupier and arrange access if that is their preferred option.

In the event of access being refused outright, the Recorder should take a photograph of the entrance gates and the details of the site, and the grounds for refusal, should be entered in the Site Access Report to be submitted to the NIAH on a weekly basis.

In the event the site is unoccupied at the time of the site visit, the record should be made, the Recorder ensuring they leave a copy of their Letter of Introduction behind for the owner or occupier to consult on their return.

The NIAH does not insist on access to the interiors of private properties. However, the Recorder should make a record, written and photographic, of the interiors of all public buildings where public access is readily available. These include but are not limited to churches, city halls/town halls, courthouses, cultural institutions (galleries, libraries, museums, theatres, etc.), department stores and hotels. Historic commercial interiors, those found in public houses and shops, are increasingly rare and should be recorded where they have been identified.

The NIAH will, in some instances, specify interiors of private properties to be recorded. These will usually be country houses and/or grand townhouses. These interiors will be specified on the awarding of the contract and the recording will be carried out with the permission of the owner or occupier. Photographs of interiors of private properties are published by the NIAH only with the prior consent of the owner or occupier.

THE RECORD

Introduction

The record made of a site consists of three parts:

1. **The written record** – NIAH Online Database datafields, including Description and Appraisal, to be completed.
2. **The photographic record** – Digital photography, including numbering and processing.
3. **The mapping record** – Points in the NIAH Building Survey Mapping Application to be checked and corrected as necessary.

1. THE WRITTEN RECORD

NIAH Online Database

- The NIAH will provide access to the NIAH Online Database for data entry.
- Contractors will be required to have a minimum of a 5MB broadband line.
- The NIAH Online Database is compatible with Google Chrome, Microsoft Edge and Mozilla Firefox.
- Access to the NIAH Online Database can only be guaranteed during normal working hours (8.30-18.00) Monday to Friday. There may be occasional downtime to allow for essential maintenance and upgrades outside of these hours.
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages and, accordingly, will not compensate for this time. Without exception, any extra days which will be required to complete the data entry will be at the exclusive expense of the Contractor.

Each datafield in the NIAH Online Database and how it should be completed is set out below.

REGISTRATION NUMBER

The Registration Number is a unique identifier for each site recorded. This eight-digit number is allocated by the NIAH and is found in the Site Index and on the NIAH Building Survey Mapping Application provided to the Contractor.

LOCATION

The Location datafield is the address for the site. It is to be as precise as possible. The Location datafield for sites in urban areas will comprise the postal address. The Location datafield for sites in rural areas will often comprise the Townland only.

The Location datafield includes the following datafields: *Name*, *Previous Name*, *Street Number*, *Street 1*, *Street 2*, *Townland* and *Town*.

Name

Only permanent proper names are acceptable in the Name datafield, e.g. *Castletown House* or *Athboy Presbyterian Church*, and commercial names which are subject to change, e.g. *Dooly & Doyle Chartered Accountants* or *Spar*, should not be used. Descriptive names, e.g. *Limestone Steps* or *Thatched House*, should not be used and the Name datafield should be left blank in such cases.

Previous Name

Original or previous proper names associated with the site are entered into the Previous Name datafield. For example, a site originally known as *Ballybeg Glebe*, but now known as *The Old Rectory*, will have *The Old Rectory* entered into the Name datafield and *Ballybeg Glebe* entered into the Previous Name datafield. The Previous Name datafield can also be used for alternative

spellings. For example, a site originally known as *Bellevue*, but now known as *Belle View*, will have *Belle View* entered into the Name datafield and *Bellevue* entered into the Previous Name datafield.

Subsidiary structures, if recorded separately, should be given the same Name and/or Previous Name as the principal structure, e.g. *Ballymahon House*, and the Recorder should not use descriptive names such as *Ballymahon House Folly* or *Ballymahon House Gate Lodge*. Therefore, all of the structures forming part of a country house estate – the country house, outbuildings, gate lodges and gateways – will all be given the same Name and/or Previous Name and, likewise, all of the structures forming part of a barracks, college, institution, or other complex, will be given the same Name and/or Previous Name.

Street Number

The street number of the site is entered into the Street Number datafield. The suffix, where applicable, should be capitalised, e.g. *1A* or *22B*. Where a number of sites within a group or terrace are being recorded as one, the first and last street number should be entered into the Number datafield with a hyphen but without spaces, e.g. *1-5* or *10-15A*.

Street Name

Two datafields are dedicated to the Street Name, however, in the majority of cases only one will be completed, e.g. *Main Street*. Two Street Name datafields should be completed where the site forms part of a named terrace in a named street, e.g. Street 1 *Florence Terrace* and Street 2 *Glebe Street*. Two Street Name datafields should also be completed where the site is on the corner of two named streets, e.g. Street 1 *High Street* and Street 2 *Distillery Lane*. The name of the street on which the front door is found should be entered into the Street 1 datafield while the name of the street on which the side elevation is found should be entered into the Street 2 datafield.

Townland

Each site will be given a Townland. The relevant Townland will be identified in italicised capital letters on the Ordnance Survey maps. In some cases the site will cover more than one townland, e.g. a bridge or canal, and in such cases the names for each Townland will be entered.

Town

The name of the town or village is entered into the Town datafield.

The spelling of all Names, Previous Names, Streets and Towns should follow the spelling on the Ordnance Survey maps.

The Recorder may be aware of an alternative or obsolete name that may apply to any of the Location datafields, e.g. *O'Connell Street* which was originally known as *Sackville Street*, and the Recorder will make a note of such alternative or obsolete names in the General datafield.

CLASSIFICATION

The NIAH Classifications are selected from a series of interactive dropdown menus.

Original Type – should be used to describe the original use of the site based on the evidence presented by the site.

Additional Use – should be used in cases where the site is or was used simultaneously for a number of different uses. For example, an urban building may have been purpose-built with commercial space on the ground floor and residential accommodation on the upper floors. The secondary use, rather than the main use, should be selected from the Additional Use dropdown menu. Additional Use may also be used in connection with *In Use As* described below.

Historical Use – should be used in cases where the Recorder has been able to identify a former use of the site. For example, a country house may now be in use as a hotel, but was used as a secondary school in the intervening period, and *educational>second level education>school* should therefore be selected from the Historical Use dropdown menu.

In Use As – should be used to describe the present use of the site based on the evidence presented by the site. In Use As should not be completed if the site is disused or vacant, however, if the site is undergoing redecoration or repair, and is temporarily out of use only for the purpose of those works, it is not appropriate that it is described as disused or vacant and the relevant In Use As should be selected.

The Recorder may come across a site for which no appropriate Classification is available in the dropdown menus. The Classification datafields should be left blank and the details of the site should be entered in the General datafield in order to facilitate an update of the dropdown menus.

DATE

The Date takes the form of two datafields: *Date From* and *Date To*. Both datafields must be completed. The smallest date bracket should be used where possible. The date bracket should be rounded out to the nearest 0 or 5.

For example, in the case of a site built in 1881, the date bracket should appear as Date From 1880 and Date To 1885 and 'built 1881' should appear as part of the Description datafield. If an exact date of construction is based on a date stone/plaque the Description should say 'dated 1881'. The source used to ascertain an exact date of construction, e.g. a date stone/plaque or owner information/secondary source, should be entered in the General datafield and all date stones/plaques should be photographed and their locations noted.

However, in the majority of cases the Recorder may not be able to give an exact date of construction and an estimated date of construction, and a broader date bracket, may be given. Therefore, a date bracket of Date From 1820 and Date To 1840 may be given for a site described in the Description as 'built c.1830'. This will demonstrate that the date of construction is estimated to be about 1830, based on stylistic evidence or other factors, but with a date bracket of ten years either side of that date. Date brackets of forty years, i.e. twenty years either side of an estimated date of construction, should only be used in exceptional circumstances. Limited date brackets are particularly important when describing modern sites.

The Recorder may be describing a multi-period site, originally built in 1843 and subsequently altered or extended in 1904, and the Date and date bracket should describe the original structure. The Description should make clear that the original structure was built in 1843 and subsequently altered or extended in 1904. If, however, the later alteration or extension is the most significant architectural feature, the Date and date bracket should be formatted accordingly, e.g. Date From 1900 and Date To 1905, and the Description should make clear that the structure of 1904 abuts/incorporates the fabric of a structure of 1843. Many eighteenth- and nineteenth-century country houses, farmhouses, cathedrals and churches have medieval fabric at their core and these should be given an eighteenth- or nineteenth-century date, an appropriate date bracket, with the medieval fabric described in the Description.

DESCRIPTION

The Description should read as a succinct, objective and accurate record of the physical form and detail of the site. For the sake of consistency, the NIAH has developed a preferred methodology for describing sites, the detail of which is set out below. It should be noted that it may not be possible to describe all sites using this format. Bridges, graveyards, harbours, monuments and street furniture are just a small number of the types of sites recorded which cannot be readily described using the NIAH preferred methodology for describing sites. However, where at all possible, the preferred methodology for describing sites should be followed as closely as possible. Examples of completed records can be examined on the NIAH website: www.buildingsofireland.ie.

The length of Description will be dictated by the complexity and scale of the site. A church or country house will normally require a detailed and lengthy Description whereas a post box or waterpump may require only two or three lines.

The Description should, where at all possible, follow the following format and order:

1. Location or "Place in the World";
2. Distinguishing elevation or plan features where applicable;
3. Number of bays and number of storeys, including *attic* and/or *over basement*, where applicable;
4. Architectural style where applicable;
5. Original type;
6. Date of construction or estimated date of construction;
7. Historical or subsequent use(s) with corresponding date(s) where applicable;
8. Current use and additional use(s) where applicable;
9. Alterations/extensions/renovations in chronological order with corresponding dates where applicable;
10. Roof;
11. Walls;
12. Openings;
13. Interior;
14. Site;
15. Subsidiary structures if not being recorded separately.

1. Location or "Place in the World"

Detached – should be used where a building occupies its own plot and has no adjoining buildings;

Attached – should be used where the building is attached to another building in an *ad-hoc* grouping or pairing but is not semi-detached, terraced or end-of-terrace;

Semi-detached – should be used where the building is constructed as part of a defined pair to the same or similar design;

Terraced – should be used where building is constructed as part of a defined group or set piece, having common dividing walls, sharing a common building line, and usually to the same or similar design;

End-of-terrace – should be used where the building terminates a defined group or set piece;

Freestanding – should only be used when describing monuments or street furniture.

2. Distinguishing elevation and plan features where applicable

The distinguishing features of the elevation or plan should be described, e.g. *gable-fronted*, *on a cruciform plan*.

3. Number of bays and storeys, including *attic* and/or *over basement*, where applicable

The number of bays and storeys summarising the horizontal and vertical divisions of the site, e.g. *three-bay single-storey* or *five-bay three-storey*;

The number of bays on a complex site, or a site built on an irregular plan, may be difficult or impossible to interpret and, in such cases, the site may be described as *multiple-bay*;

The basement and/or habitable attic are to be included in the description of the storeys, e.g. *three-bay single-storey over part raised basement house*, *two-bay two-storey house with dormer attic*;

The term *basement* applies when the basement accommodation is located wholly below ground. The terms *part raised basement* and *raised basement* apply when the basement accommodation is located partly or wholly above ground;

The term *dormer attic* applies when all of the habitable accommodation in the roof space is located above eaves level and, in such cases, the site is described as *two-bay two-storey house with dormer attic*;

The term *half-dormer attic* applies when the habitable accommodation in the roof space springs from below eaves level and, in such cases, the site is described as *two-bay two-storey house with half-dormer attic*. The NIAH does not accept or use the term *one-and-a-half-storey house* as this suggests an incomplete or truncated site.

4. Architectural style where applicable

Architectural style is included only where the Recorder is confident that the style is being correctly used. For example, *Georgian* should only be used to describe sites which were built during the reigns of the four King Georges and which exhibit stylistic features typical of that period. *Georgian-style* should be used to describe sites exhibiting stylistic features of the Georgian period but which were constructed outside that period. This rule applies to all other architectural styles and where architectural styles are used, whether they be Georgian, Victorian or Edwardian, they should be refined to *early Georgian*, *High Victorian*, or as otherwise appropriate.

Architectural style is not applicable in the case of vernacular sites. However, vernacular houses may be classified as being either direct-entry or lobby-entry in plan. Direct-entry houses are identified externally by doorways at a remove from the line of the chimney while lobby-entry houses are identified externally by an alignment or close alignment of the doorway and chimney.

5. Original type

The original type is to be entered, e.g. house, school, Church of Ireland church. The term *cottage* should be avoided when describing vernacular sites and the Recorder should use the terms *farmhouse* or *house* as appropriate.

6. Date of construction or estimated date of construction

The date the Recorder has assigned to the site follows directly after the original type, e.g. *warehouse, built XXXX*. If an exact date of construction is based on a date stone/plaque the Description should say *dated XXXX*. The date stone/plaque should be photographed and the inscription fully transcribed in the General datafield. If an exact date of construction has been found in a secondary source the Description should say *built XXXX*. The source for the date of construction should be entered in the General datafield. An approximate date of construction should say *built c.XXXX*.

7. Historical or subsequent use(s) with corresponding date(s) where applicable

Any known historical or subsequent use(s) of the site should be entered in the Description datafield together with the corresponding date(s), e.g. *warehouse, built c.1870, later in use as mill, c.1940*.

8. Current use and additional use(s) where applicable

The current use and any additional use(s) are to be entered in the Description datafield, e.g. *warehouse, built c.1870, later in use as mill, c.1940. Now in use as shop and apartments*.

9. Alterations/extensions/renovations in a chronological order with corresponding dates where applicable

All alterations/extensions/additions are to be entered in the Description datafield in a chronological order together with the corresponding date(s).

10. Roof

Descriptive details of the roof, its form, finishes and related elements are to be entered in the Description datafield. This information should follow the sequence of form; covering; ridge tiles; chimneystacks; bargeboards/eaves, rainwater goods.

11. Walls

Descriptive details of the walls, their finish(es) and related elements are to be entered in the Description datafield. This information should include the finish, surface decoration where applicable, and the substrate where discernible, e.g. *lime rendered walls* or *roughcast coursed rubble limestone walls with red brick quoins to corners*.

12. Openings

Descriptive details of the windows and door openings, their forms, fittings and related elements are to be entered in the Description datafield. This information should include shape (*-headed*); the material of sills/steps; the material of head and/or architraves/dressings; and the material of the fittings and description of relevant patterns, e.g. *six-over-six timber sash windows* or *tongue-and-groove timber panelled door*.

13. Interior

The recording of interiors should follow a logical sequence and, irrespective of the building type, should begin with the first room entered, e.g. *hall* or *narthex*, followed by the remainder of the principal rooms in a clockwise fashion, e.g. *dining room, drawing*

room, library or nave, chancel, aisles. The Recorder is not required to describe rooms of minor importance such as stores or water closets.

14. Site

Descriptive details of the setting of the site in a landscape and/or streetscape are to be entered in the Description datafield together with descriptions of the gates/walls if they are not being recorded separately, e.g. *Set back from line of street with cast-iron railings to front* or *Set in landscaped grounds with gravel forecourt.*

15. Subsidiary structures if not being recorded separately

The descriptions of subsidiary structures should where at all possible, follow the format and order of the principal structure. It is not sufficient to simply state *outbuildings to rear* or *derelict stable block to site.*

NOTE:

- Rough compass points, e.g. *east* or *west*, should be used instead of descriptive terms, e.g. *left-hand side.*
- Subjective terms, e.g. *small, tall, long, short*, should be avoided.
- Only the most basic level of information is required for recent additions and/or extensions unless they contribute to the architectural heritage interest of the site.

APPRAISAL

Summary

The Appraisal should draw attention to the essential character and significance of the site and persuade the reader of its merits. It should identify the reasons for the Categories of Special Interest and Rating attached to the site but should not read as a repeat of the Description. It is making the case for the protection of the site and should be written in plain English.

Writing the Appraisal

Questions to consider when writing the Appraisal include:

- *Is it the whole site or is it a particular detail that is important?*
- *Is it by a well-known architect or was it built for a well-known patron?*
- *Is it rare or unusual in any way?*
- *Is it a particularly good example of its type?*
- *Does it share any characteristics or details with other sites in the survey?*
- *Does it retain much of its historic fabric?*
- *Does it retain a historic interior?*
- *Does it, in the case of an industrial site, retain its original machinery?*
- *Does it have any important cultural, historical or social associations with the area, an event or individual?*
- *Is it part of an important complex/group/terrace?*
- *Is it part of a distinctive setting or streetscape?*
- *Is it part of a group of buildings by the same architect or for the same patron in the area?*

This list, although not exclusive, gives an indication of the approach to writing the Appraisal.

The complexity and scale of the site will dictate the appropriate length of the Appraisal.

The overall tone of the Appraisal is crucial and the language and phrasing should be carefully considered. It should not be a list of the surviving elements of the original fabric. Comments which may reflect on the owner should never be made.

Comments must be accurate. For example, before stating that a particular site is 'an early example of a XXXX in the area' or 'a rare example of a XXXX in Ireland', the Recorder should ensure it is indeed an early or rare example.

CATEGORIES OF SPECIAL INTEREST

The following notes explaining the Categories of Special Interest are derived from ***Architectural Heritage Protection Guidelines for Planning Authorities*** (2011) published by the Department and available to download [here](#).

Introduction

The Planning and Development Act, 2000, defines architectural heritage as structures or parts of structures which are of ***Architectural, Archaeological, Artistic, Cultural, Historical, Scientific, Social or Technical*** interest. The Categories of Special Interest can be seen as a list of criteria to be considered when assessing a structure. The categories are not mutually exclusive and a structure may be attributed with several of the categories. The majority of sites/structures/groups of structures included in NIAH surveys will be considered to be of *Architectural* or *Artistic* interest, however, on rare occasions a structure of no architectural or artistic interest may be included based solely on its archaeological, cultural, historical, scientific, social or technical interest.

Architectural interest

The characteristics of architectural interest may be attributed to a structure or part of a structure with such qualities as the following:

- A generally agreed exemplar of good quality architectural design;
- The work of a known and distinguished architect, designer or engineer;
- An exemplar of a building type, plan form, style or styles of any period but also the harmonious interrelationship of differing styles within one structure;
- A structure which makes a positive contribution to its setting, such as a group of structures or a streetscape in an urban area, or the landscape in a rural area;
- A structure with an interior that is well designed, rich in decoration, complex or spatially pleasing.

Archaeological interest

Archaeological interest is essentially defined by the degree to which material remains can contribute to our understanding of any period or set of social conditions in the past.

Structures can have the characteristics of both architectural and archaeological interest as these are not mutually exclusive. The standing walls of a sixteenth-century tower house will have both characteristics of interest. The party walls or basements of houses of late appearance may contain medieval fabric and reveal information of archaeological interest. Fragments of early fabric, including carved or worked stone, may have been reused in later buildings giving these structures archaeological interest. A complex of industrial buildings may have archaeological interest because of its potential to reveal artefacts and information about the evolution of industry that may be useful to archaeologists, historians and the general public.

Artistic interest

Special artistic interest may be attributed to a structure itself, or to a part of a structure, for its craftsmanship, decoration or design. Examples could include:

- Decoratively carved sculpture or statuary that is part of an architectural composition;
- Ceramic, *faience* or mosaic tiled or decoratively carved timber shopfronts;
- Fittings and fixtures including chimneypieces, chandeliers or sconces, staircases and wainscoting;
- Decorative plasterwork ceilings;
- Religious art in a place of worship including stained glass or Stations of the Cross;
- Funerary monuments within a graveyard;

- Decorative cast- or wrought iron gates or railings;
- The relationship of materials to each other, and to the totality of the building in which they are situated, if these have been designed as an ensemble.

Cultural interest

The characteristic of cultural interest permeates architectural heritage and can, in the broadest terms, include aesthetic, economic, historic, scientific or social values of past and present generations. Special cultural interest apply to:

- Those structures to which the Granada Convention refers as 'more modest works of the past that have acquired cultural significance with the passing of time';
- Structures that have cinematic or literary associations;
- Other structures that illustrate the development of society, such as early libraries, print works, schoolhouses or swimming baths.

Historical interest

The notion of historical interest underpins a general belief that it is worthwhile to conserve and preserve information, sites and structures from past centuries. The level of importance of the historical connection and its relationship to the existing fabric of the structure should be assessed. The historical interest relating to a structure or parts of a structure may be identified in various ways.

- A structure may have historical interest as the location of an important event that occurred in or is associated with it. It may have historical interest in its association with a historic personality. Some associations or events may be so important that the structure retains its significance regardless of subsequent alteration;
- A structure may have influenced, or been influenced by, a historic figure. Important people may have lived in the structure or have been otherwise associated with it, e.g. its architect, builder or patron. Places in which evidence of an association with a person survive *in situ*, or in which the settings are substantially intact, are of greater significance than those which are much changed or in which much evidence does not survive;
- Historical interest can be attributed where light is thrown on the character of a past age by virtue of the structure's design, location, materials or original use;
- A structure may be a memorial to a past event;
- A structure itself may be an example of the effects of change over time. The design and fabric of the structure may contain evidence of its former use or symbolic meaning. This may be the case with former churches or gaols that have since changed and, in so doing, illustrate a historic development;
- Some features and fixtures may survive, e.g. in consistory courts and courts of law, that are important evidence of former legal or liturgical practice and may have special historical interest for that reason;
- Some unusual structures may have historical or socio-historical interest, e.g. early electricity substations, "Emergency"-era lookout posts or sentry boxes. Although not yet of popular heritage significance, such structures can nonetheless have special historical and social interest;
- Special historical interest may exist because of the rarity of a structure. Either few structures of an identifiable type were built at a particular time or few have survived. In either case, the extant structure may be one of the few representative examples of its time that still exists in a local, regional or national context. The rarity of surviving examples of a building type can ensure that special historical interest accrues to them.

Scientific interest

The scientific interest, or research value, of a structure will depend on the importance of the data involved and on its quality and/or rarity. Its scientific interest should also be assessed as

to how well it represents the area of research in question and the degree to which the structure may contribute further objective information. For example:

- The results of scientific research may be seen in the execution of the structure;
- The materials used in the structure may have the potential to contribute to scientific research, e.g. extinct plant or pollen species preserved in the base layers of ancient thatch roofs;
- The structure may be associated with scientific research that has left its mark on the place, e.g. early Ordnance Survey benchmarks carved into stone work.

Social interest

The characteristic of social interest embraces those qualities for which a structure, a complex or an area has become a focus of political, spiritual, symbolic or other sentiment to any group of people. A community may have an attachment to a place because it is an essential reference point for that community's identity, whether as a meeting place or a place of ceremony, ritual or tradition. The configuration, disposition or layout of a space or group of structures, where they facilitate behaviour that would otherwise be difficult or impossible, may be of social interest. For example:

- The features and fixtures that testify to community involvement in the creation of a structure, or have a spatial form or layout indicating community involvement in the use of a structure, could include such elements as memorials, stained glass or statues;
- A structure may display vernacular traditions of construction and may be in a group or setting which illustrates the social organisation of the inhabitants. Most obviously this would include thatched houses. In vernacular buildings, elements of the plan form – direct entry, lobby entry, opposing doors, outshots, etc. – and/or the roofing material may be distinctive and have special social interest;
- Types of decoration may have social as well as artistic interest, such as shell houses or the local manifestation of exuberant or astylar stucco decoration where it is particular to a region or town;
- A social interest could also be attributed to structures illustrating the social philosophy of a past age, as in the case of philanthropic and social housing developments. Structures which illustrate a particular lifestyle or social condition, e.g. holy wells, are to be found in many parts of the country.

Technical interest

Technical interest in a structure relates to the art of the structural engineer in devising solutions to problems of spanning space and weatherproofing enclosures. It may be found in structures which are important examples of innovative, unusual or virtuoso engineering design or use of materials. A structure may be of technical interest for one or more of the following reasons:

- It displays engineering or structural innovation in its construction or design such as the use of cast- or wrought iron prefabrication or the early use of concrete;
- It is the work of a distinguished engineer;
- It is an exemplar of the engineering design practice of its time. For example, a bridge may be a masonry arch, an iron suspension or a concrete span;
- It displays technically innovative or unusual construction materials, such as early examples of Coade stone, cement plank cladding or glazed curtain walling;
- It contains innovative mechanical fixtures, machinery or plant or industrial heritage artefacts that describe the character of production processes. The specifically industrial aspect of some sites like mills, mill ponds or mines can often have a technical interest;
- Technical interest can be ascribed to the innovative engineering qualities of a structure, as distinct from the building's appropriateness for use or its appearance.

RATING

The Categories of Special Interest should prompt the Recorder to consider the architectural heritage significance of the structure and to assign the final Rating. The NIAH Ratings are *International, National, Regional, Local* and *Record Only*. Structures which are given a Regional, National or International Rating are recommended by the Minister to the relevant local authority for their consideration for inclusion on their RPS.

Sites identified by the NIAH are, on initial assessment, deemed to warrant at least a Regional Rating. However, the Recorder should be candid in their assessment of the architectural heritage significance of the structure and should enter a higher or lower Rating if they consider a higher or lower Rating is appropriate. The final decision on the Rating is made by the NIAH.

International

Structures of sufficient architectural heritage significance to be considered in an international context. These are exceptional structures that can compare with the finest architectural heritage of other countries. Examples include the Casino (1758-76) and Custom House (1781-91) in Dublin and Saint Fin Barre's Cathedral (1865-76) in Cork.

National

Structures that make a significant contribution to the architectural heritage of Ireland. These are structures that are considered to be of considerable architectural heritage significance in an Irish context and examples include Emo Court (1790-6) in County Laois; Lismore Castle (1812-5 and 1849-58) in County Waterford; Sligo Courthouse (1874-9); Ardnacrusha Power Station (1925-9) in County Clare; and the Carroll Cigarette Factory (1967-70) in Dundalk.

Regional

Structures that make a significant contribution to the architectural heritage of their region. They also bear comparison with similar structures in other regions in Ireland. Examples include the Georgian terraces of Dublin and Limerick; the Wilkinson-designed workhouses in each county; and the Martello towers and Halpin-designed lighthouses dotting the Irish coastline. Increasingly, structures that warrant protection make a significant contribution to the architectural heritage of their locality. Examples include modest terraces and commercial buildings with early shopfronts.

Local

These are structures that make a contribution to the architectural heritage of their locality but which do not merit inclusion on the RPS.

Record Only

These are structures that are considered to have insufficient architectural heritage significance at the time of recording to warrant a higher Rating.

GENERAL

The General datafield is used to provide information that is not appropriate for inclusion in other datafields. Information in the General datafield is usually not published. The following information may be included:

- Notes on important historic interiors where the site is in private ownership and/or is not accessible to the public. This information should be treated as confidential and should not be shared with anyone other than the NIAH;
- Notes explaining how a specific date of construction has been identified;
- Transcriptions of date stones/plaques;
- Notes on the historical associations or key events connected with the site;
- Bibliographical references for the site. Bibliographical references should follow the approved NIAH format of <surname>, <forename(s)>, <title> (Place of Publication: Publisher, Year), page. For example, Devaney, Paula, The Houses of County Louth (Dundalk: Dundalk Printing Press, 2004), pp.94-7.
- Relevant urls and weblinks including from the Irish Architectural Archive Dictionary of Irish Architects 1720-1940 at <https://www.dia.ie>
- Instructions from owners on any element of the record that should not be published;
- Details for a proposed new Classification where no appropriate Classification is available in the dropdowns in the NIAH Online Database. The details should include the Group>Sub-Group>Type and Denomination where appropriate.

Information should be entered into the General datafield according to the following sequence: interior information; source(s) of date(s); biographical references/website urls; *pers. comm.* information and/or instructions from owners; proposed new Classification.

2. THE PHOTOGRAPHIC RECORD

Summary

The aim of the photographic record should be to capture the character and special interest of the site in its best light. Consideration should be given to which views best capture the character and special interest of the site. The views should complement the Description, Appraisal and Categories of Special Interest, and serve to highlight the architectural heritage significance of the site. The Recorder should, where possible, walk around the entire site to assess its form before making the photographic record.

The number of photographs to be taken will be dictated by the complexity and scale of the site and its level and quality of detailing. A typical terraced house may require an average of 6 to 10 photographs. A post box may require no more than four. A church, country house, institution or public building may require many more photographs in order to create an adequate photographic record of the site. No less than two photographs should be taken of each site, a Representative View and a Site/Context, and every detail or feature mentioned in the Description should be photographed. Both elevations of bridges should be photographed providing the photography does not pose a risk to the health and safety of the Recorder.

The Recorder should make a reasonable effort to exclude or minimise the inclusion of members of the public from their photography. This may not always be achievable in an urban setting, however, the Recorder must ensure that their photography does not include any member of the public facing or looking directly at the camera. The Recorder should also make a reasonable effort to exclude cars and/or car registration numbers from their photography whether the car is in a private or public setting.

The Recorder needs to be aware of the particular concerns in relation to photography taking place in the presence of children or minors. No photography should take place at any site where children or minors are present without the Recorder having first spoken to a responsible adult. Photographs, other than Site/Context photographs, should not include children or minors.

Taking the Photograph

The photography can be divided into the following categories:

- Representative View;
- Exterior – Elevations;
- Exterior – Details;
- Site/Context;
- Interior.

Representative View: The Representative View is the most important photograph of the photographic record and it is imperative that it is carefully composed, is of high quality, is taken in optimum conditions, and is not *unduly* obscured by adjacent structures, overhead cabling or foliage, or by passing traffic or stationary vehicles. The Representative View will generally be of the front elevation of the site but, in the case of stand-alone sites intended to be viewed from multiple vantage points, may be of the front and a side elevation if such a photograph best conveys the character and special interest of the site.

Exterior - Elevations: These photographs should record each elevation of the site including, where possible, the rear of the site.

Exterior – Details: These photographs are a visual record of the unique details and features that contribute to the character and special interest of the site. The photographs may be of any number of architectural features including doors and door furniture, fanlights, windows and early glass, architraves, keystones, brick work or stone work patterns, stucco or terracotta dressings, embossed rainwater goods, benchmarks, emblems, foundry marks, faience majolica tile work

on shopfronts, and many more. Photographs of date stones/plaques, and any other features that convey information about the original function of the site, its past ownership or evolutionary history, are particularly important.

Site/Context: These photographs are a visual record of the setting of the site, whether that is in a country estate or urban street, and should convey how the site contributes to the character of its setting. All subsidiary structures should be photographed. Where the site forms part of a pairing or related group of sites, such as a semi-detached pair or a terrace, at least one photograph should be taken of the pairing or group to convey the setting of the site.

Interior: The Recorder should make a photographic record of the interiors of all public buildings where public access is readily available. The photographic record of a church should include the minimum of two photographs, one looking towards the chancel/sanctuary and one looking towards the entrance, but the number of photographs will ultimately be dictated by the quality and survival of the historic interior. In those cases, any features contributing to the Artistic, Historical, Social and/or Technical special interest of the church should be photographed in detail including stained glass, brasses/tablets/wall monuments, altar furniture, mosaic work, galleries, pews and the roof construction if that is visible.

The NIAH will, in some instances, specify interiors of private properties to be recorded. These will usually be country houses and/or grand townhouses. These interiors will be specified on the awarding of the contract and the recording will be carried out with the permission of the owner or occupier. Photographs of interiors of private properties are published by the NIAH only with the prior consent of the owner or occupier.

Notes on Technique

- Plan for optimum photographic conditions;
- Photographs must be of a quality acceptable for reproduction on the NIAH website and in the NIAH *Introduction*;
- Avoid excessive amounts of foreground or background in the Representative View;
- Photographs should be properly framed and focussed with the site or detail in the centre;
- Maintain horizontal and vertical lines and avoid "artistic" angles and skewed or sweeping lines;
- Avoid modern signage, overhead cabling or foliage, passing traffic or stationary vehicles or any other visual clutter where possible;
- Photographs of back-lit sites should be metered for spot or centre-weighted metering options to avoid silhouetted results;
- Photographs should not be taken during religious services;
- Photographs should be of a consistent 4:3 ratio and size. Please refer to Technical Requirements below.

Labelling of Photographs

All photographs are labelled with the relevant NIAH Registration Number and underscored with a second identifying number: the photograph number. The Representative View should always be labelled Registration Number_1, *not* _01, i.e. 50011001_1.jpg. The second photograph is labelled Registration Number_2 and so on. A brief description of the content/subject of each photograph will be entered into the Photo Description datafield, e.g. *Representative view*, *View of door and fanlight*, *Detail of brick work*, *View of house from roadside*, etc.

Technical Requirements

1. **All digital photography must be taken in a 4:3 format.** The NIAH will not accept any photographs that are in non-standard, panoramic or square formats and will not accept photographs that have been cropped from a non-standard, panoramic or square format. The Recorder will be instructed to return to sites where photographs are taken in non-standard, panoramic or square formats.
2. The minimum resolution acceptable to the NIAH is 6 megapixels while the maximum resolution acceptable is 12 megapixels.
 - 6 megapixels = 2828 x 2121
 - 7 megapixels = 3055 x 2291
 - 8 megapixels = 3266 x 2449
 - 9 megapixels = 3464 x 2598
 - 10 megapixels = 3873 x 2582
 - 12 megapixels = 4000 x 3000
3. Each Recorder must submit sample photographs to the NIAH for approval prior to any fieldwork taking place. The sample photographs must be taken using the cameras it is intended each Recorder will use for the survey.
4. Photographs are to be submitted to the NIAH in an unedited jpeg/jpg format. No adjustments, cropping or resizing should be carried out to the photography.
5. Photographs are to be submitted to the NIAH in a digital format using the Department's approved Secure File Transfer system.
6. The Contractor will make two electronic copies of all of the photography taken over the course of the survey. One copy will be submitted to the NIAH immediately upon completion of the survey area in question for the purpose of monitoring the work. The Contractor will keep the second copy of the photography as a back-up and will store it in a secure place until instructed by the NIAH to destroy the copy.

3. THE MAP RECORD

Map

The NIAH will provide the Project Manager and Quality Controller with access to and user credentials for the NIAH Building Survey Mapping Application on which the location of the sites to be recorded will be plotted. The Project Manager will have the necessary permissions to create and print PDF maps for each Recorder. The Quality Controller will have the necessary permissions to check and correct points, as necessary, or create new points.

NIAH Building Survey Mapping Application

- The NIAH will provide the Project Manager and Quality Controller with access to and user credentials for the NIAH Building Survey Mapping Application;
- The NIAH Building Survey Mapping Application has been developed for desktop devices and for browsing with Google Chrome, Microsoft Edge and Mozilla Firefox;
- The NIAH Building Survey Mapping Application requires a minimum of a 5MB broadband line;
- The Project Manager will create and print PDF maps for each Recorder;
- The Quality Controller will check and correct, as necessary, the point plotted for each site in NIAH Building Survey Mapping Application. Sites will be given a single point in the NIAH Building Survey Mapping Application. A site containing a number of structures which have been described in a single record, such as a house and outbuildings, will be given a single point in the NIAH Building Survey Mapping Application and the point will be plotted on the principal structure. Subsidiary structures will only be given a separate point in the NIAH Building Survey Mapping Application if they have been given a separate record;
- Access to the NIAH Building Survey Mapping Application can only be guaranteed during normal working hours (08.30-18.00) Monday to Friday. There may be occasional downtime to allow for essential maintenance and upgrades outside of these hours;
- The NIAH will not accept liability for the loss of time in the event of users' internet connectivity outages and, accordingly, will not compensate for this time. Without exception, any extra days which will be required to complete the data entry will be at the exclusive expense of the Contractor.

4. The "QUICK SURVEY" RECORD

The NIAH may identify sites in previously published surveys or on Records of Protected Structures which no longer warrant a Regional Rating. The Site Index will include the details of those sites. A "quick survey" record will be made of those sites to illustrate their diminished architectural heritage significance.

The NIAH will prepopulate all datafields in the database for each site identified for a "quick survey" record with the exception of the Site Photo datafield. The Contractor will visit each site identified for a "quick survey" record, take a photograph meeting the standards for the Representative View set out in The Photographic Record and label it with the relevant NIAH Registration Number underscored with _1. The Contractor will enter the details for the photograph into the Site Photo datafield in the database (see Section 4.4.8 of User Guide to NIAH Online Database).

APPENDIX A – Guidelines for Authorised Officers acting on behalf of the NIAH

Under Section 87 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 the Minister for Housing, Local Government and Heritage can appoint persons as authorised officers. All those employed by, or under contract to the NIAH, will be designated as authorised officers for the period when they are working on its behalf.

These guidelines set out the procedures and behaviour to be followed by authorised officers during site visits on behalf of the Department on NIAH business. These should be read as an addition to the procedures set out in the NIAH Handbook.

Identification: Authorised officers may arouse curiosity/interest/suspicion/worry. This is particularly the case when entering onto private property. Most complaints received by the NIAH have been from members of the public who were unsure or unaware as to what was being undertaken.

All authorised officers will be supplied with a Department-issued ID card and a Letter of Introduction from the NIAH. The Letter of Introduction will contain contact details for the NIAH Architectural Conservation Advisor managing the survey together with the contact details of an Architectural Conservation Officer and/or a local authority official who is familiar with the survey.

Prior to carrying out any fieldwork, the authorised officer should call to the property, introduce themselves to the owner or occupier, and immediately present their ID card. No one should have to ask to see the ID card. The authorised officer should briefly explain the purpose of the survey and furnish the owner or occupier with a copy of their Letter of Introduction.

Dress: While recognising that the fieldwork is taking place outdoors, under varying weather conditions, authorised officers should be cleanly and neatly dressed at all times. Clothing should be such as not to give offence. Clothing should not have logos, messages or slogans of an offensive or political nature.

Photography: Authorised officers should make a reasonable effort to exclude or minimise the inclusion of members of the public from their photography. This may not always be achievable in an urban setting, however, authorised officers must ensure that their photography does not include any member of the public facing or looking directly at the camera. Authorised officers should also make a reasonable effort to exclude cars and/or car registration numbers from their photography whether the car is in a private or public setting.

Authorised officers need to be aware of the particular concerns in relation to photography taking place in the presence of children or minors. No photography should take place at any site where children or minors are present without the authorised officer having first spoken to a responsible adult. Photographs, other than Site/Context photographs, should not include children or minors.

Argument: Authorised officers are not expected to get into an argument with owners or occupiers of properties as to the rights and wrongs of the survey or any other matter. In the event of a disagreement, the authorised officer should give the owner or occupier a copy of the Letter of Introduction, if they have not already been given it, and recommend they contact the NIAH Architectural Conservation Advisor managing the survey.

APPENDIX B – Preferred NIAH Terms

A list of preferred NIAH terms and spellings is set out below. These preferred terms and spellings take precedence over any terms in common use and/or any terms in other published sources. The list should be consulted when compiling a record.

The *Penguin Dictionary of Architecture and Landscape Architecture* (1999) should be consulted for all other descriptive terms.

HYPHENATION	ONE WORD	TWO WORDS
barrel-roofed	bargeboards	barn style [church]
barrel-vaulted	bellcote	barrel roof
block-and-start	benchmark	box bay
bull-nosed	bootscape	broken apex
cast-iron	carpark	broken bed
copper-clad	chimneystacks	canted bay
copper-roofed	clapboarding	carriage arch
corner-sited	cutwaters	chimney pot
corrugated-iron	disused	coach house
crow-stepped	doorcase	copper roof
direct-entry	farmhouse	corn mill
double-arch	farmyard	corner site
double-gabled	freestanding	coursed rubble
double-height	graveyard	court house
double-pile	hayshed	cut stone/granite/sandstone
double-span	house or farmhouse not	depressed arch
elliptical-headed	cottage	dormer window
end-of-terrace	humpback [bridge]	farm building
flat-roofed	keystone	gable end
full-height	millrace	gate lodge
full-width	opening or openings not ope	Georgian/Gothic style
gable-fronted	or opes	Gibbsian surround
in-situ	outbuilding	Gothic Revival not neo-
lean-to	outhouse	Gothic
lobby-entry	pebbledash	grave marker
L-plan	platband	group of three
M-profile	pubfront	half dormer
mud-walled	rear not rere	hammer dressed
multiple-arch	rebuilt	hipped roof
multiple-bay	refenestrated	lancet arch
neo-Classical	refitted	mansard roof
neo-Elizabethan/Romanesque	refronted	nap render

north-east/west	remodelled	pitched roof
ogee-headed	renovated	pointed arch
part-raised basement	reorientated	post box
purpose-built	reroofed	rainwater goods
rock-faced	roughcast not harled;	red brick
round-arched	roughdash; wetcast or	ridge cresting
round-headed	wetdash	ridge tile
ruled-and-lined not block <i>marked</i>	sawtooth	screen wall
segmental-arched	shopfront	stable block
segmental-headed	sill not cill	string course
semi-circular	skylight/rooflight	terrace of four
semi-detached	stableyard	water pump
single-arch	tower house	
single-bay not one-bay	uPVC not plastic or PVC	
single-cell	whitewashed	
single-pitched not mono- pitched		
single-span		
single-storey		
south-east/west		
split-level		
square-headed		
square-plan		
square-profile		
tie-plate		
T-plan		
triple-arch		
T-shaped		
two-/three-/four-arch		
two-/three-/four-stage		
two-storey		
U-cutwater		
U-plan		
V-cutwater		
V-section		
wall-mounted		
water-wheel		
wrought-iron		

Description

- The Description is objective data and personal commentary or subjectivity should be avoided.
- Sentences should be concise and to the point. The reader should have a clear understanding of what is being described. The use of punctuation is restricted to the formats set out by the NIAH. The use of colons and semi-colons should be avoided where possible.
- Definite and indefinite articles should not be used in the Description, i.e. *Terraced two-bay two-storey house* not *A terraced two-bay two-storey house*.
- The terms *detached*, *attached*, *semi-detached*, *terraced*, *end-of-terrace* and *freestanding* should only be used as set out under Description. Where relevant, and where it may give a clearer understanding of the placement of the site, the term *corner-sited* may precede any of these terms in the Description. This will generally only apply to banks, churches or public houses where the façade addresses two streets, i.e. *Corner-sited attached five-bay three-storey bank*.
- The site should be described by number of bays first followed by number of storeys, i.e. *Semi-detached three-bay two-storey house* not *Semi-detached two-storey three-bay house*.
- Basements should be described as *over basement*, *over part raised basement* or *over raised basement* depending on whether the basement accommodation is located wholly below ground, partly above ground or wholly above ground.
- Dormer attics should be described as *half-dormer attic* or *dormer attic* depending on whether the habitable accommodation is located partly below or wholly above eaves level.
- Towers should be described by number of stages, not storeys, i.e. *three-stage tower* not *three-storey tower*.
- Dates entered in the Description should have a comma directly before *built* or *dated* and directly after the date, i.e. *Detached three-bay two-storey house, built 1824,...* or *Semi-detached two-bay two-storey house, dated 1874,...* or *Terraced single-bay three-storey house, built c.1900,....* There should be no space between the circa and the date, i.e. *c.1900* not *c. 1900*.
- Rough compass points, e.g. *east* or *west*, should be used instead of descriptive terms, e.g. *left-hand side* or *right-hand side*.
- Wording should not be abbreviated, coded or technical shorthand and full spelling must be used. *CI RWG* is not an acceptable substitute for *cast-iron rainwater goods*; *GF* or *FF* is not acceptable for *ground floor* or *first floor*; *opening* or *openings* should be used instead of the technical shorthand *ope* or *opes*.
- The words *with* and *having* should be alternated when describing a feature and its detailing, i.e. *with timber panelled door having hub-and-spoke fanlight*.
- *Slate* is understood to refer to natural slate. *Artificial slate*, *fibre-cement slate*, or another approved term should be used when describing a non-natural slate.
- Door and window openings should be described as *-headed* not *-arched*, i.e. *round-headed door opening* not *round-arched door opening*.
- Window fittings should be described using *-over-* not *above*, i.e. *six-over-six timber sash windows* not *six above six timber sash windows*.
- A carriage arch that is integrated into the body of a site is described as an *integral carriage arch*.
- Apostrophes should be used appropriately, i.e. *increasingly popularity of the Gothic Revival style in the 1840s* not *increasing popularity of the Gothic Revival style in the 1840's*.
- Hyphenation should also be used appropriately, i.e. *the economic turmoil of the mid nineteenth century* [no hyphen] or *increasingly endangered twentieth-century steel windows* [with hyphen]

Appraisal

- The Appraisal is subjective data where the Recorder makes a case for the site as a heritage asset worthy of protection.
- Sentences should be concise and to the point. The reader should have a clear understanding of the architectural heritage significance of the site.
- Definite and indefinite articles may be used in the Appraisal.
- The Appraisal should be formatted according to the following: architectural interest; special interest/unique features; surviving fabric; contribution to/impact on setting or streetscape; relevant historical association or event.
- The architect, artisans, client and historical personalities should be included in the Appraisal, not the Description, and names should be accompanied with biographical dates where they are known.

General

- Information should be entered into the General datafield according to the following sequence: interior information; source(s) of date(s); biographical references/website urls; *pers. comm.* information and/or instructions from owners; proposed new Classification.
- Bibliographical references should follow the approved NIAH format of <surname>, <forename(s)>, <title> (Place of Publication: Publisher, Year), page. For example, Devaney, Paula, The Houses of County Louth (Dundalk: Dundalk Printing Press, 2004), pp.94-7.

APPENDIX C – WORK PROGRESS REPORT

The Work Progress Report, a spreadsheet updated on a weekly basis, enables the Contractor to monitor the performance of each Recorder and enables the NIAH to measure the performance of the team based on the milestones set out in the Work Schedule. The Work Progress Report is one of the bases of the regular review meetings between the Contractor and the NIAH throughout the contract.

The Work Progress Report includes seven fields, five fields to be completed for each Recorder, two fields to be completed for the Quality Controller.

Recorder

- *Allocated* – the total number of sites allocated to the named Recorder
- *Recorded* – the total number of sites recorded by the named Recorder that week
- *Recorded (Total)* – the cumulative total number of sites recorded by the named Recorder including that week
- *Inputted* – the total number of records inputted into the NIAH Online Database by the named Recorder that week
- *Inputted (Total)* – the cumulative total number of records inputted into the NIAH Online Database by the named Recorder including that week

Quality Controller

- *Edited* – the total number of records edited by the Quality Controller that week
- *Edited (Total)* – the cumulative total number of records edited by the Quality Controller including that week

An updated Work Progress Report will be emailed to the NIAH Architectural Conservation Advisor no later than 2pm each Friday throughout the contract.

WORK PROGRESS REPORT – WEEK XX (XX.XX.20XX – XX.XX.20XX)

NAME	ALLOCATED	RECORDED	RECORDED (TOTAL)	INPUTTED	INPUTTED (TOTAL)	EDITED	EDITED (TOTAL)
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Recorder			0		0		
Quality Controller							

APPENDIX D – SITE ACCESS REPORT

The Site Access Report, a spreadsheet updated on a weekly basis, enables the Contractor to communicate to the NIAH details of sites which have not been accessed and the actions required on the part of the Contractor and/or the NIAH to get access to the sites. The Site Access Report is one of the bases of the regular review meetings between the Contractor and the NIAH throughout the contract.

The Site Access Report comprises two sheets – *New Site Access Issues* and *Outstanding Site Access Issues* – and includes seven fields to be completed by each Recorder.

New Site Access Issues

Reg No – the eight-digit NIAH Registration Number allocated to the site

Address – the Address of the site where access has been an issue

Photo – a Yes/No if photographs were taken of the site

Reason – the reason why the site was not accessed

Action Required – the action required on the part of the Contractor and/or the NIAH to get access to the site

Contact – the name, number and/or email address for the owner or occupier if the NIAH is to make contact to get access to the site

Date – the date the Recorder attempted to get access to the site

Outstanding Site Access Issues

Reg No – the eight-digit NIAH Registration Number allocated to the site

Address – the Address of the site where access has been an issue

Photo – a Yes/No if photographs were taken of the site

Reason – the reason why the site was not accessed

Action Taken/Required – the action taken on the part of the Contractor to get access to the site and/or the action required on the part of the Contractor/NIAH to get access to the site

Contact – the name, number and/or email address for the owner or occupier if the NIAH is to make contact to get access to the site

Date – the date the Recorder made a further attempt to get access to the site

The Outstanding Site Access Issues sheet will be updated on a weekly basis. The details of a site will only be removed when the site has been accessed and a full record has been made. The final Outstanding Site Access Issue sheet for each Recorder should clearly communicate to the NIAH the details of all sites which have not been accessed over the course of the contract.

An updated Site Access Report will be emailed to the NIAH Architectural Conservation Advisor no later than 2pm each Friday throughout the contract.

SITE ACCESS REPORT – WEEK XX (XX.XX.20XX – XX.XX.20XX)

RECORDER: [Name]

New Site Access Issues

REG NO	ADDRESS	PHOTO	REASON	ACTION REQUIRED	CONTACT	DATE
12341234	Berry House, Low Street, Ballybeg	No	Owner present but wanted time to read Letter of Introduction and consider request to make a record	NIAH to call owner	Maura Berry 087 2581739	26.08.2021
12345678	The Rectory, High Lane, Ballybeg	Yes	Property behind electronic gates and no answer at speaker. Left copy of Letter of Introduction in post box. Property partly visible from public road and one photograph taken	Will return to property on 01.09.2021 to find out if owner is present and has considered Letter of Introduction		26.08.2021

Outstanding Site Access Issues

REG NO	ADDRESS	PHOTO	REASON	ACTION TAKEN/REQUIRED	CONTACT	DATE
12344321	Straw House, Main Street, Ballybeg	No	Revisited house and spoke to owner who refused permission to make a record	No further action required		25.08.2021
12348765	The Presbytery, Narrow Lane, Ballybeg	No	Revisited house and spoke to owner who wants time to read Letter of Introduction and consider request to make a record	Agreed to return to property on 04.09.2021		28.08.2021

APPENDIX E – USER GUIDE TO NIAH ONLINE DATABASE

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The NIAH Online Database is staged on Microsoft SharePoint. The NIAH Online Database has been developed for desktop devices and is compatible with Google Chrome, Microsoft Edge and Mozilla Firefox. Users will be required to have a minimum of a 5MB broadband line.

The Project Manager, Quality Controller and all Recorders must provide a valid email address and mobile telephone number for creation of accounts on the NIAH Online Database.

The NIAH will provide the url and user credentials for the NIAH Online Database on the awarding of the contract.

1. Quick Start Guide for NIAH Online Database

- Open NIAH Online Database using url provided by the NIAH.
- Enter Username and Password provided by the NIAH. These are both case sensitive and must be entered exactly as provided by the NIAH.
- Enter 6-digit Verification Code provided by SMS Text.
- Select and open the survey you want to work on.
- The records will be organised numerically by Registration Number. Users can create a new record; search for an existing record; or filter records by creator or status.
- The records are presented in a single sheet and are broken down into four broad headings: *Registration Number*; *Location*; *Classification* and *Details*. The datafields under each heading should be completed according to the NIAH Handbook.
- There are four different statuses in a dropdown menu at the top of each record. The statuses are:
 - *Edit* – denoting that the record is being edited by the Recorder;
 - *Ready For Review* – denoting that the Recorder has finished creating the record and that, having finished editing and reviewing the record, the Quality Controller is "handing it over" to the NIAH;
 - *Requires Rework* – denoting that the NIAH has reviewed the record, considers it unsatisfactory, and is "handing it back" to the Recorder;
 - *Accepted* – denoting that the NIAH has reviewed the record and accepted it as satisfactory.
- Users must *Save* [📁] or *Cancel* [X] edits before moving on to another record or logging out. If *Cancel* [X] is selected, all additions, amendments or edits made to the record will be lost and the content will revert to when the record was last saved.

WARNING! Users will not be prompted to save edits or cancel edits if they navigate away from the NIAH Online Database using the address bar, browser buttons or search engine. Any unsaved edits will be lost!

2. The NIAH Online Database

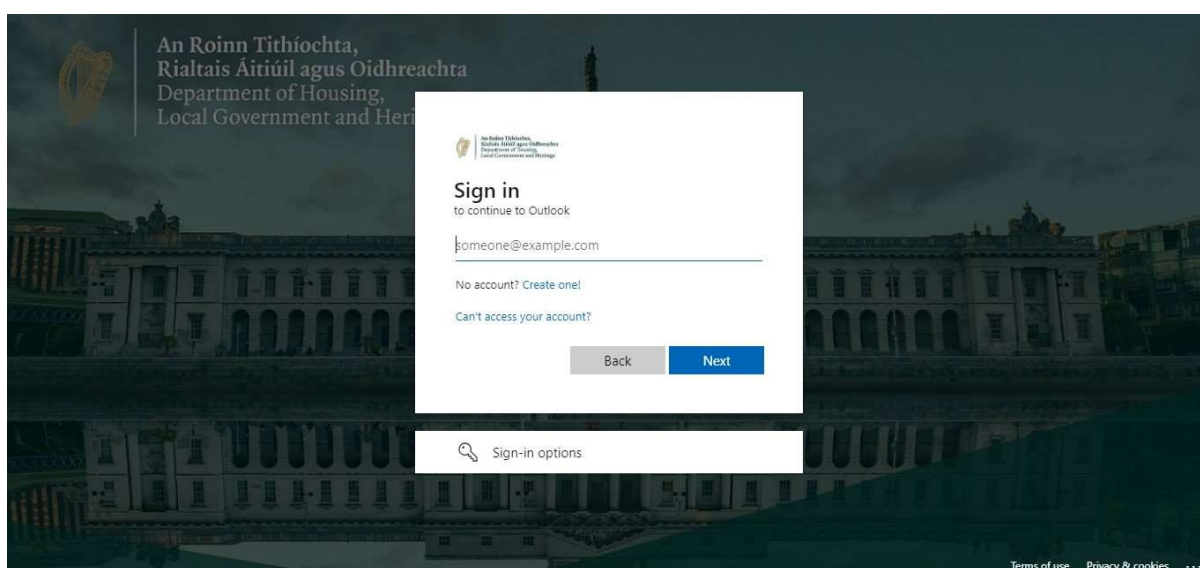
Each user will have different levels of access to the NIAH Online Database depending on the survey they are working on and what their role is during that survey.

3. Getting Started

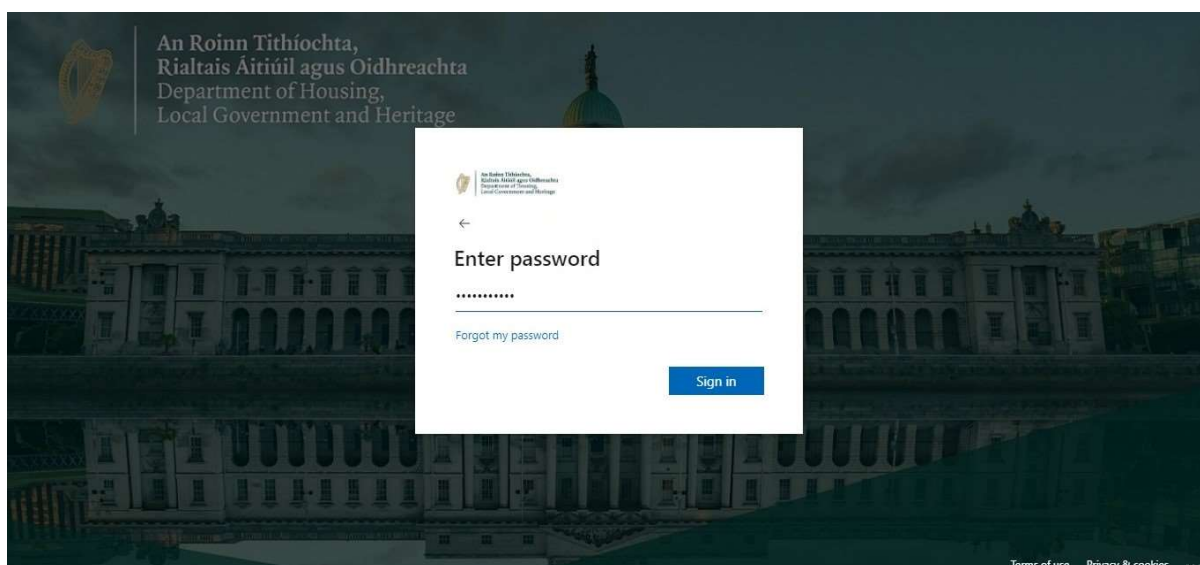
The NIAH Online Database is staged on Microsoft SharePoint. The NIAH Online Database has been developed for desktop devices and is compatible with Google Chrome, Microsoft Edge and Mozilla Firefox. Users will be required to have a minimum of a 5MB broadband line.

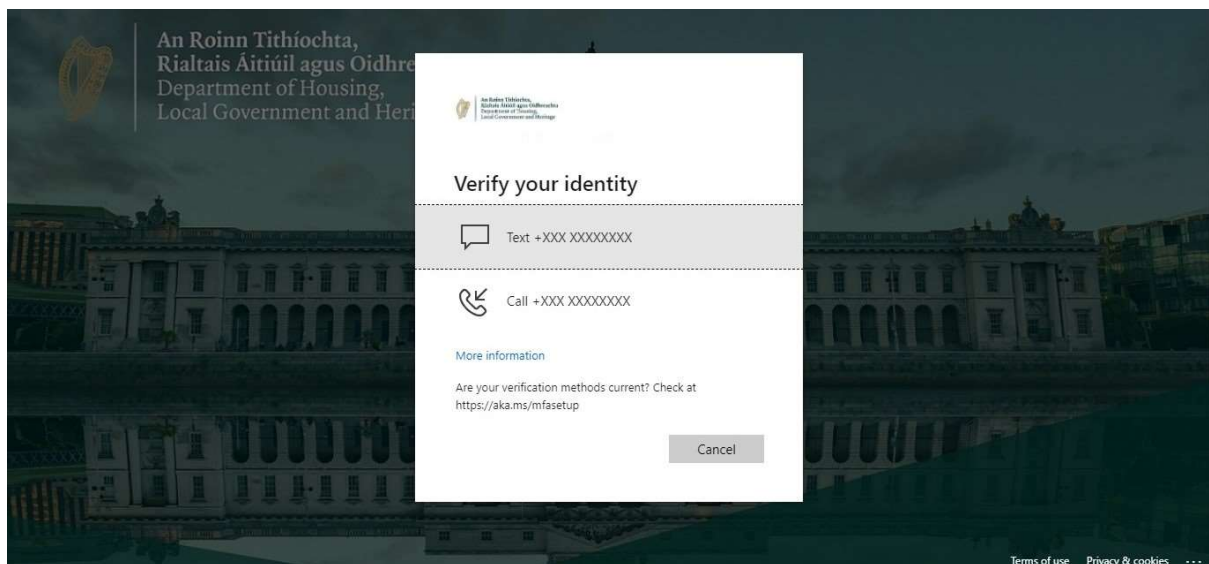
The Project Manager, Quality Controller and all Recorders must provide a valid email address and mobile telephone number for creation of accounts on the NIAH Online Database.

The NIAH will provide the url and user credentials for the NIAH Online Database on the awarding of the contract.

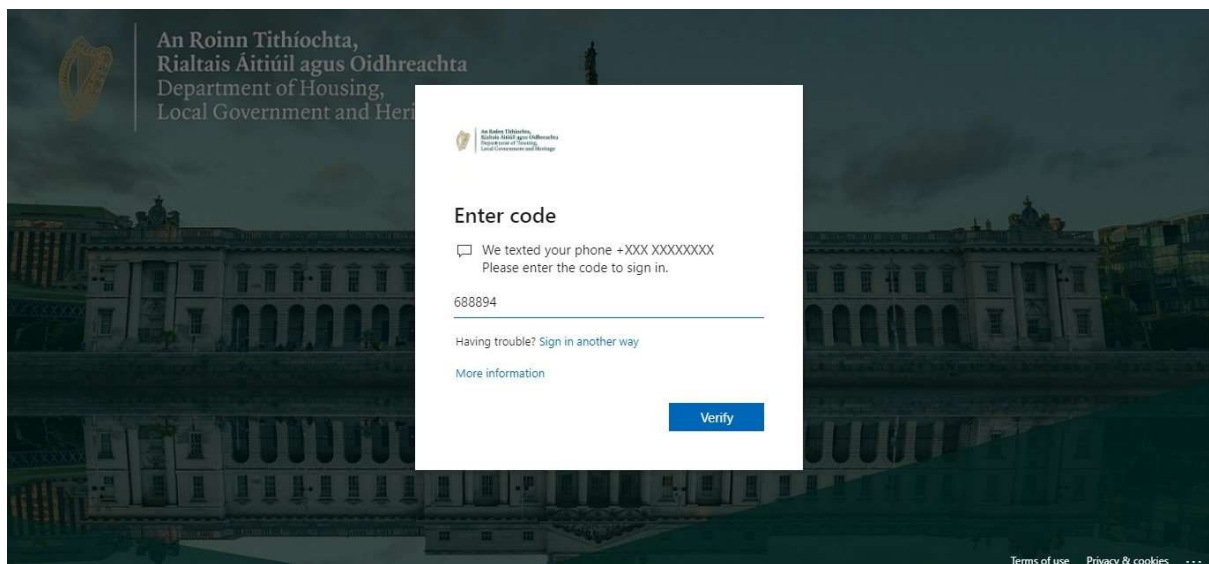


- Open NIAH Online Database using url provided by the NIAH.
- Enter Username and Password provided by the NIAH. These are both case sensitive and must be entered exactly as provided by the NIAH.



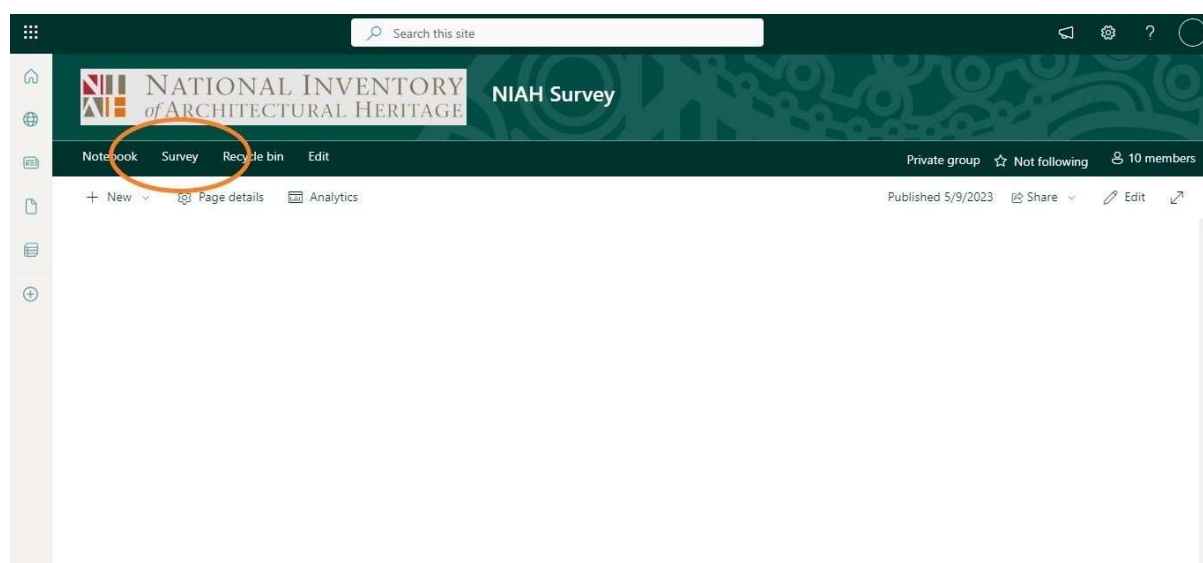


- Enter 6-digit Verification Code provided by SMS Text.

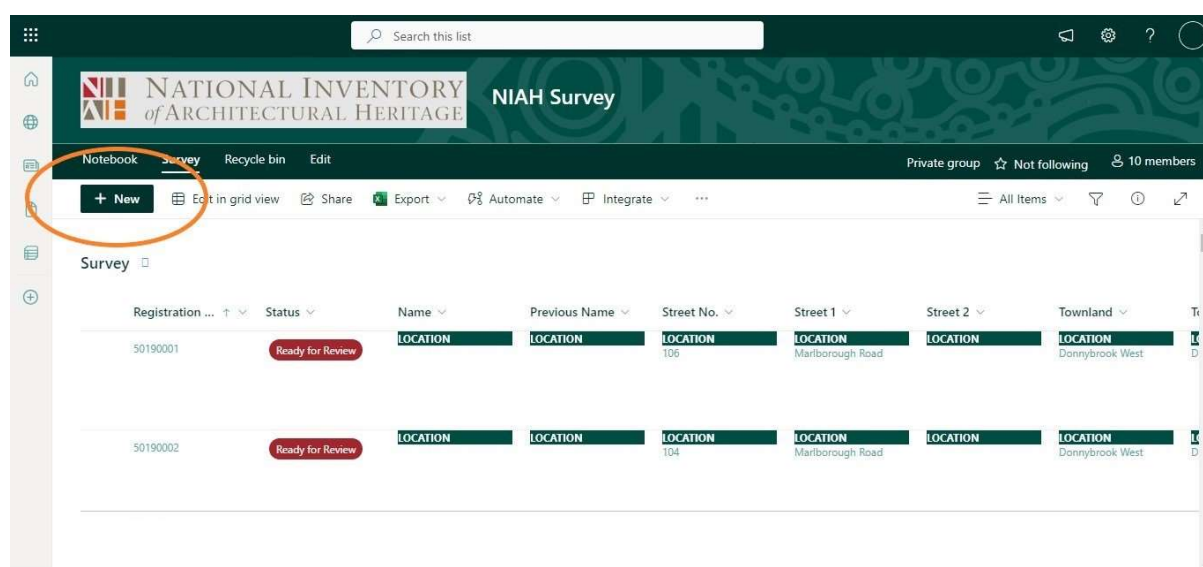


- Please ensure the caps lock function has not been activated and that the Username and Password have been entered exactly as provided by the NIAH and that a 6-digit Verification Code has been entered as provided by SMS Text.

4. Creating a Record

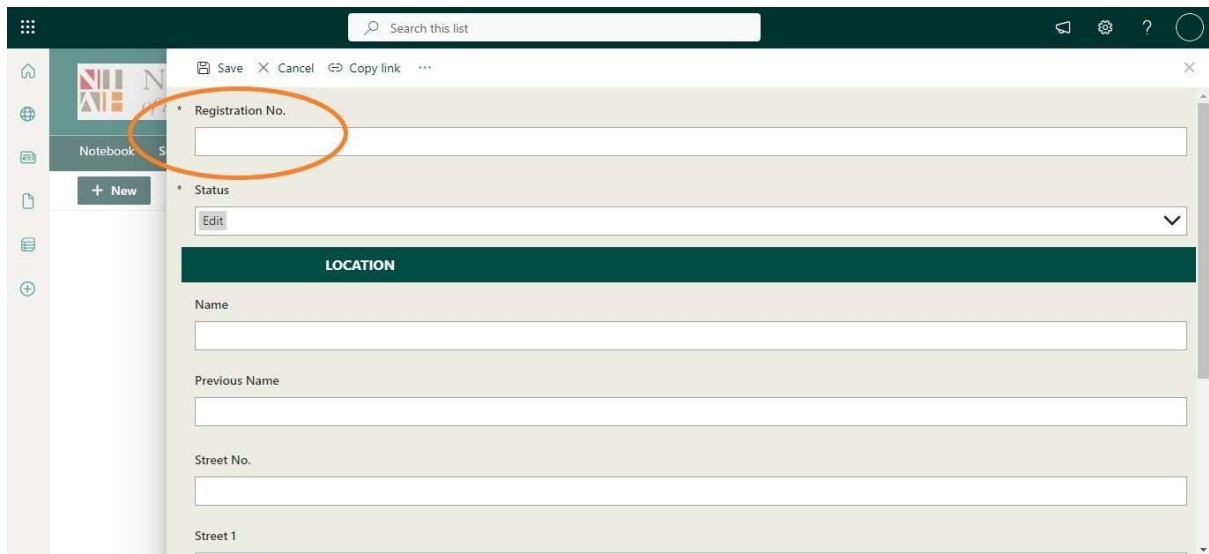


- Click on *Survey* to open the survey.
- The records will be organised numerically by Registration Number. Users can create a new record; search for an existing record; or filter records by creator or status. This section explains the steps to create a record. See *Search Records and Filter Records* in Section 4.8 below for information on those features.



- Click on *New* to create a blank record.
- The blank record will open as a single tab-free sheet and users should scroll to access the various datafields.
- Users can only work on one record at a time and, while editing a record, will not be able to create or edit other records.
- Users must save or cancel edits before moving on to another record. See *Saving Edits or Cancelling Edits* in Section 4.6 below for more information.

4.1 Registration Number and Status



The screenshot shows a web application interface for NIAH registration. At the top, there is a dark green header bar with a search bar labeled 'Search this list' and several icons. Below the header, a sidebar on the left contains a 'Notebook' icon and a '+ New' button. The main content area is a form with a light beige background. At the top of the form, there are buttons for 'Save', 'Cancel', and 'Copy link'. The form contains several input fields: 'Registration No.' (highlighted with an orange circle), 'Status' (with an 'Edit' button), and a 'LOCATION' section with fields for 'Name', 'Previous Name', 'Street No.', and 'Street 1'.

4.1.1 Registration Number

- Users must enter an eight-digit Registration Number into the *Registration Number* datafield. This eight-digit number is allocated by the NIAH and is found in the Site Index and on the NIAH Building Survey Mapping Application provided to the Contractor.

4.1.2 Status

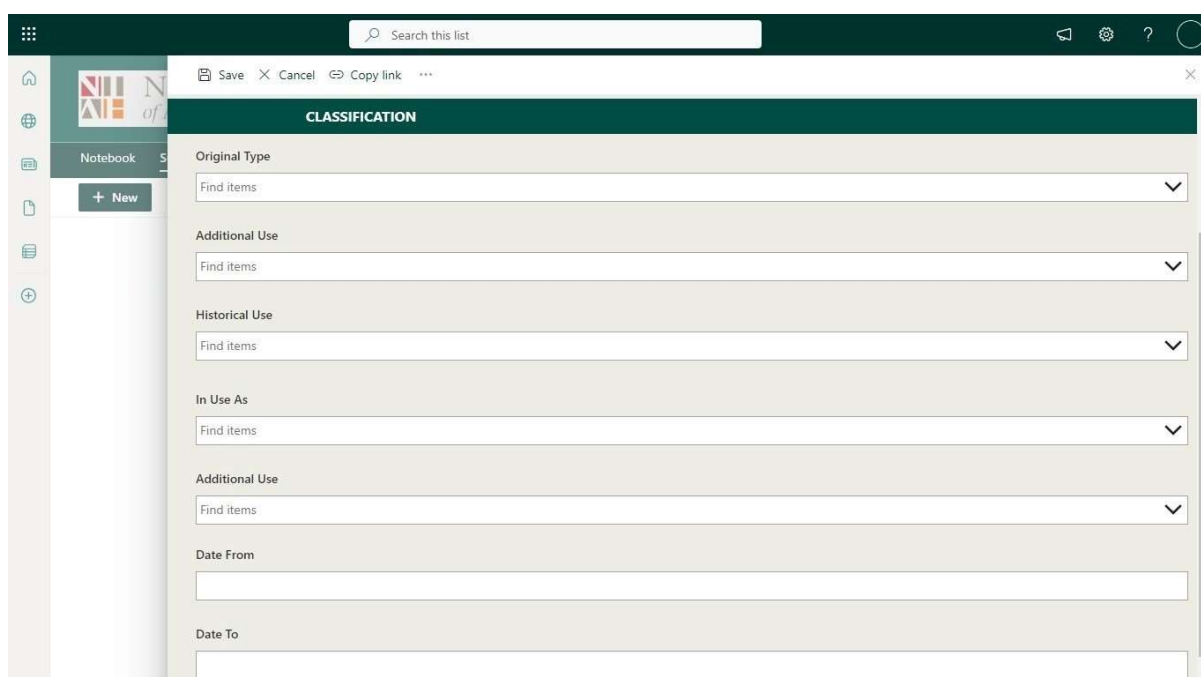
- The *Status* datafield is explained in Section 4.5 below

4.2 Location

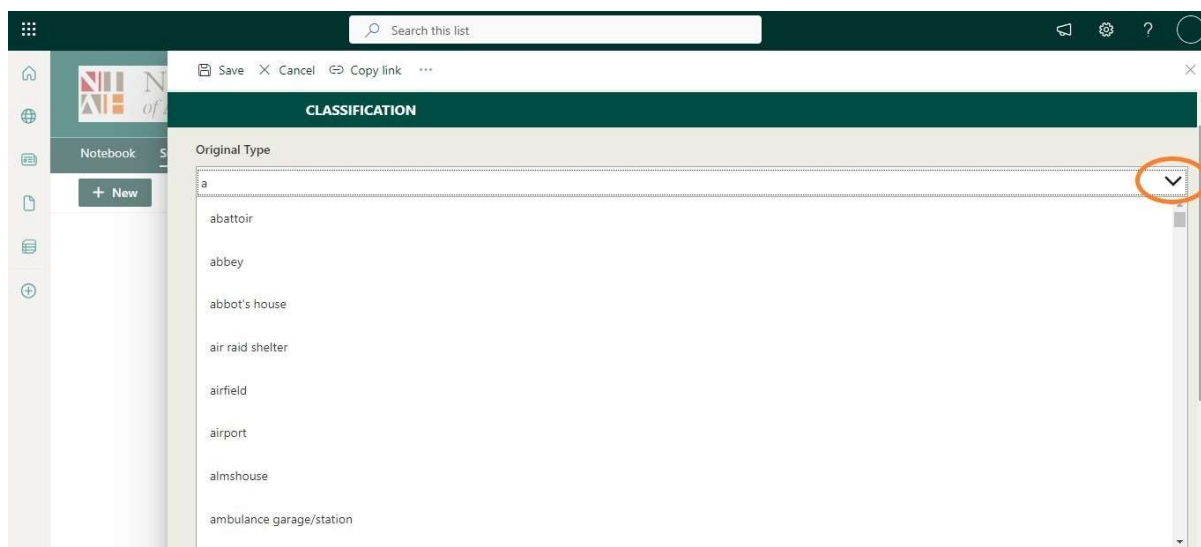
The screenshot shows a web application interface for the NIAH Handbook. At the top, there is a dark green header bar with a search bar labeled 'Search this list' and several icons. Below the header, a sidebar on the left contains a 'Notebook' section with a '+ New' button. The main content area is titled 'LOCATION' in a dark green bar. Below this, there are several text input fields for location data: 'Name', 'Previous Name', 'Street No.', 'Street 1', 'Street 2', 'Townland', and 'Town'. Each field is a simple white rectangle with a thin border. The form is set against a light beige background.

- The *Location* heading displays all of the location information for the site.
- Click on each datafield – *Name*, *Previous Name*, *Street Number*, *Street 1*, *Street 2*, *Townland*, *Town* – and enter the data according to the NIAH Handbook.
- In some cases the site will cover more than one townland, e.g. a bridge or canal, and in such cases the names for each Townland will be entered and separated by a comma, e.g. *Gibbethill, Manor*.

4.3 Classification

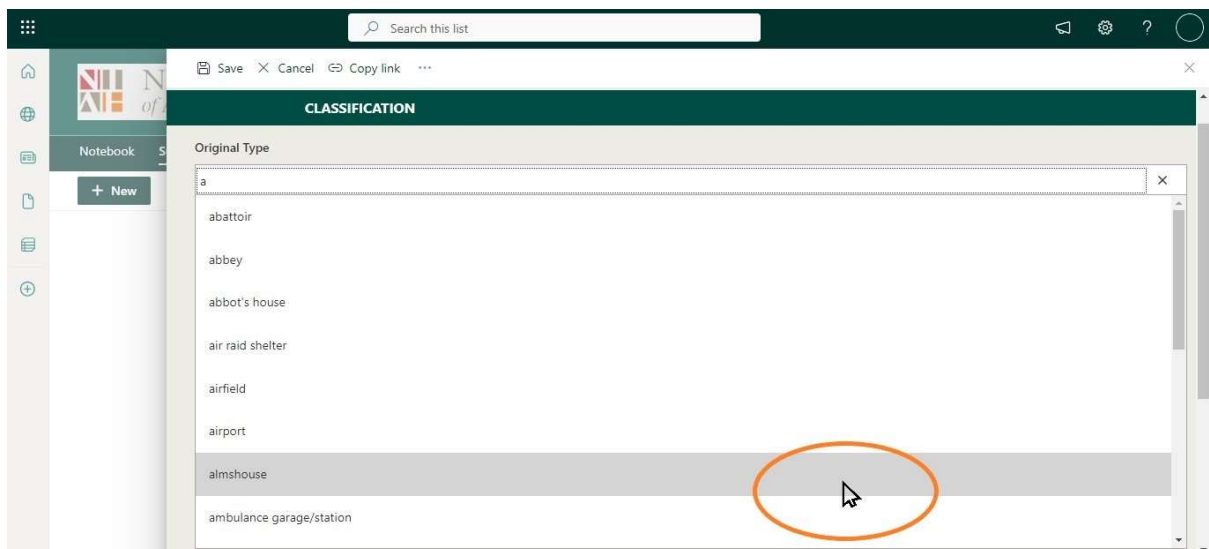


- The *Classification* heading displays all of the Classification information and the Date Bracket for the site.

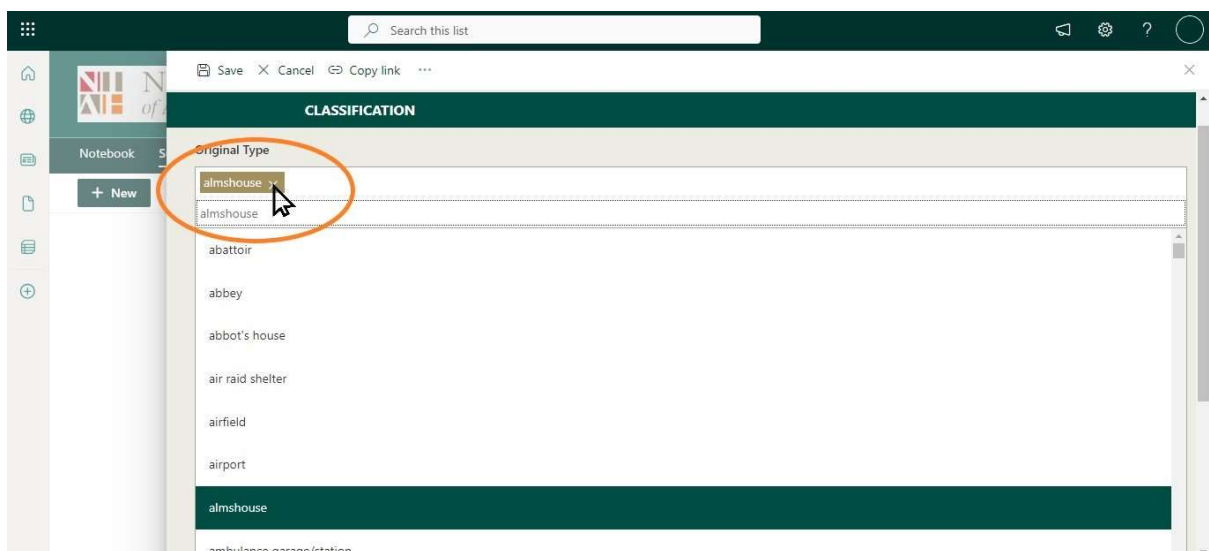


4.3.1 Classification

- Select the Classifications – *Original Type*, *Additional Use*, *Historical Use* or *In Use As* – from the dropdown menus. Users may find it helpful to enter the first letters of the Classification, e.g. *alm* for *almshouse* or *ho* for *house*, to reduce the number of options in the dropdown menus.



- Click on the Classification to commit it to the datafield.
- Repeat these steps for each Classification.



- Users who enter an incorrect Classification should click on the Classification datafield and click on the X beside the brown-coloured box to reset the datafield.



4.3.2 Date Bracket

- The *Date From* and *Date To* datafields should be completed according to the NIAH Handbook.

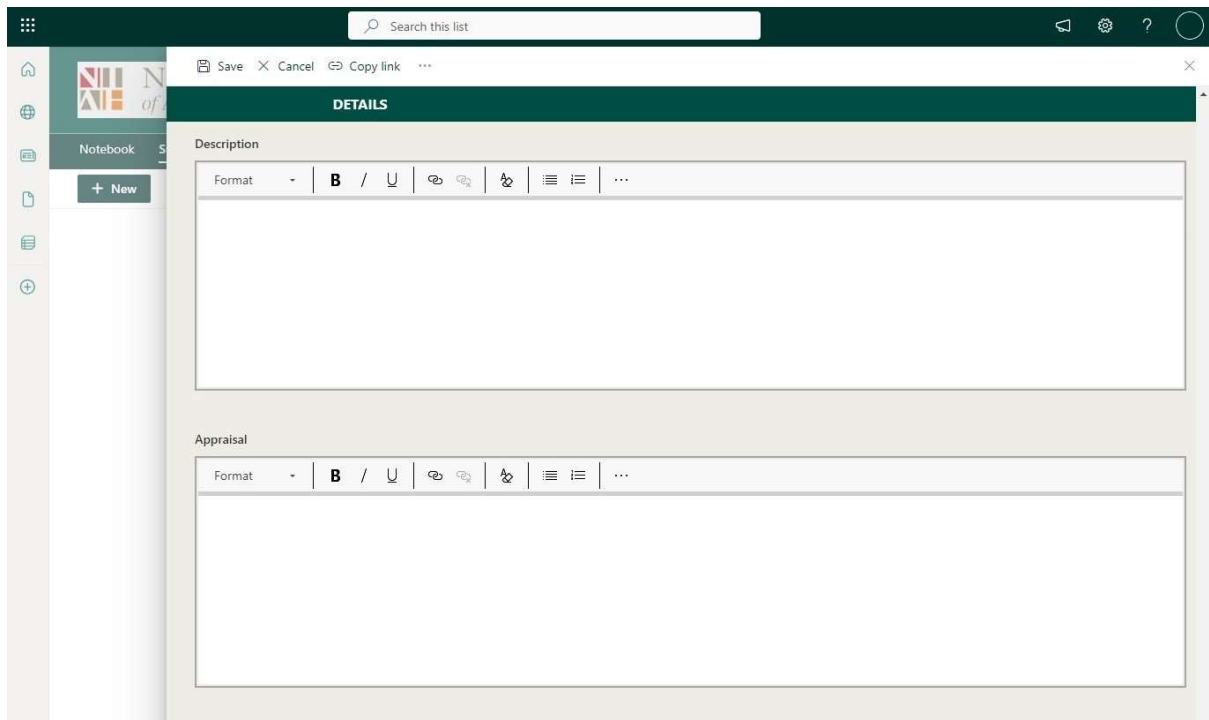
4.4 Details

- The *Details* heading displays the Description, Appraisal, General, Categories of Special Interest, Rating, Record of Protected Structures, Recorder and Photo datafields for the site.

The screenshot shows a web application interface for the NIAH Handbook. At the top, there is a dark green header bar with a search bar labeled 'Search this list' and icons for home, settings, and help. Below the header, a sidebar on the left contains a 'Notebook' section with a '+ New' button and a list of icons. The main content area is titled 'DETAILS' in a dark green bar. Below this, there are two large text input fields. The first field is labeled 'Description' and has a rich text editor toolbar above it with options for bold, italic, underline, link, unlink, list, and more. The second field is labeled 'Appraisal' and also has a similar rich text editor toolbar. The interface is clean and modern, with a light beige background for the main content area.

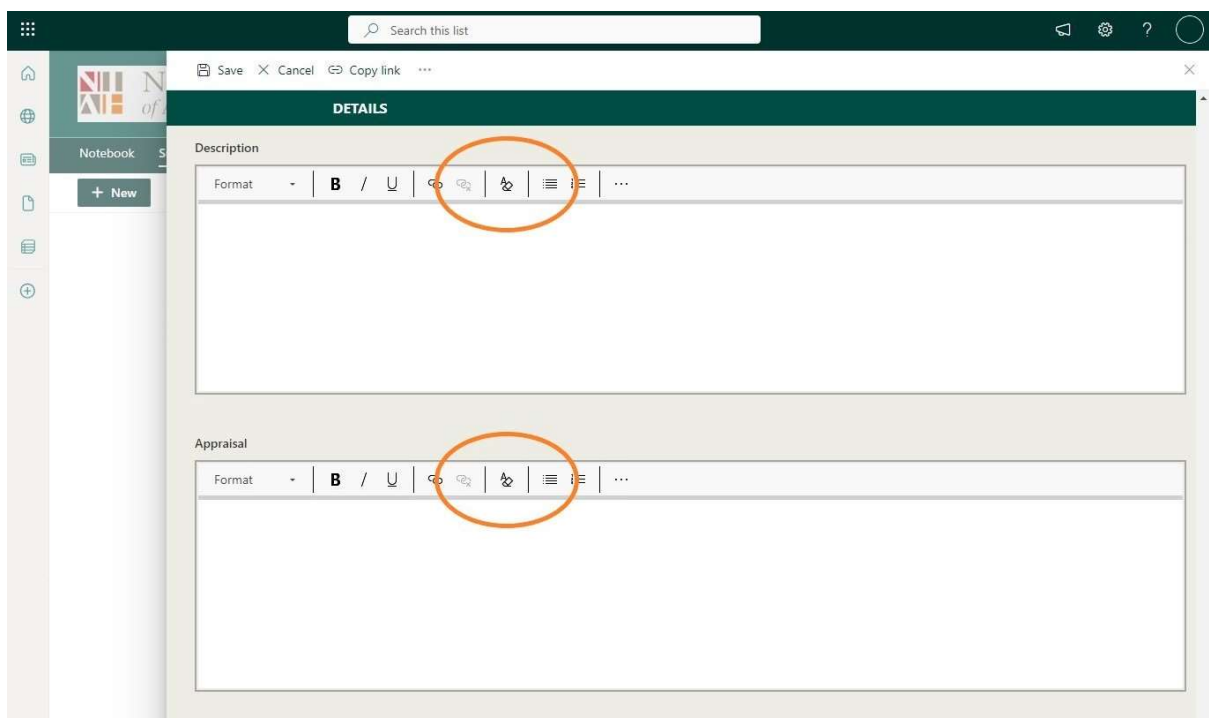
4.4.1 Description

- The *Description* datafield should be completed according to the NIAH Handbook.

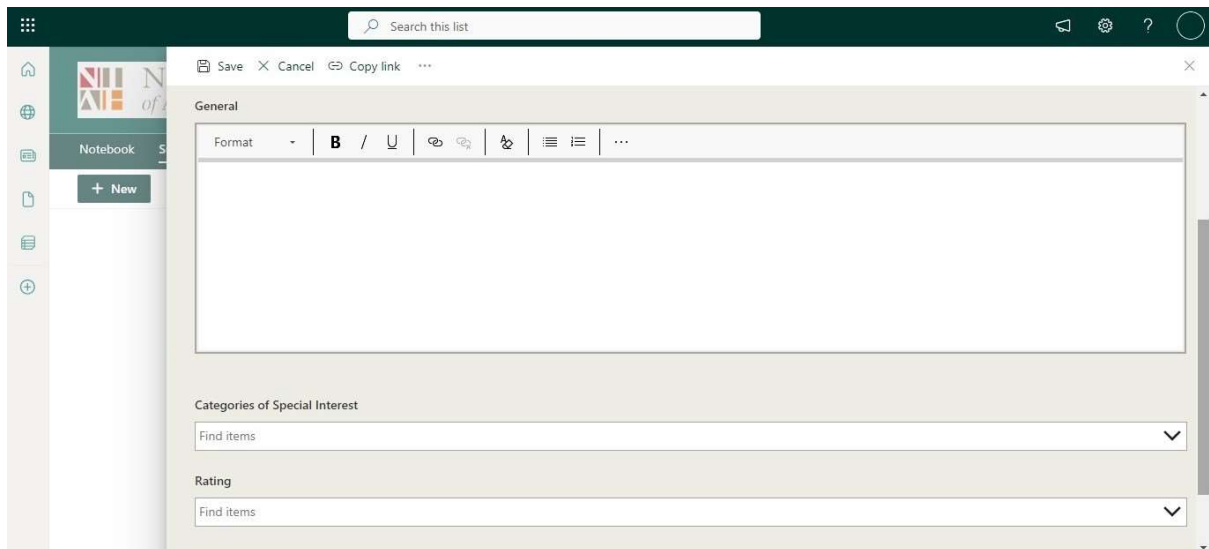


4.4.2 Appraisal

- The *Appraisal* datafield should be completed according to the NIAH Handbook.



- The Recorder may compose their Description and/or Appraisal in MS Word and may copy and paste those texts into the relevant datafields. The Recorder should click on the *Remove Format* button if and when copying and pasting texts from MS Word.



4.4.3 General

- The *General* datafield should be completed according to the NIAH Handbook.

Search this list

Save X Cancel Copy link ...

Categories of Special Interest

Find items

Rating

Find items

RP5

Recorder Name

Find items

Date of Inspection

29/04/2024

4.4.4 Categories of Special Interest and Rating

- The *Categories of Special Interest* and *Ratings* are selected from dropdown menus.

Search this list

Save X Cancel Copy link ...

Categories of Special Interest

Architectural x Artistic x

Find items

Architectural

Artistic

Archaeological

Historical

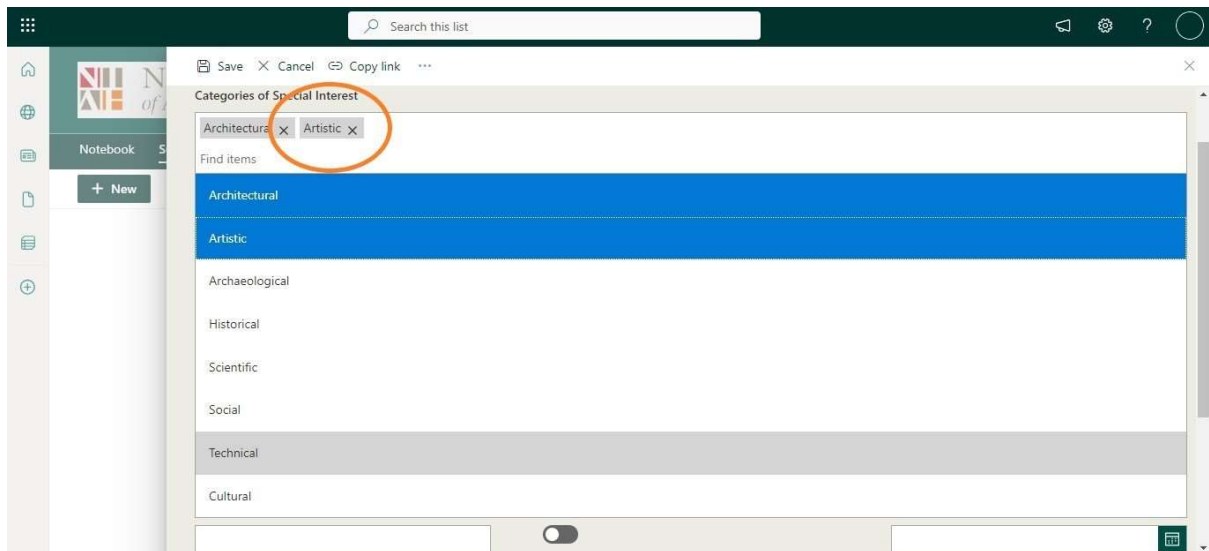
Scientific

Social

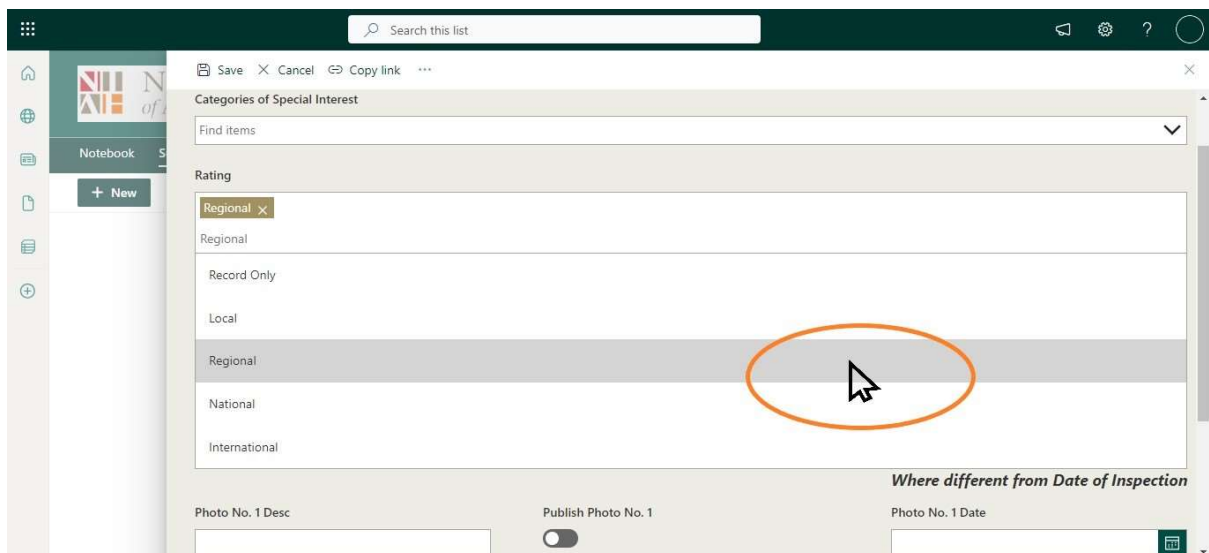
Technical

Cultural

- The *Categories of Special Interest* are selected from a dropdown menu.
- Users click on the relevant Category or Categories of Special Interest – *Architectural*, *Archaeological*, *Artistic*, *Cultural*, *Historical*, *Scientific*, *Social* and/or *Technical* – and click off the list to commit the selection to the record.



- Users who select an incorrect Category of Special Interest should click on the X beside the relevant grey-coloured box to remove that Category of Special Interest from the record.



- The *Rating* is selected from a dropdown menu.
- Users click on the relevant Rating – *International*, *National*, *Regional*, *Local* or *Record Only* – and click off the list to commit the selection to the record.
- Users click the X beside the brown-coloured box to remove the Rating from the record.

The screenshot shows a web-based data entry form for the National Inventory of Architectural Heritage (NIAH). The form is titled "Categories of Special Interest" and includes several fields: "Find items" (dropdown), "Rating" (dropdown), "RPS" (text input, highlighted with an orange circle), "Recorder Name" (dropdown), and "Date of Inspection" (text input with a calendar icon). The "Date of Inspection" field is pre-filled with "29/04/2024". The form is part of a "Notebook" interface, as indicated by the sidebar on the left.

4.4.5 Record of Protected Structures

- The Record of Protected Structures number, where available, is entered in the *RPS* datafield.

This screenshot shows the same NIAH data entry form as the previous one. In this view, the "Recorder Name" dropdown menu is highlighted with an orange circle, showing a downward arrow indicating it can be expanded. The other fields, including the "RPS" field, remain the same as in the previous screenshot.

4.4.6 Recorder Name

- The Recorder selects their name from the dropdown menu in the *Recorder Name* datafield.

Search this list

Save Cancel Copy link

Categories of Special Interest

Find items

Rating

Find items

RP5

Recorder Name

Find items

Date of Inspection

29/04/2024

4.4.7 Date of Inspection

- The Recorder enters the date of inspection by clicking on the calendar icon on the *Date of Inspection* datafield.

Search this list

Save Cancel Copy link

April 30 2024

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Ok Cancel

- The Recorder should ensure they select the correct date and click on *Ok* to commit the date of inspection to the Record.

4.4.8 Site Photo

The screenshot shows a web application interface for recording site photos. On the left is a sidebar with a 'Notebook' section and a '+ New' button. The main area has a search bar at the top. Below it, there are five rows of input fields. The first row is highlighted with an orange circle. Each row contains a 'Photo No. X Desc.' field, a 'Publish Photo No. X' toggle switch, and a 'Photo No. X Date' field with a calendar icon. The toggle switches are currently turned off. The 'Photo No. 1 Desc.' field is the one circled in orange.

- The *Photo Desc.* datafield should be completed according to the NIAH Handbook.

This screenshot shows the same Site Photo form as the previous one, but with an orange 'X' mark over the 'Publish Photo No. 1' toggle switch. The toggle switch is currently turned off. The other fields and elements are the same as in the previous screenshot.

- The *Publish Photo* on-off toggle should not be activated by the Recorder and is for use by the NIAH only.

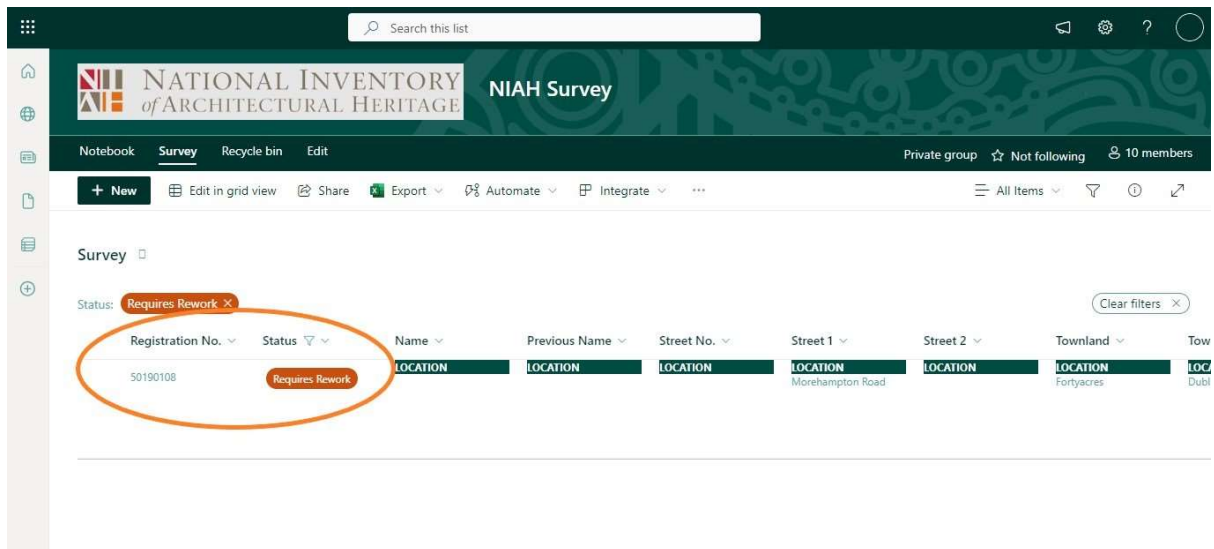
4.5 Status

The screenshot shows a web application interface. At the top, there is a dark green header bar with a search bar labeled 'Search this list' and several icons. Below the header, on the left, is a sidebar with a 'Notebook' icon and a '+ New' button. The main area displays a form for a record. The form has a 'Registration No.' field at the top. Below it is a 'Status' dropdown menu, which is highlighted by an orange circle. The dropdown menu is open, showing four options: 'Edit', 'Ready for Review', 'Accepted', and 'Requires Rework'. The 'Edit' option is currently selected. Below the status dropdown is a 'Street No.' field and a 'Street 1' field. At the bottom of the form, there is a blue bar with the word 'Edit' in white text.

- There are four different statuses in a dropdown menu at the top of each record. The statuses are:
 - *Edit* – denoting that the record is being edited by the Recorder;
 - *Ready For Review* – denoting that the Recorder has finished creating the record and that, having finished editing and reviewing the record, the Quality Controller is "handing it over" to the NIAH;
 - *Requires Rework* – denoting that the NIAH has reviewed the record, considers it unsatisfactory, and is "handing it back" to the Recorder;
 - *Accepted* – denoting that the NIAH has reviewed the record and accepted it as satisfactory.

4.5.1 Changing Status from *Edit* to *Ready For Review*

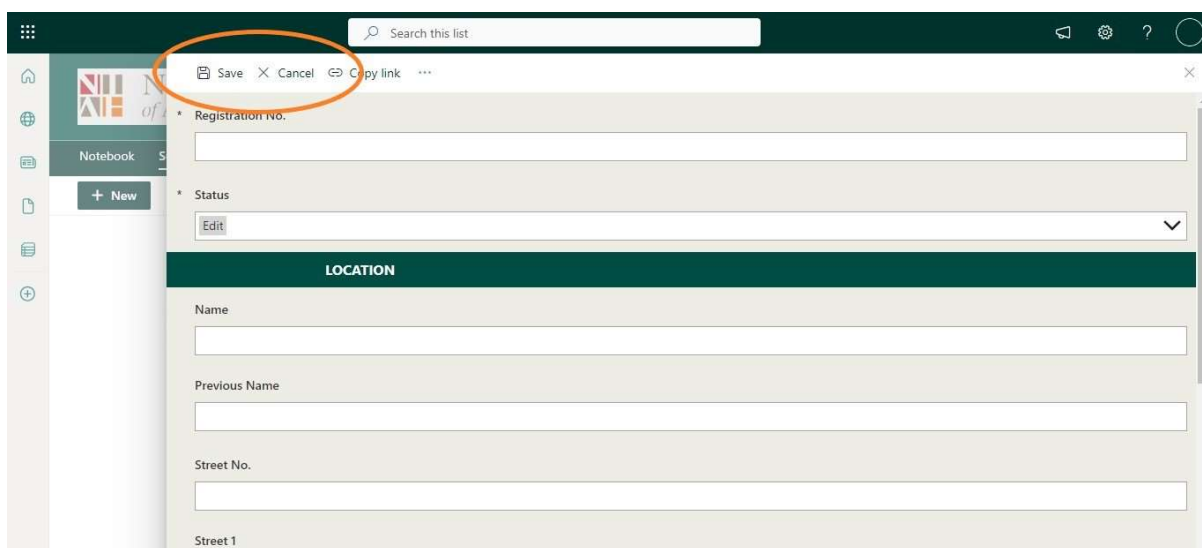
- Edit the record according to steps set out above and, on completion of editing, select *Ready For Review* from the *Status* dropdown menu.
- Click on the **Save** button [📁] to complete the "handover" to the NIAH. Ensure the content of the record is satisfactory before carrying out these steps as the record cannot be edited once the "handover" to the NIAH has taken effect.



4.5.2 Changing Status from *Requires Rework* to *Ready For Review*

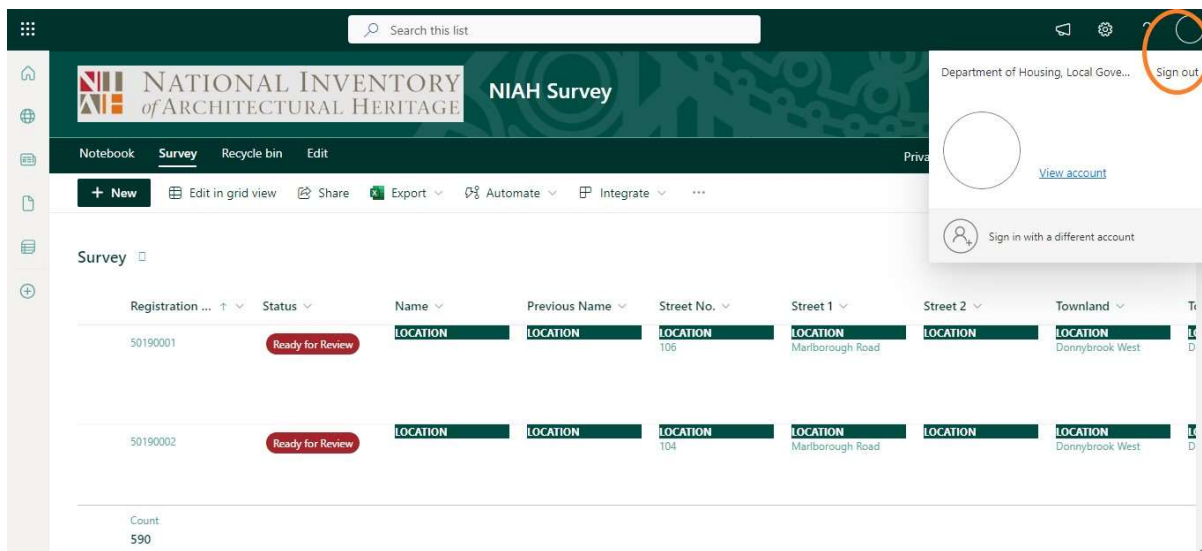
- Double-click on the Registration Number beside the orange-coloured *Requires Rework* message to open the record.
- Check the General datafield for comments from the NIAH explaining why the record requires rework.
- Make the necessary edits to the relevant datafields.
- Select *Ready For Review* from the *Status* dropdown menu and click on *Save* [💾] to complete the "handover" to the NIAH.

4.6 Saving Edits or Cancelling Edits

A screenshot of the NIAH Survey form. At the top, there is a dark green header bar with a search bar and several icons. Below the header, there is a light green sidebar with a 'Notebook' section and a '+ New' button. The main content area is a form with fields for 'Registration No.', 'Status', and 'LOCATION'. The 'LOCATION' section includes fields for 'Name', 'Previous Name', 'Street No.', and 'Street 1'. At the top of the form, there is a row of buttons: 'Save', 'Cancel', and 'Copy link'. These buttons are circled in orange.

- Click on the **Save** button [📁] at the top of the screen to save any edits that have been made to the record.
- Click on the **Cancel** button [X] at the top of the screen if the edits that have been made to the record are to be discarded. If **Cancel** is selected, all additions, amendments or edits made to the record will be lost and the content will revert back to when the record was last saved.

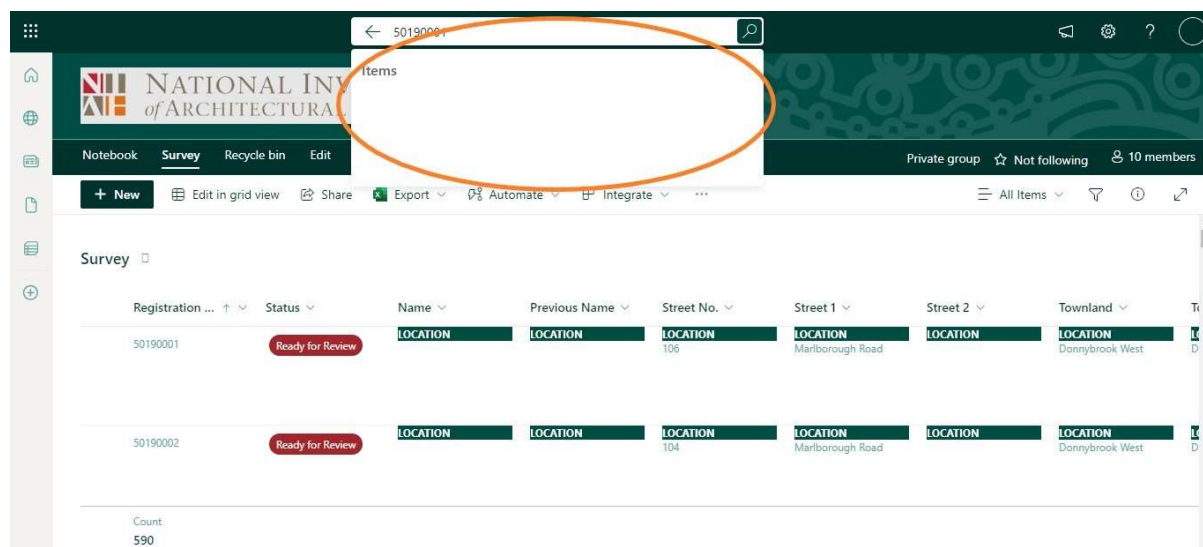
4.7 Exiting the NIAH Online Database

A screenshot of the NIAH Survey dashboard. The top header bar is dark green with a search bar and several icons. Below the header, there is a light green sidebar with a 'Notebook' section and a '+ New' button. The main content area shows a table of survey records. At the top right of the dashboard, there is a user profile section with a 'Sign out' button circled in orange. The table has columns for 'Registration No.', 'Status', 'Name', 'Previous Name', 'Street No.', 'Street 1', 'Street 2', and 'Townland'. The first two rows of the table are highlighted in red and labeled 'Ready for Review'.

- Click on the circle in the top right hand corner of the screen and select **Sign out** to exit the NIAH Online Database.

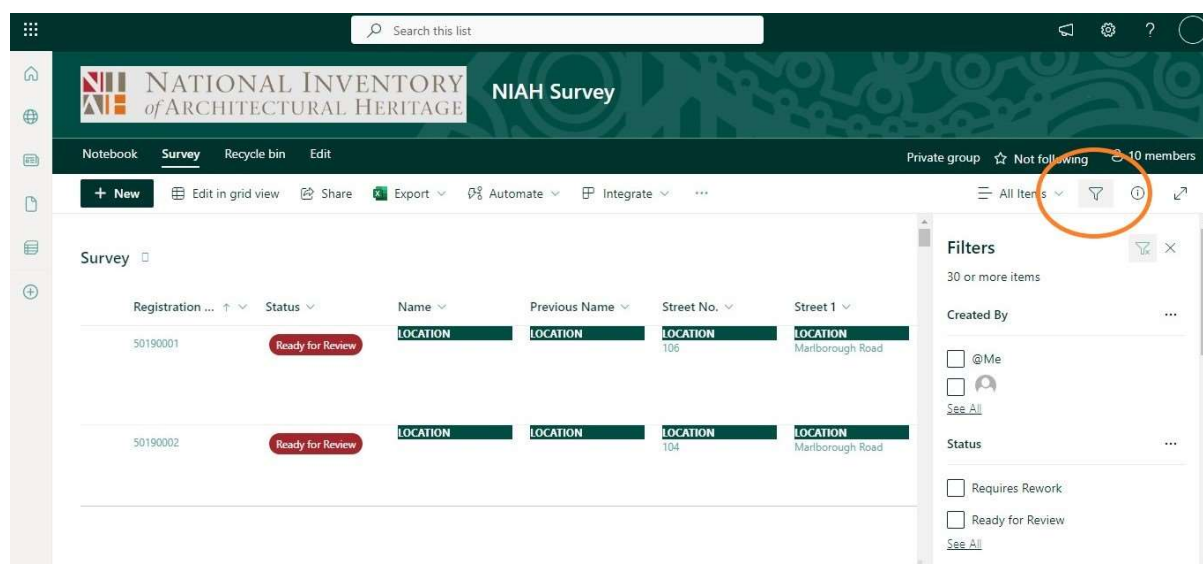
4.8 Search Records and Filter Records

The NIAH Online Database is staged on Microsoft SharePoint and comes with many features as standard which are not relevant, however, the following features may assist the Quality Controller and Recorder in the management of records.



4.8.1 Search Records by Registration Number

- Enter a valid eight-digit Registration Number in the *Search this list* box at the top of the screen and click on the magnifying glass symbol [🔍] to find that record.



4.8.2 Filter Records by Recorder and/or Status

- Select the funnel symbol [🔍] to filter records by Recorder, by Status, e.g. *Requires Rework*, or by both Recorder *and* Status. The Quality Controller will be able to search which records have been "handed back" by the NIAH. The Recorders will be able to search which of their records have been accepted and which of their records require rework.

4.9 Losing Your Work!

- The NIAH Online Database is reliable and robust but users WILL LOSE WORK if they navigate away from the database while still in *Edit* mode. Users who make a selection from their bookmarks, type a url into the address bar or use the search engine, will NOT be prompted to save their work and, on returning to the NIAH Online Database, will have no option but to cancel any edits made thus far, exit the record and/or database, and start over. To ensure that work is not lost in this way:
 - **Do not** click on any buttons at the top of the browser window while in *Edit* mode. These buttons include, but are not necessarily limited to bookmarks, favourites, back, etc.
 - **Do not** enter anything into the address bar or search engine while in *Edit* mode. Use a new tab or new window for browsing.
 - **Do not** close the window while in *Edit* mode.
 - **Do not** shut down the browser while in *Edit* mode.
 - **Do not** shut down the computer while in *Edit* mode.

APPENDIX F – USER GUIDE TO NIAH BUILDING SURVEY MAPPING APPLICATION

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4.	Generating and Printing Maps from the NIAH Building Survey Mapping Application	76

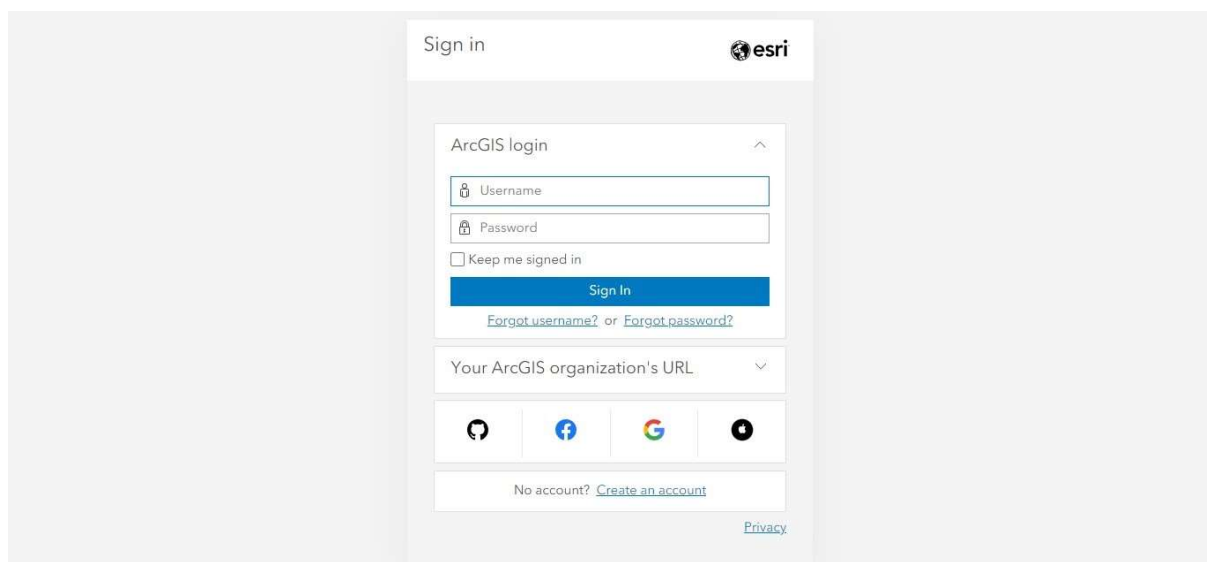
The NIAH Building Survey Mapping Application is staged on ArcGIS Online. The NIAH Building Survey Mapping Application has been developed for desktop devices and is compatible with Google Chrome, Microsoft Edge and Mozilla Firefox. Users will be required to have a minimum of a 5MB broadband line.

The NIAH will provide the Project Manager and Quality Controller with access to and user credentials for the NIAH Building Survey Mapping Application on which the location of the sites to be recorded will be plotted. The Quality Controller will have the necessary permissions to check and correct points, as necessary, or create new points. The Project Manager will have the necessary permissions to create and print PDF maps for each Recorder. The NIAH will provide the url for the NIAH Building Survey Mapping Application on the awarding of the contract.

1. Getting Started



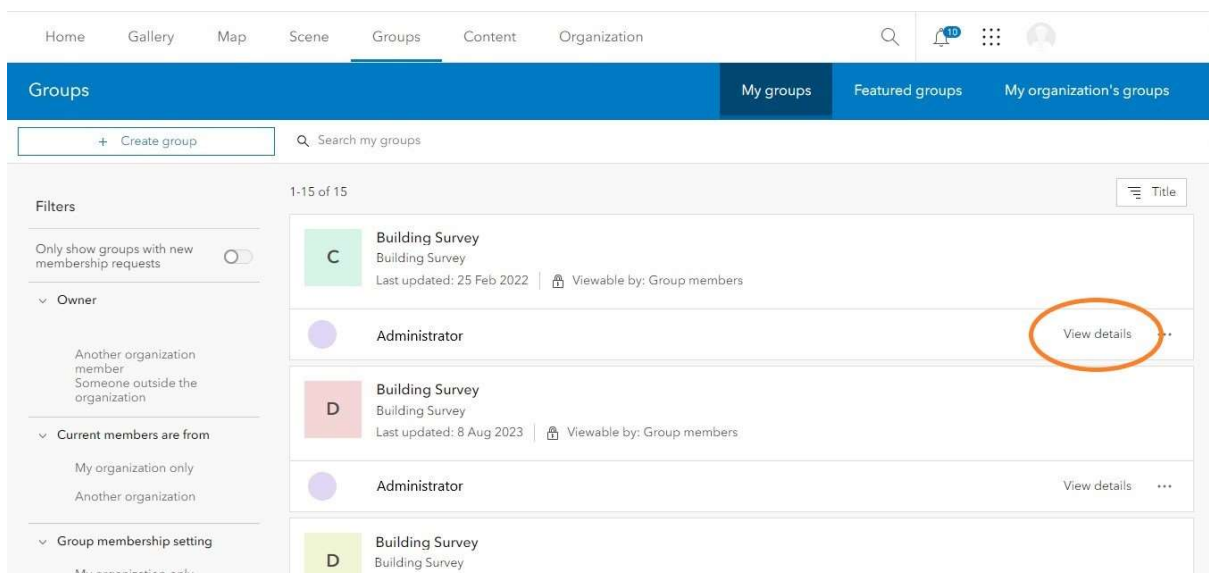
- Open ArcGIS Online using the url provided by the NIAH and click on *Sign In*.



- Enter ArcGIS Username and Password. *These are both case sensitive.* Click on *Sign In*.



- Click on *Groups* at the top of the screen.



- Search for the relevant Building Survey in the list – there may only be one Building Survey in the list – and click on *View details*.

Home Gallery Map Scene Notebook Groups Content Organization

NIAH Building Survey Overview Content Members

N A brief summary of the group is not available.

Any organization

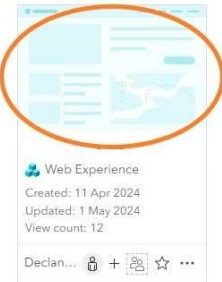
Add items to group

Create Web App

Description

An in-depth description of the group is not available.

Featured group content



Web Experience
Created: 11 Apr 2024
Updated: 1 May 2024
View count: 12

Declan... +

View all group content

Details

Created: 11 April 2024
Viewable by: **Only group members**
Contributors: **Members**
Members list: **Visible to all group members**
3 10

Owner

Membership [Leave group](#)

✓ You are a member

Tags

This item has no tags.

- Click on the light-blue datasheet graphic under *Featured group content* to open the NIAH Building Survey Mapping Application.

Home Gallery Map Scene Notebook Groups Content Organization

NIAH Building Survey Overview



A brief summary of the item is not available.

Item created: 11 Apr 2024 Item updated: 1 May 2024 View count: 12

Add to Favorites

Description

An in-depth description of the item is not available.

Terms of Use

No special restrictions or limitations on using the item's content have been provided.

Comments (0)

Leave a comment.

Leave a comment.

Comment

Details

Size: 98.42 KB
ID: 5a7d04a9b7a64b9b9c2ac9549657da4b
☆☆☆☆

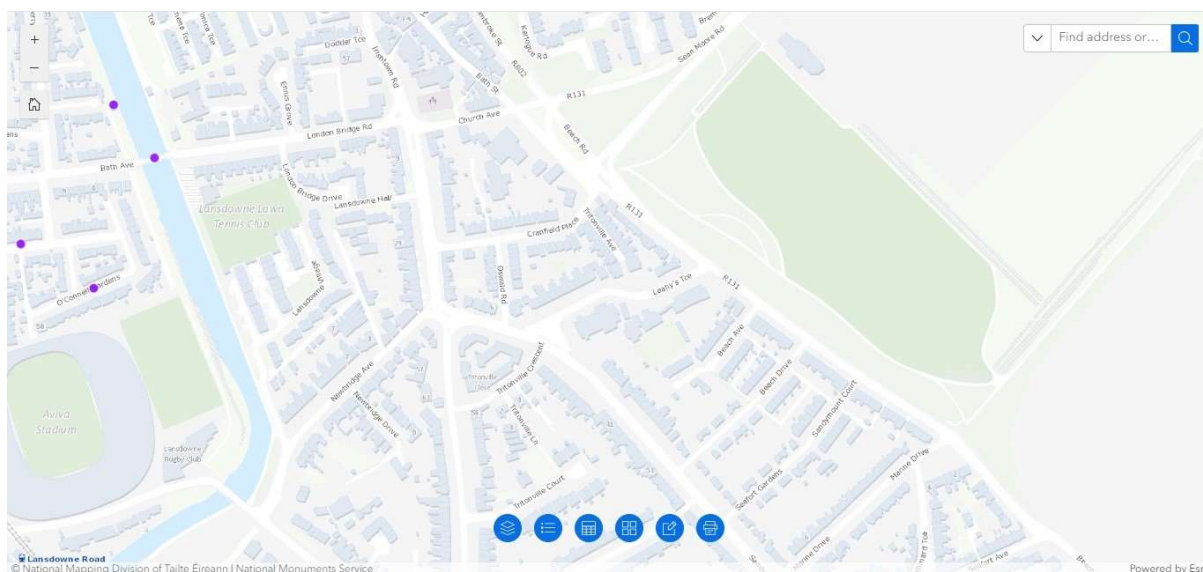
Share

Owner

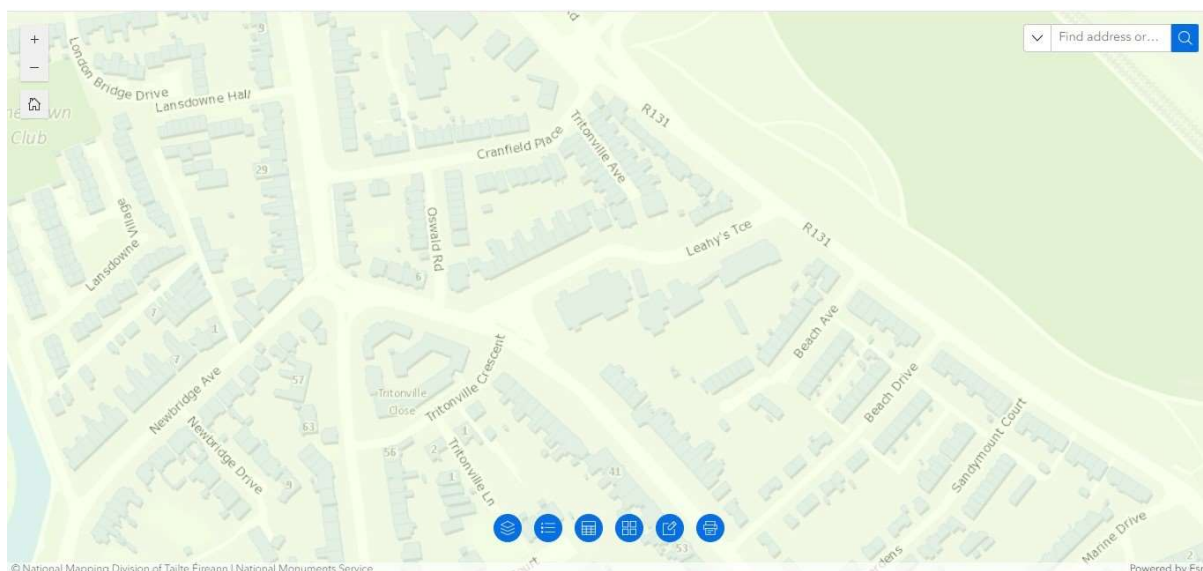
Tags

This item has no tags.

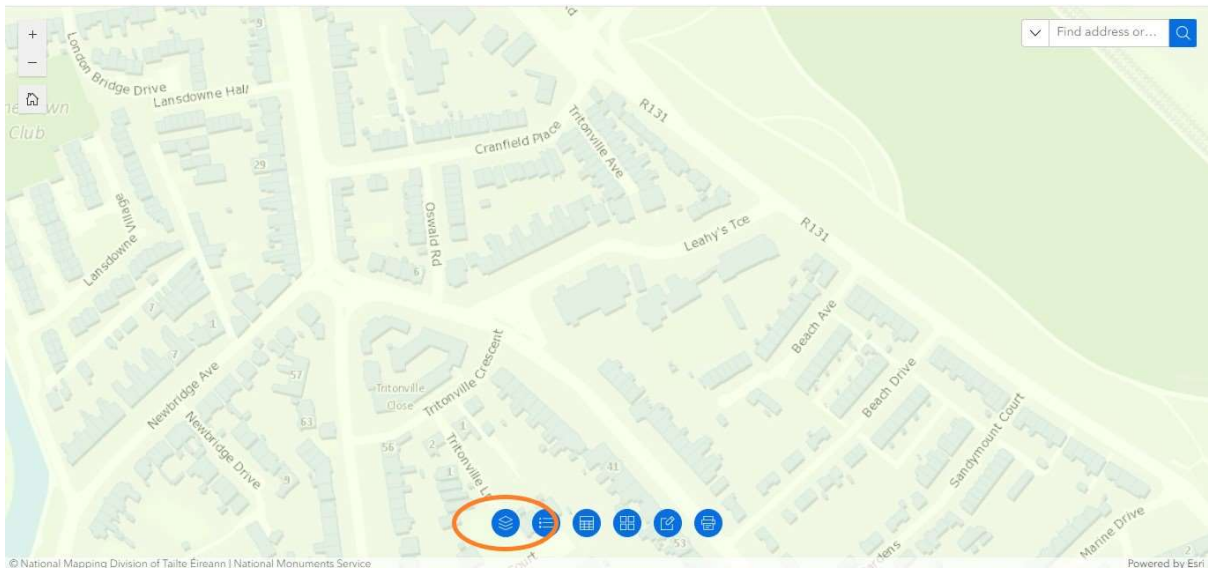
- Click on the light-blue datasheet graphic at the top of the screen to open the map.



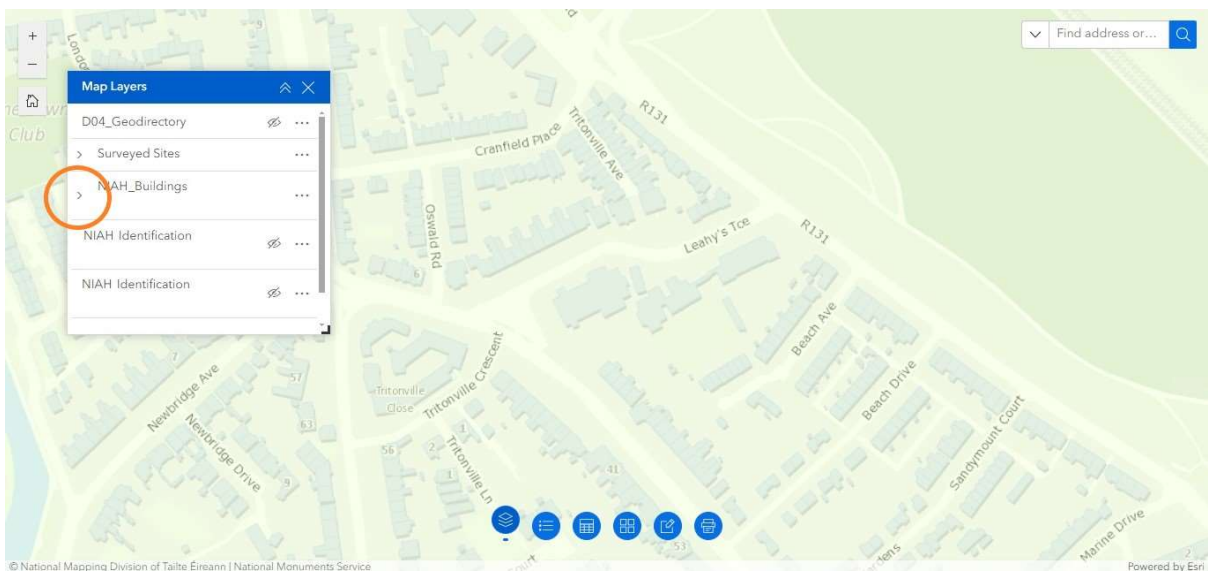
- Pan, scan and zoom as necessary.



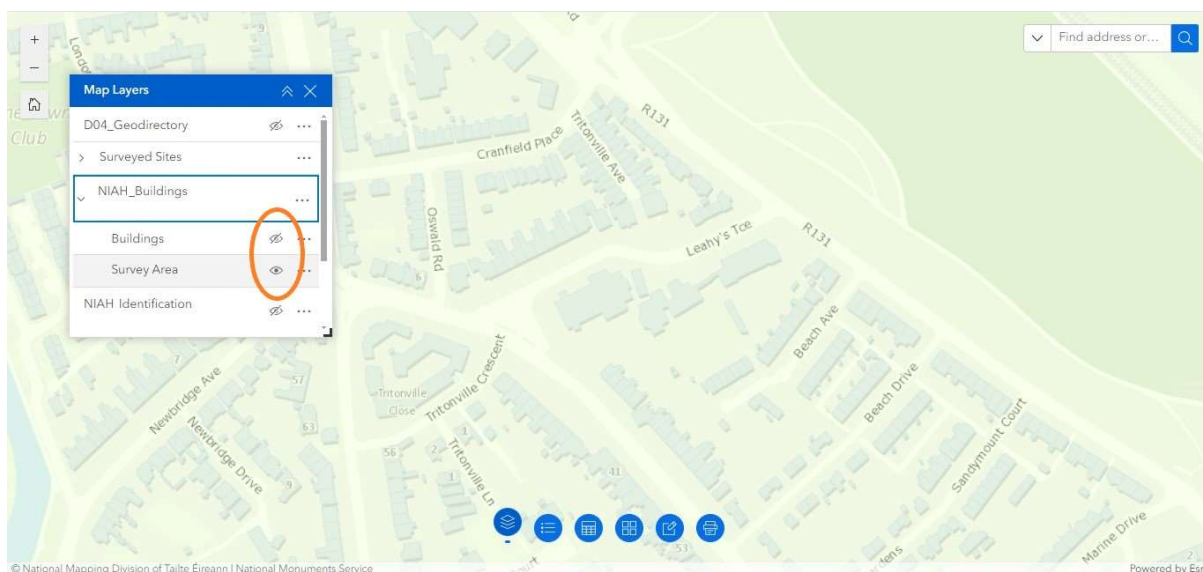
- The NIAH Building Survey Mapping Application *may* default to a colour-shaded Survey Area map without plotted points.



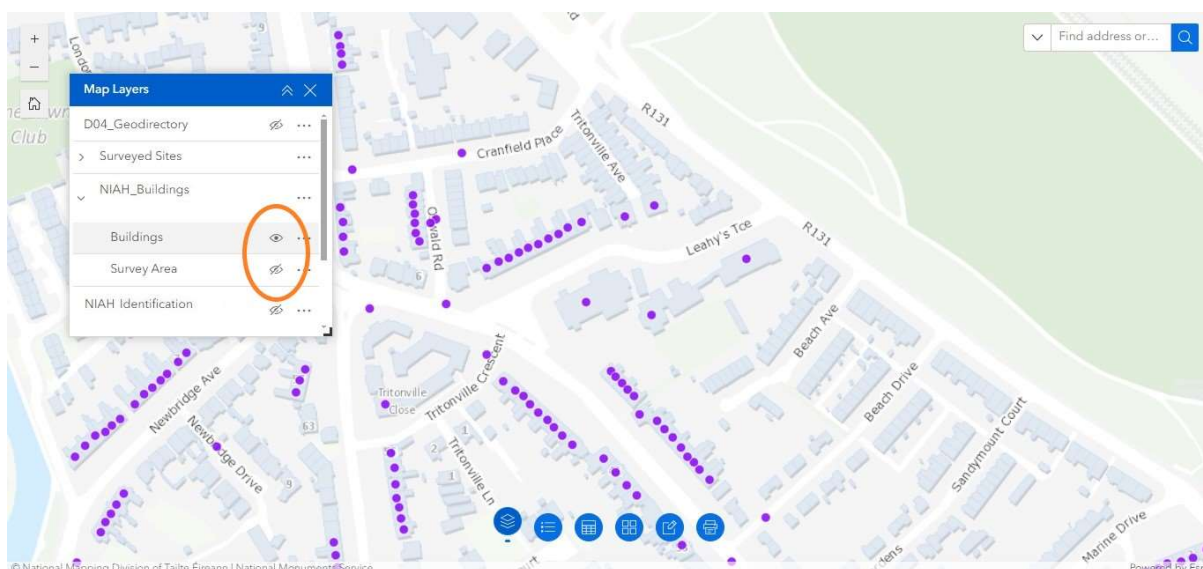
- Click on the *Map Layers* symbol [🗒️] at the bottom of the screen.



- Click on the > Symbol beside *NIAH Buildings* in the Map Layers dialogue box



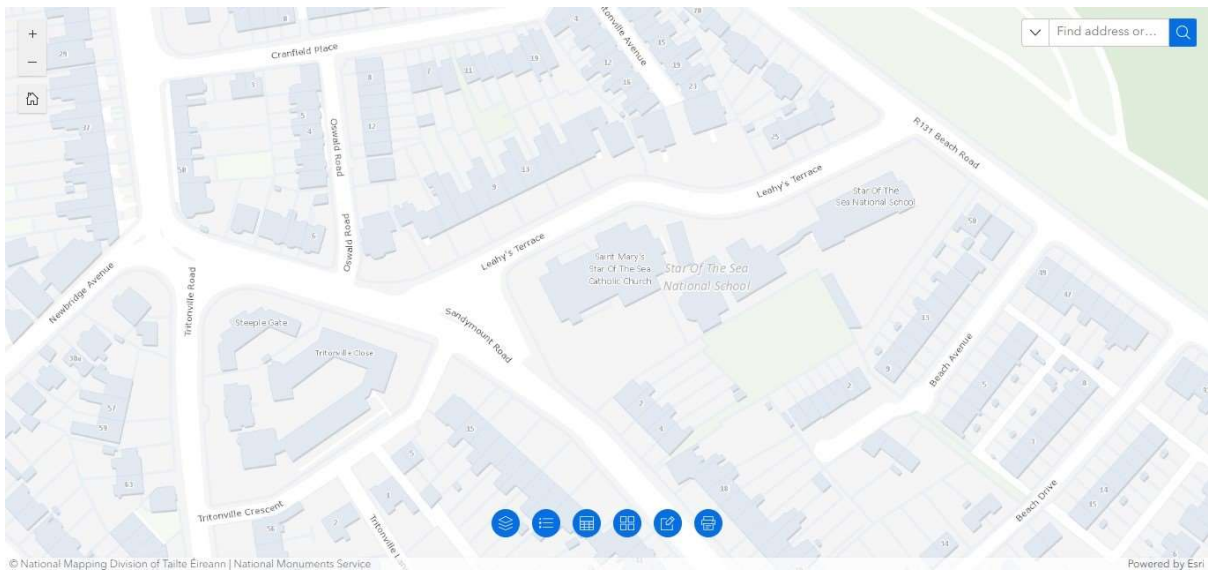
- *Buildings* will have an "eye closed" symbol [🚫] while *Survey Area* will have an "eye open" symbol [👁️].



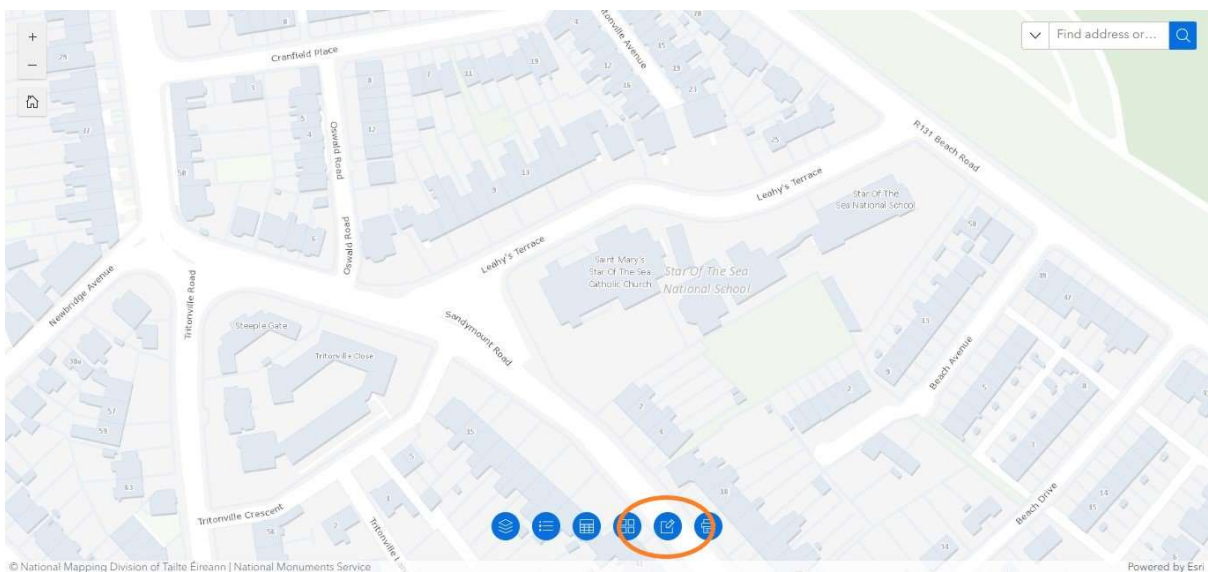
- Click on the symbol beside *Survey Area* to "close the eye". Click on the symbol beside *Buildings* to "open the eye". The plotted points should now be visible.

2. Plotting a Point on the NIAH Building Survey Mapping Application

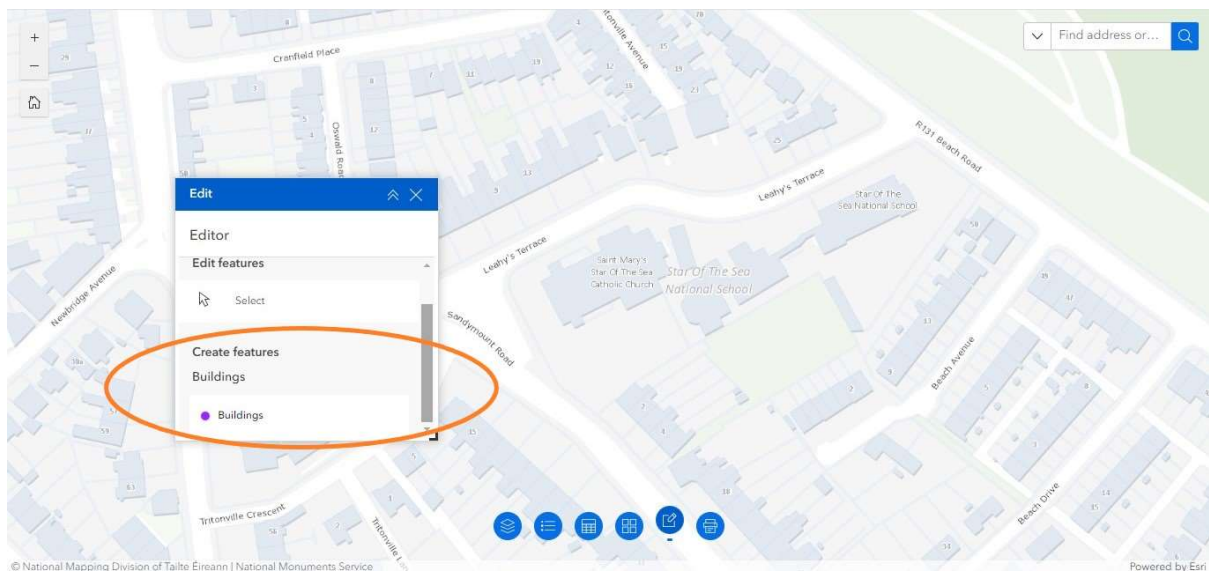
- Follow the steps in Getting Started in Section 1 to open the NIAH Building Survey Mapping Application.



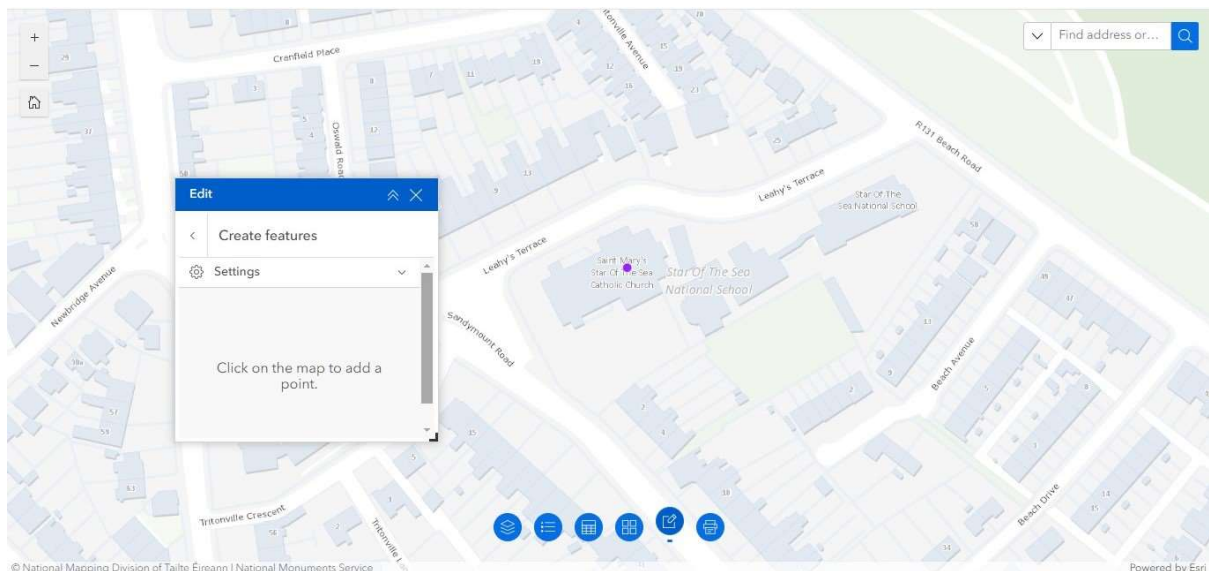
- Zoom into map where point is to be plotted.



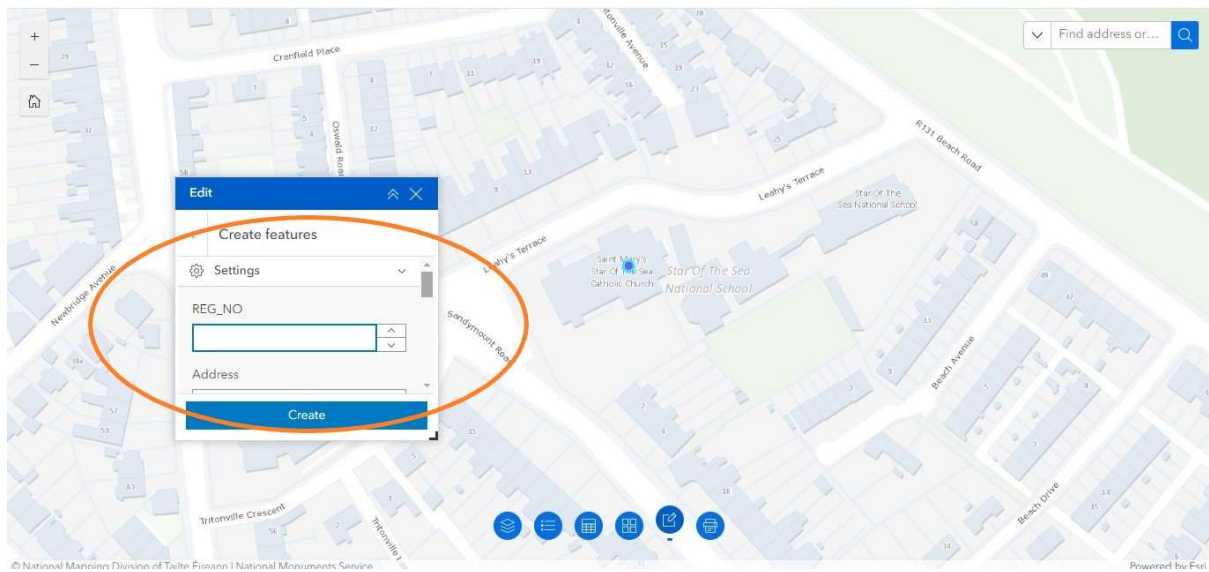
- Click on the *Edit* symbol [pencil icon] at bottom of screen to open the *Edit* dialogue box.



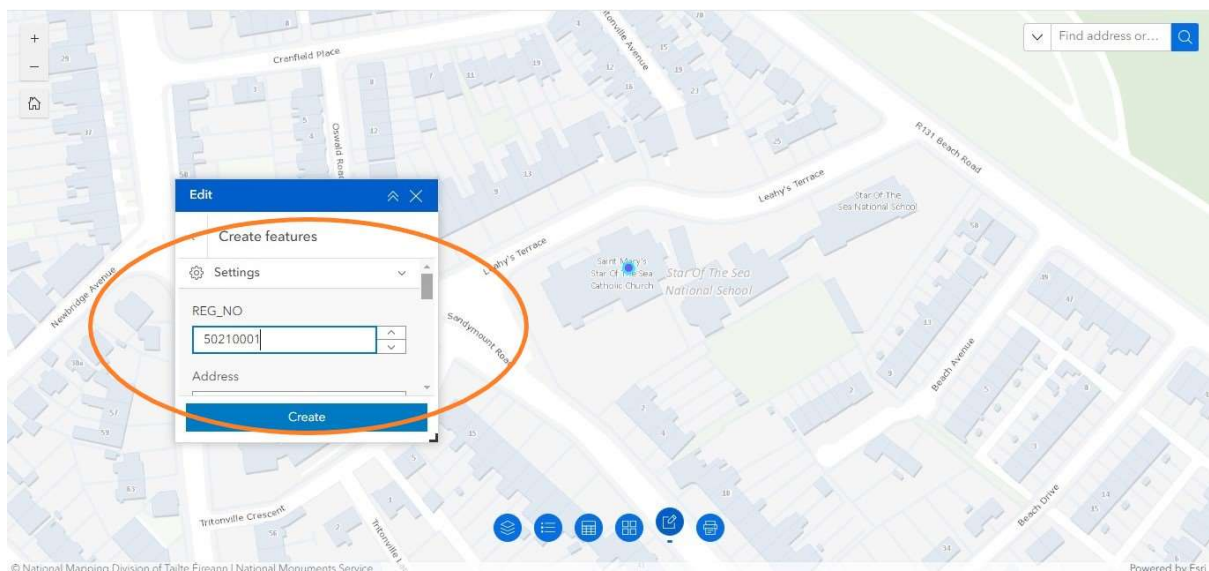
- Scroll down the *Edit* dialogue box to *Create features* and click on *Buildings* to activate point.



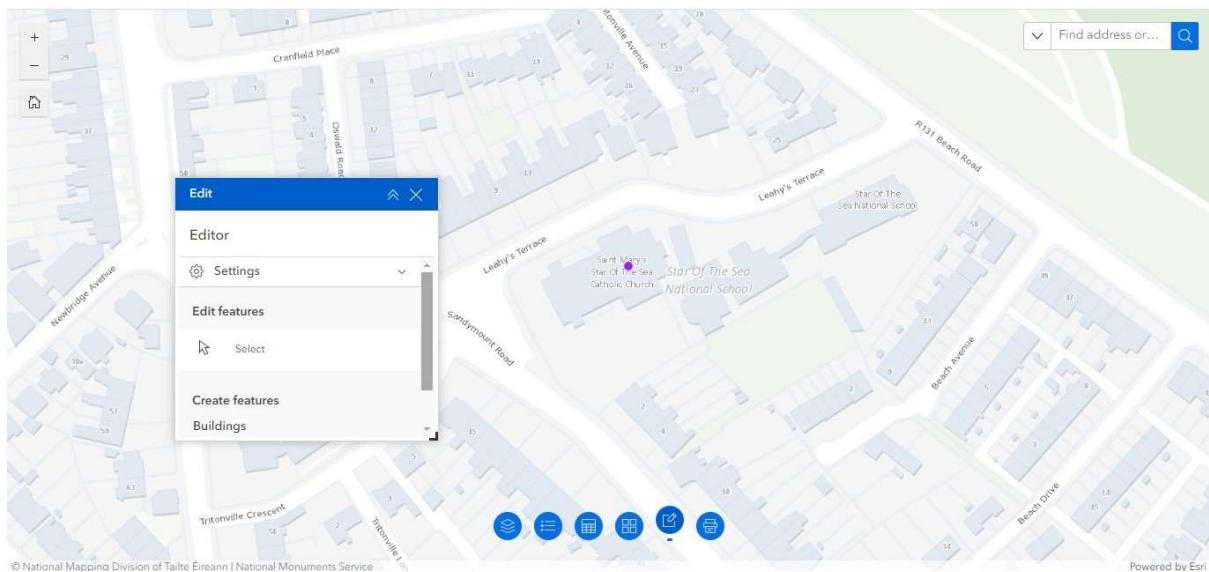
- Move point to centre of Site and click to plot.



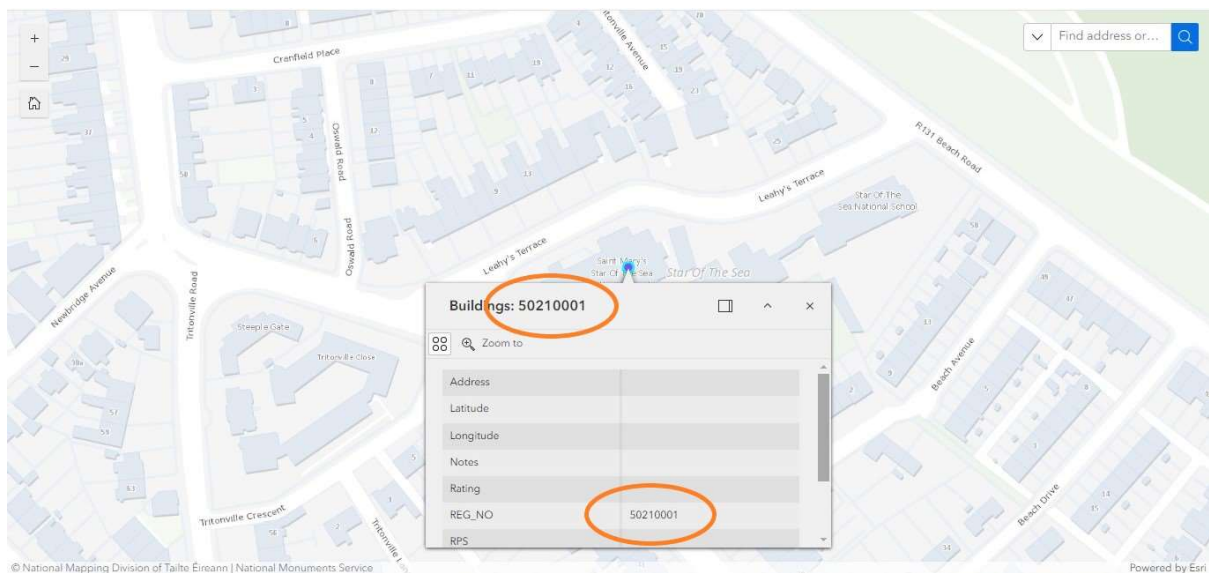
- The point will be given a blue "halo" and the *REG_NO* datafield will be activated in the *Edit* dialogue box.



- Enter the eight-digit NIAH Registration Number for the Site and click on *Create*.



- The point has now been plotted and no longer has a blue "halo".



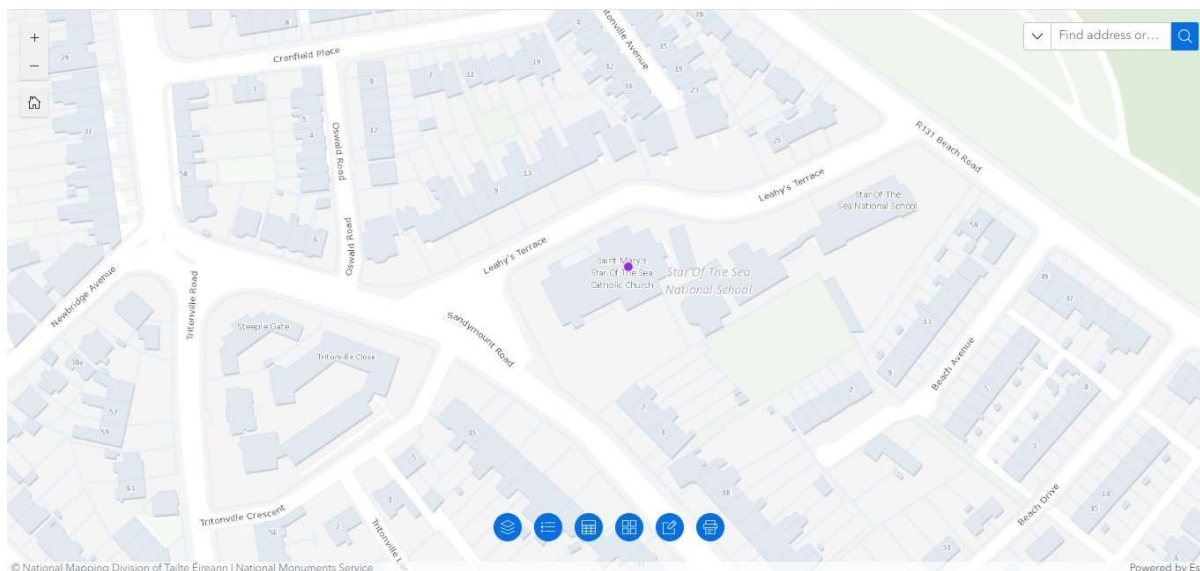
- Check edits have taken effect by clicking on point and verifying the correct Registration Number is shown in the heading and REG_NO datafield in the grey-coloured pop-up.
- Repeat these steps for each Site.

3. Editing Points in the NIAH Building Survey Mapping Application

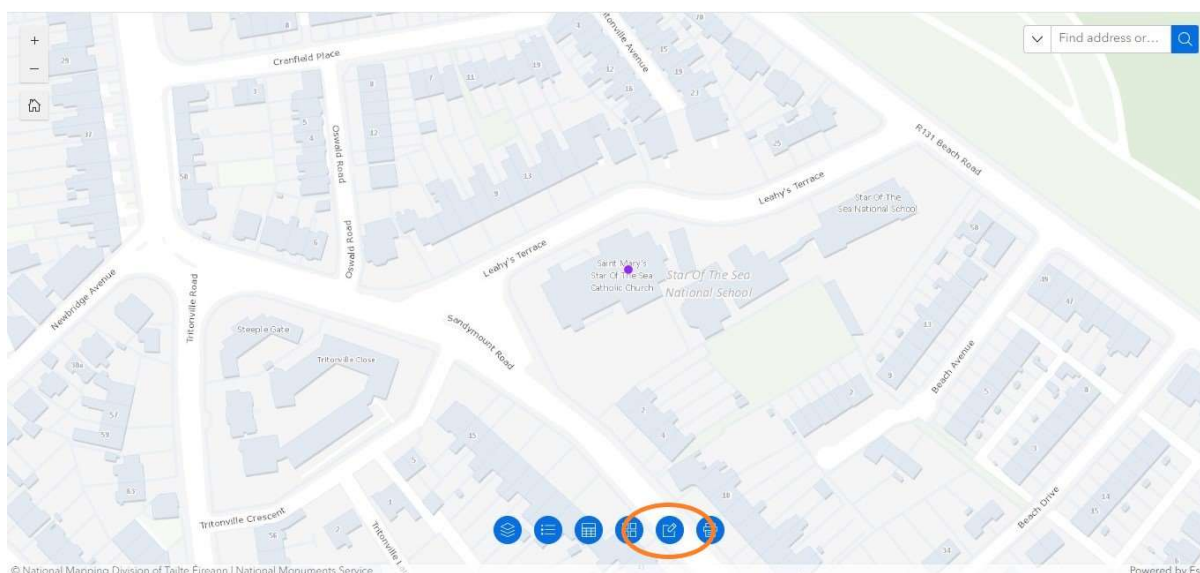
The following are the steps for editing points in the NIAH Building Survey Mapping Application. The steps cover amending the data of a point, replotting a point and deleting a point.

3.1 Edit a Point

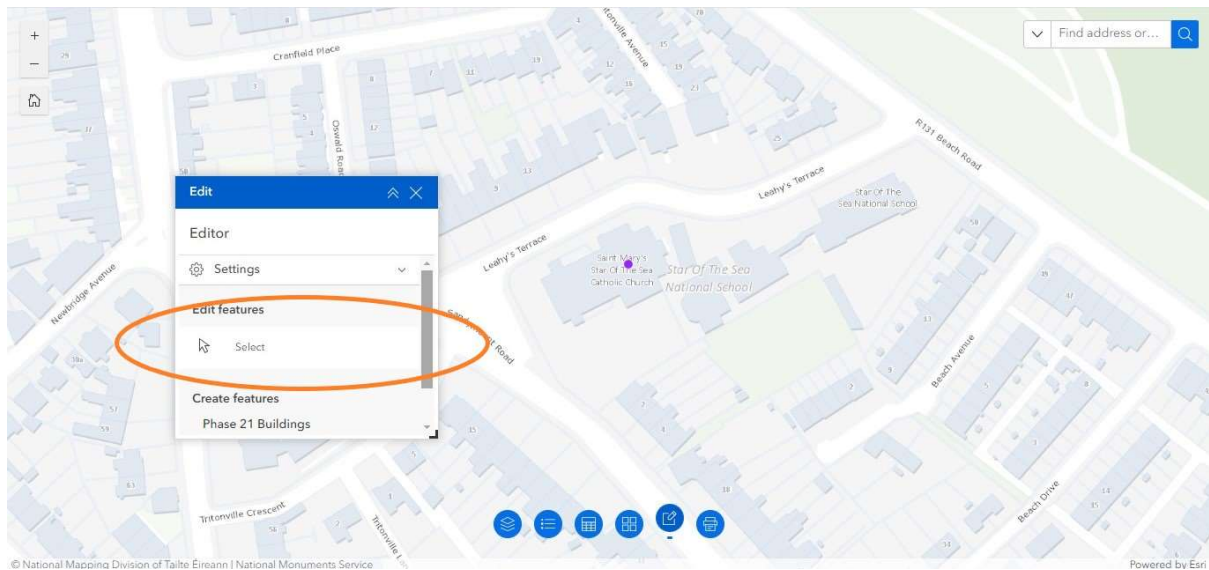
- Follow the steps in Getting Started in Section 1 to open the NIAH Building Survey Mapping Application.



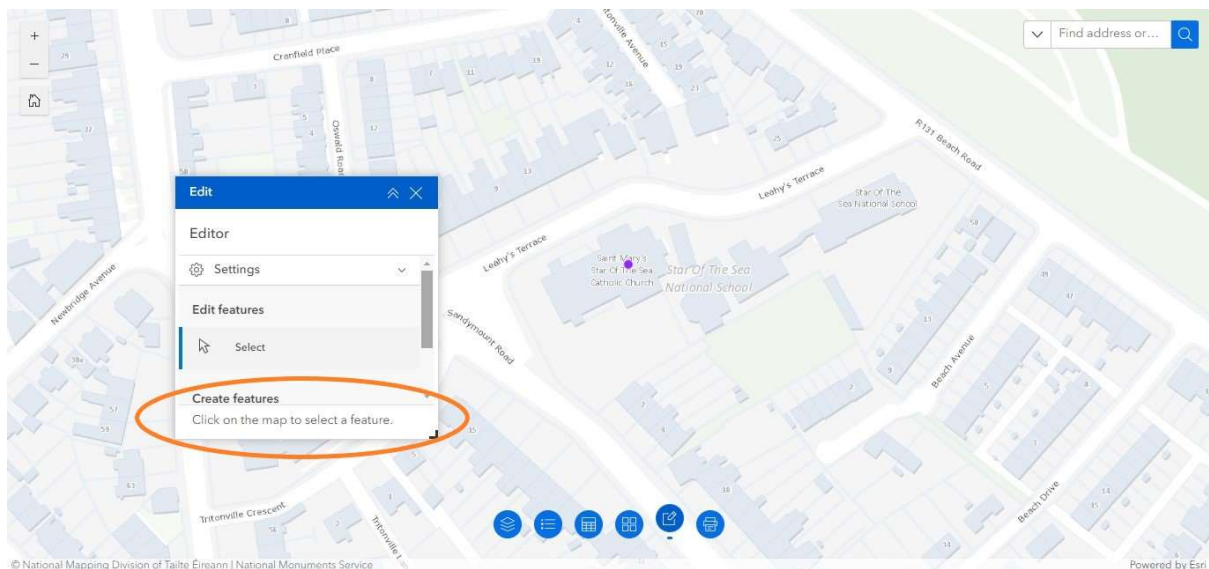
- Select the point on the map by panning and zooming as necessary.



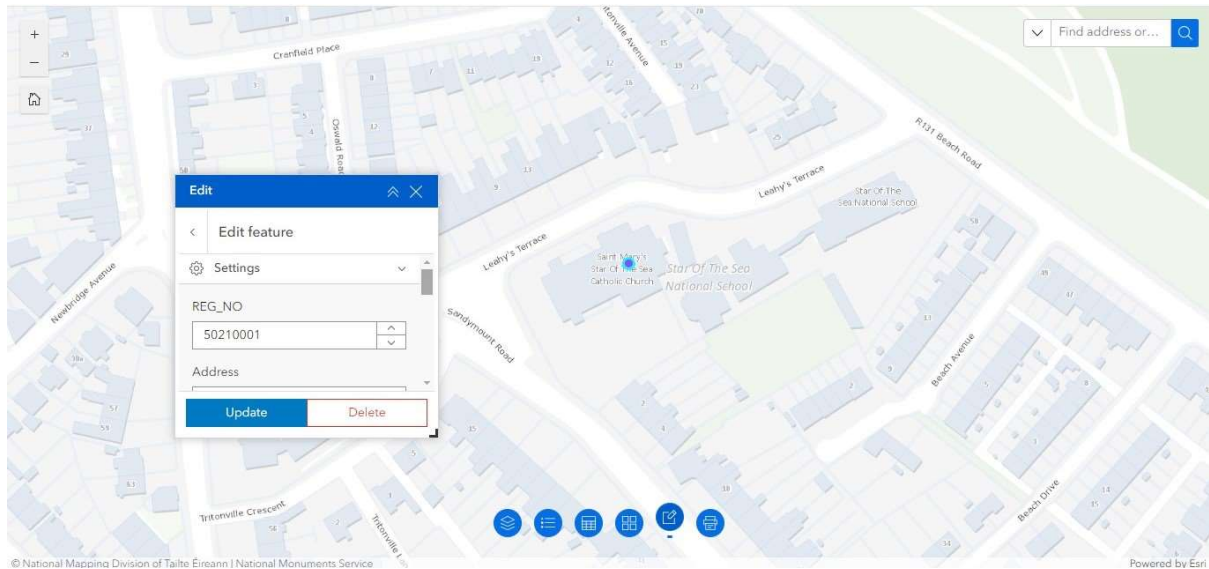
- Click on the *Edit* symbol [🖋️] at the bottom of the screen.



- Click on *Select* in the *Edit* dialogue box.

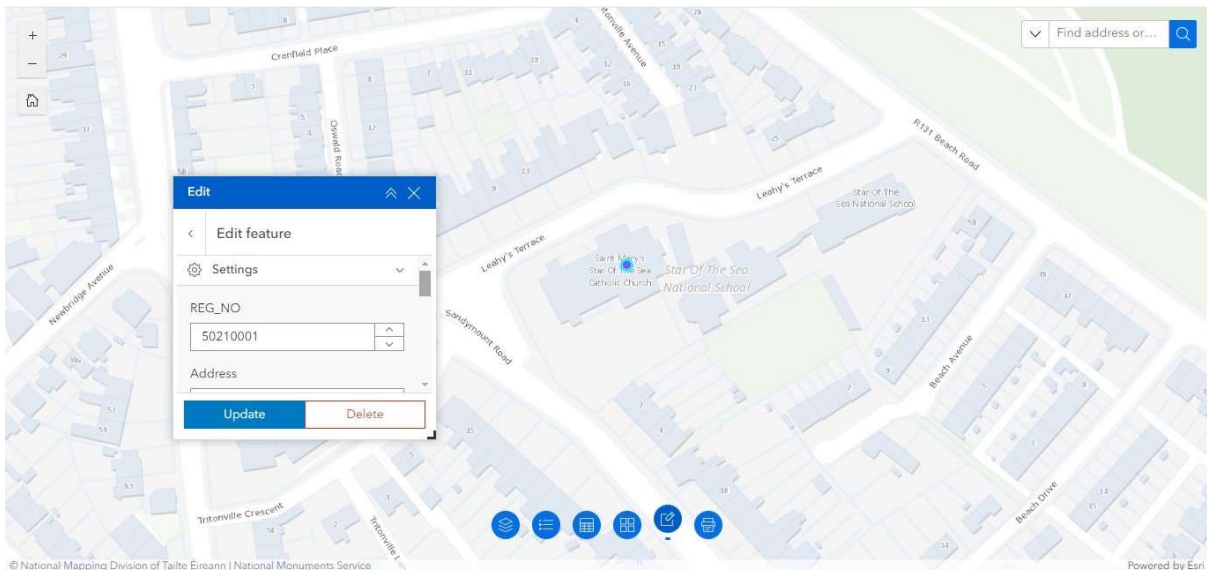


- Ensure *Click on the map to select a feature* message appears at the bottom of the *Edit* dialogue box.

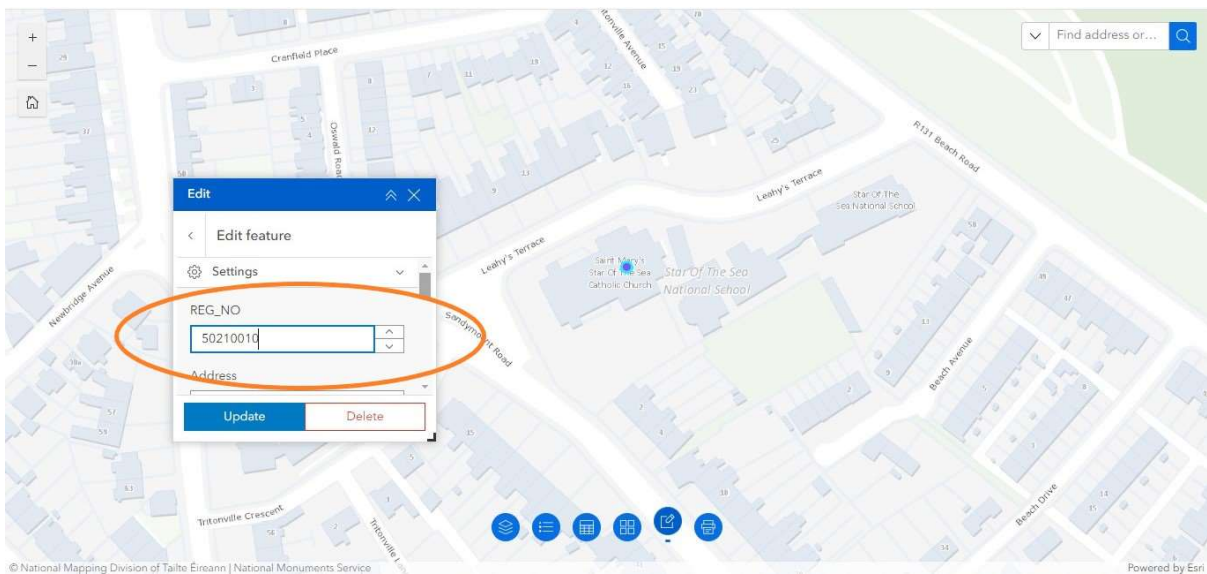


- Click on point to be edited. The point should be given a blue "halo" showing it has been activated and is ready to edit. The steps for amending the data of a point, replotting a point and deleting a point are set out below.

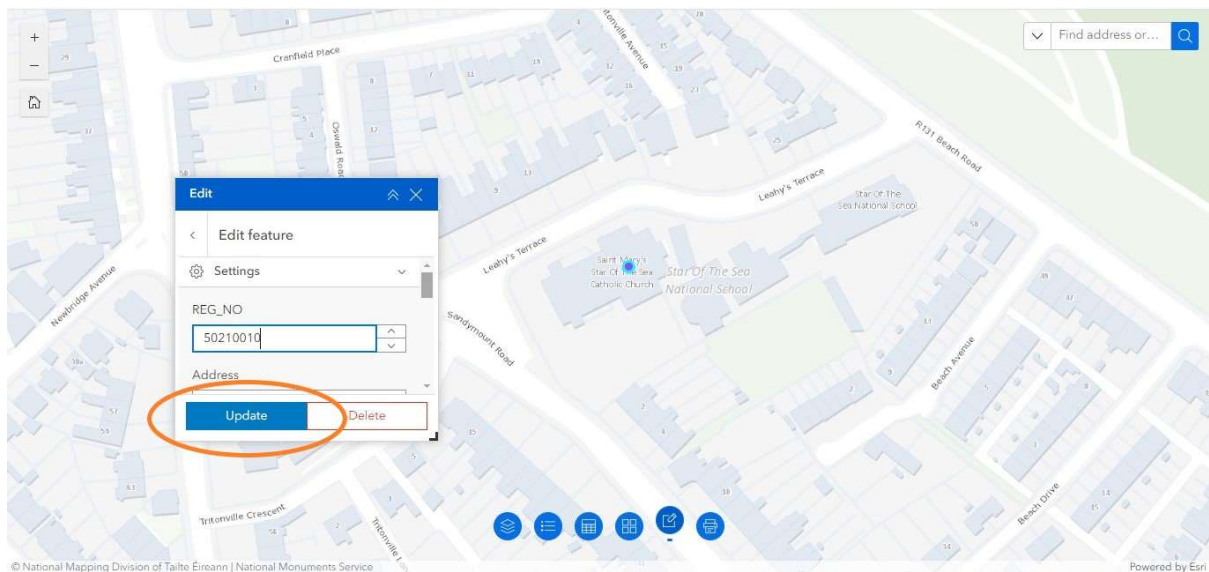
3.1.1 Amend the Data of a Point



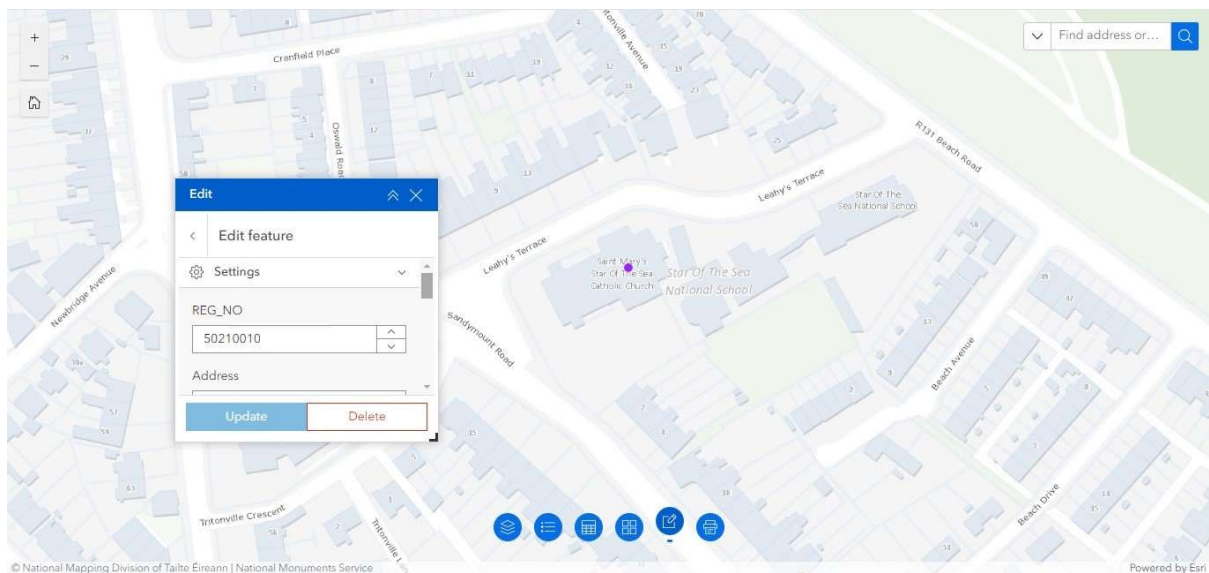
- Follow the steps in Section 3.1 above and click on point to be edited. The point should be given a blue "halo" showing it has been activated and is ready to edit. The *Reg_No* datafield will also appear in the *Edit* dialogue box.



- Enter the amended, corrected or new Registration Number in the *Edit* dialogue box.

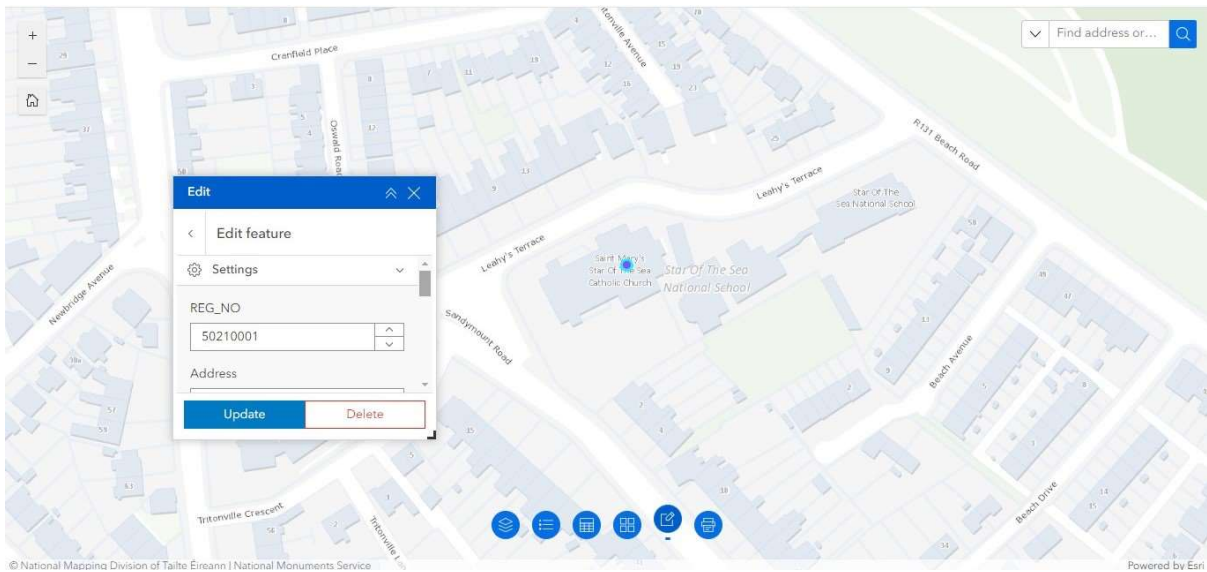


- Click on *Update* in the *Edit* dialogue box.

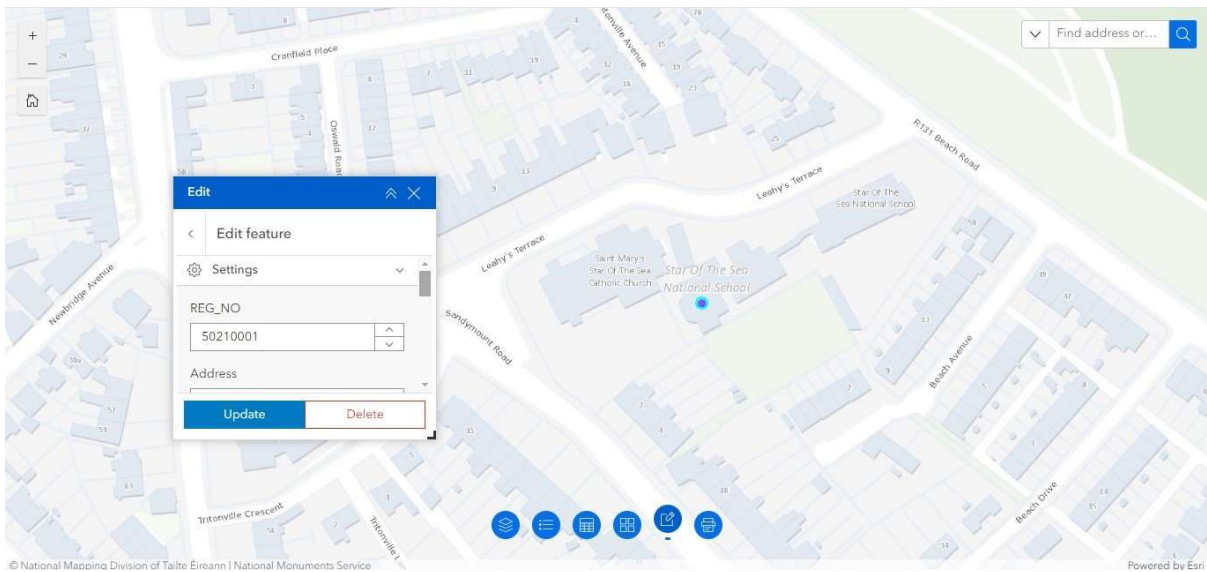


- The blue "halo" is deactivated as the data has been amended.
- Click on the *Edit* symbol [📍] at the bottom of the screen to close the *Edit* dialogue box.

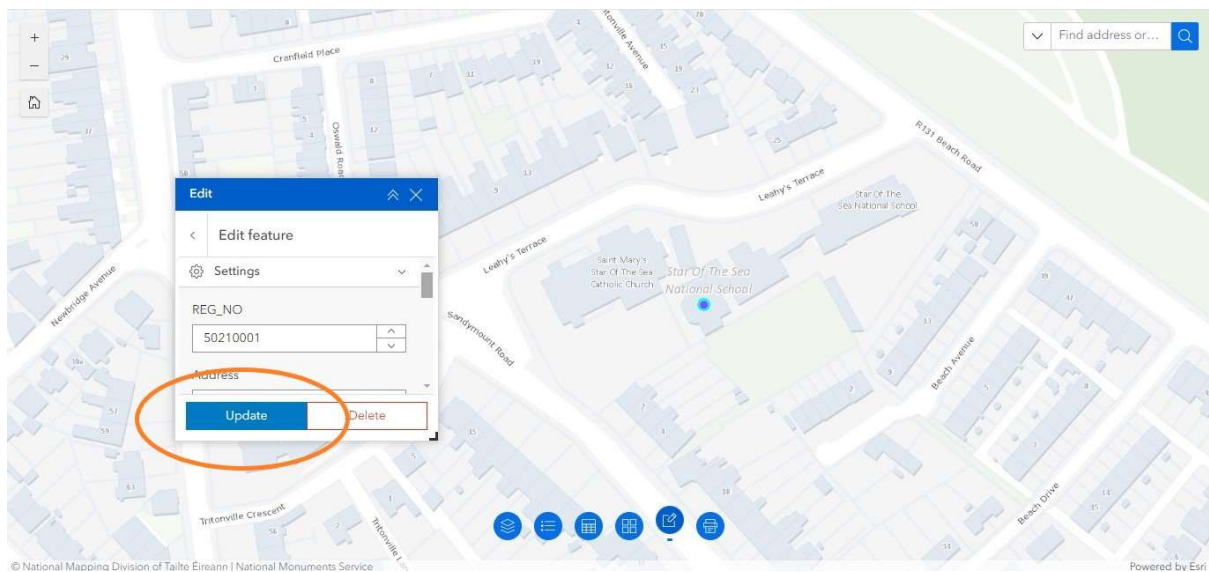
3.1.2 Replot a Point



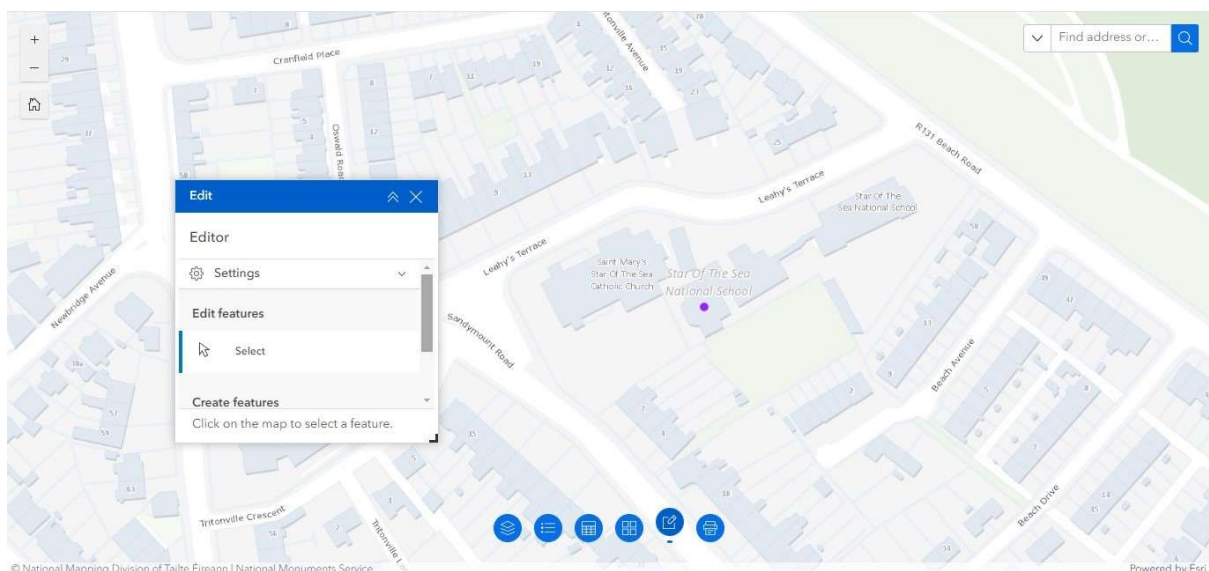
- Follow the steps in Section 3.1 above and click on point to be edited. The point should be given a blue "halo" showing it has been activated and is ready to be replotted.



- Move the point to the new location.

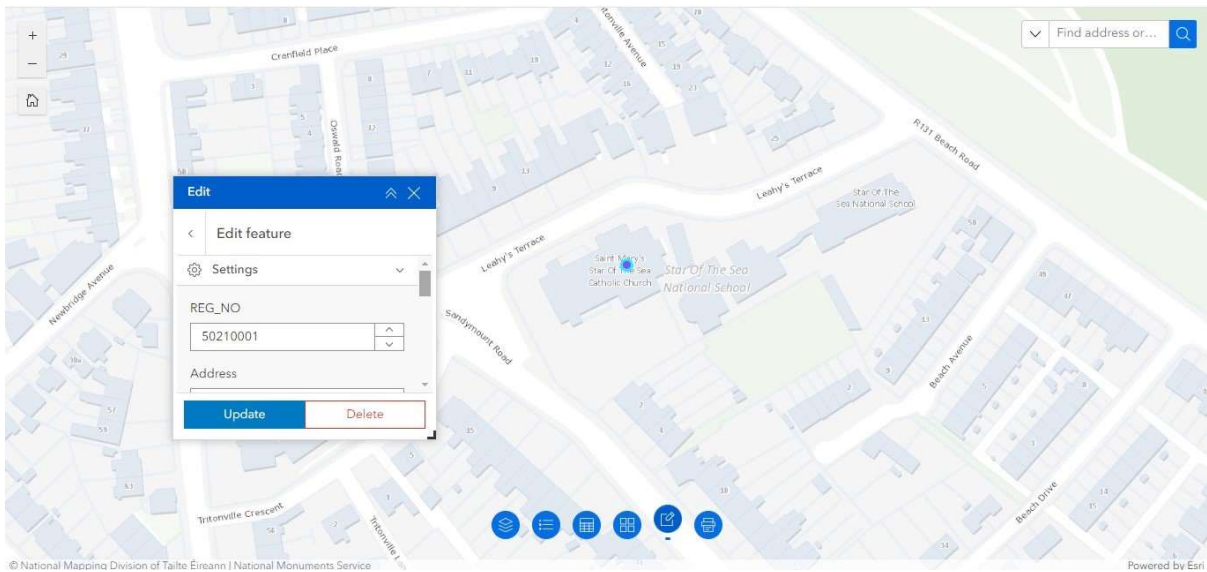


- Click on *Update* in the *Edit* dialogue box.

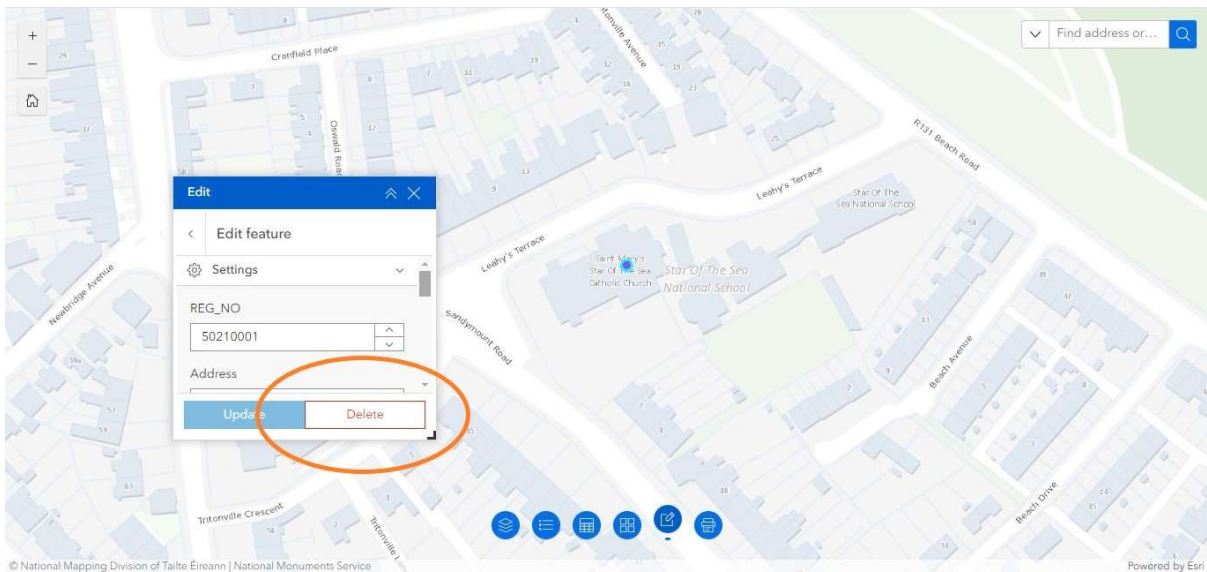


- The blue "halo" is deactivated as the point has been replotted.
- Click on the *Edit* symbol [📍] at the bottom of the screen to close the *Edit* dialogue box.

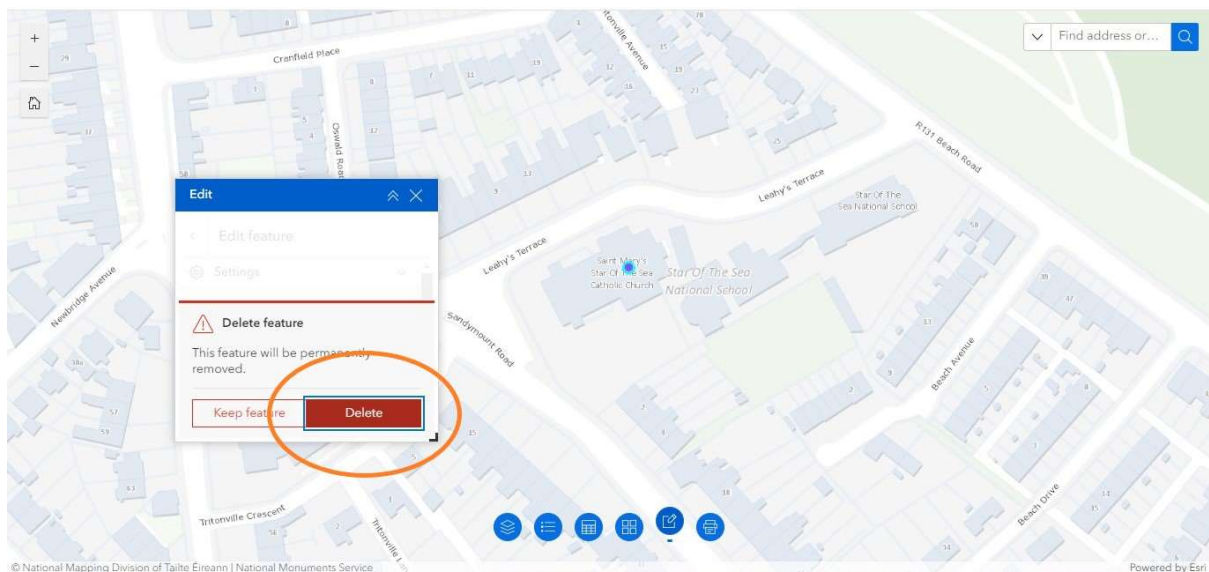
3.1.3 Delete a Point



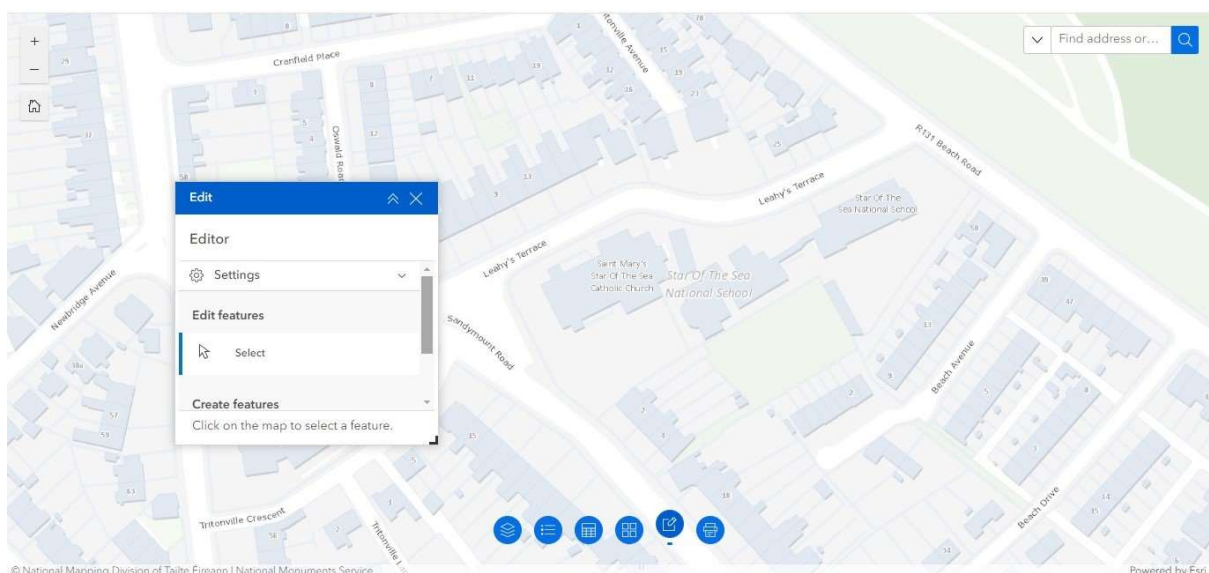
- Follow the steps in Section 3.1 above and click on point to be edited. The point should be given a blue "halo" showing it has been activated and is ready to be deleted.



- Click on the *Delete* button in the *Edit* dialogue box.



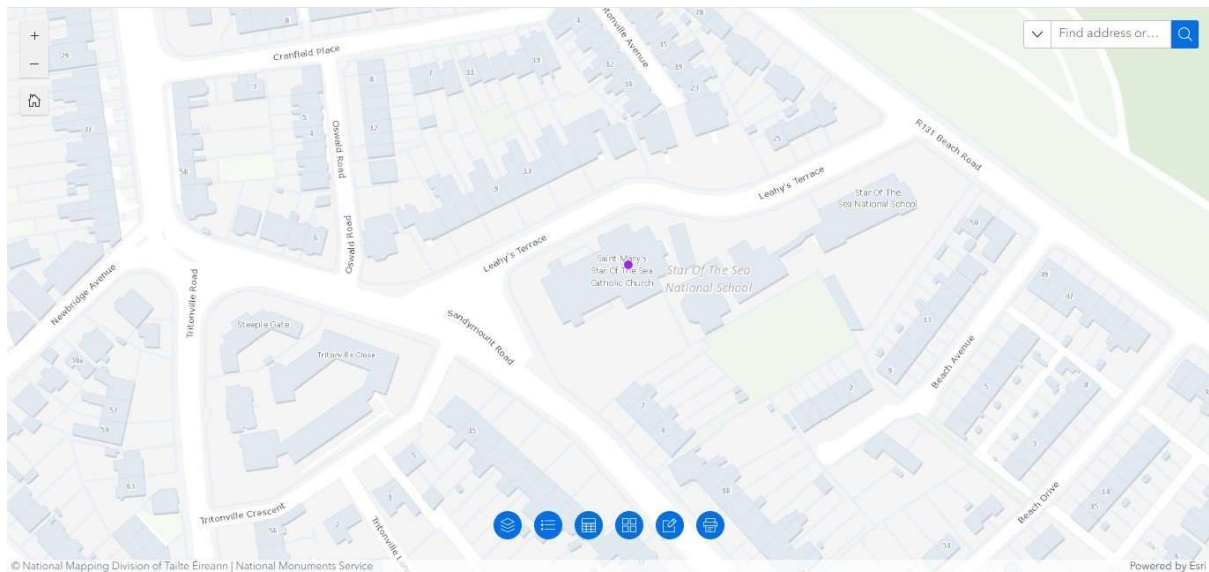
- Confirm the point is to be deleted by clicking on the red *Delete* button in the *Edit* dialogue box. **Please note that deleting a point is final. The point cannot be recovered and must be replotted if deleted in error.**



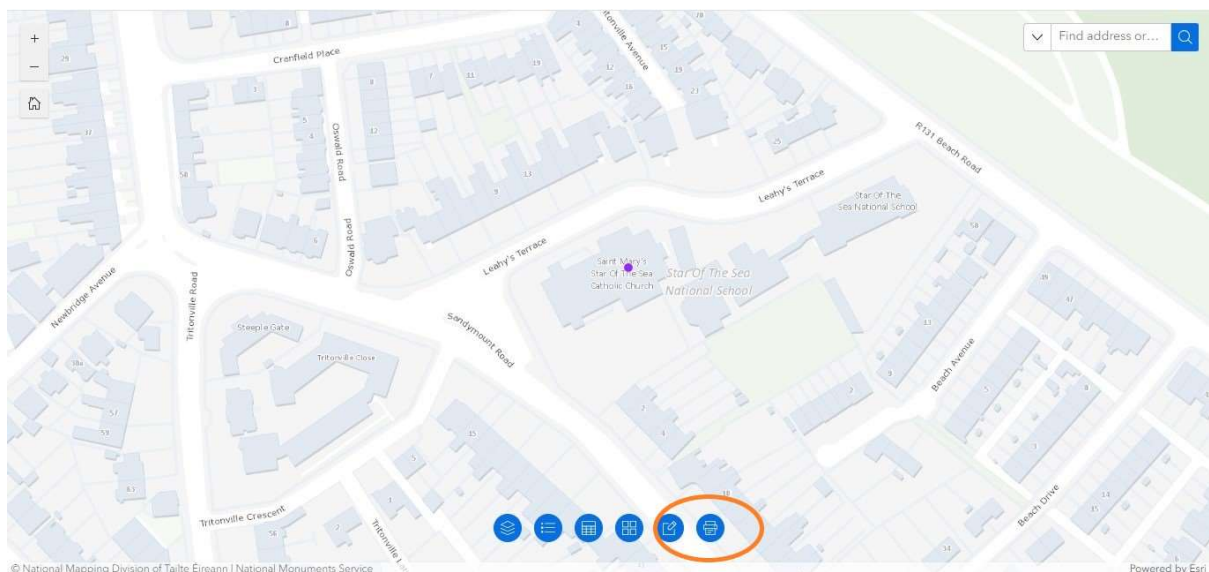
- The point has been deleted. Click on the *Edit* symbol [🔍] at the bottom of the screen to close the *Edit* dialogue box.

4. Generating and Printing Maps from the NIAH Building Survey Mapping Application

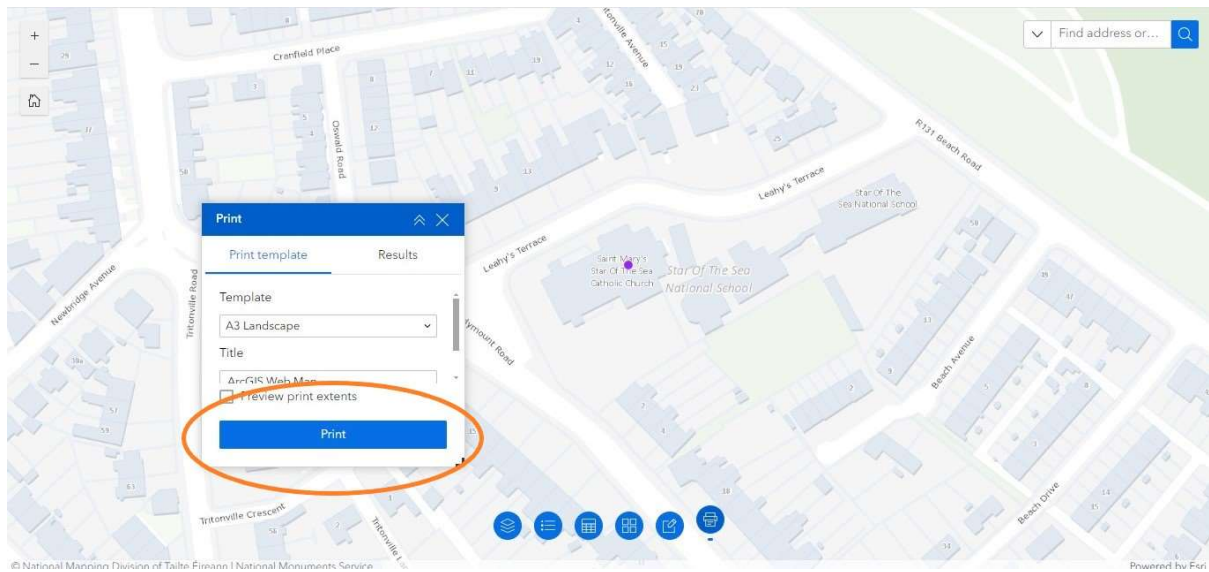
- Follow the steps in Getting Started in Section 1 to open the NIAH Building Survey Mapping Application.



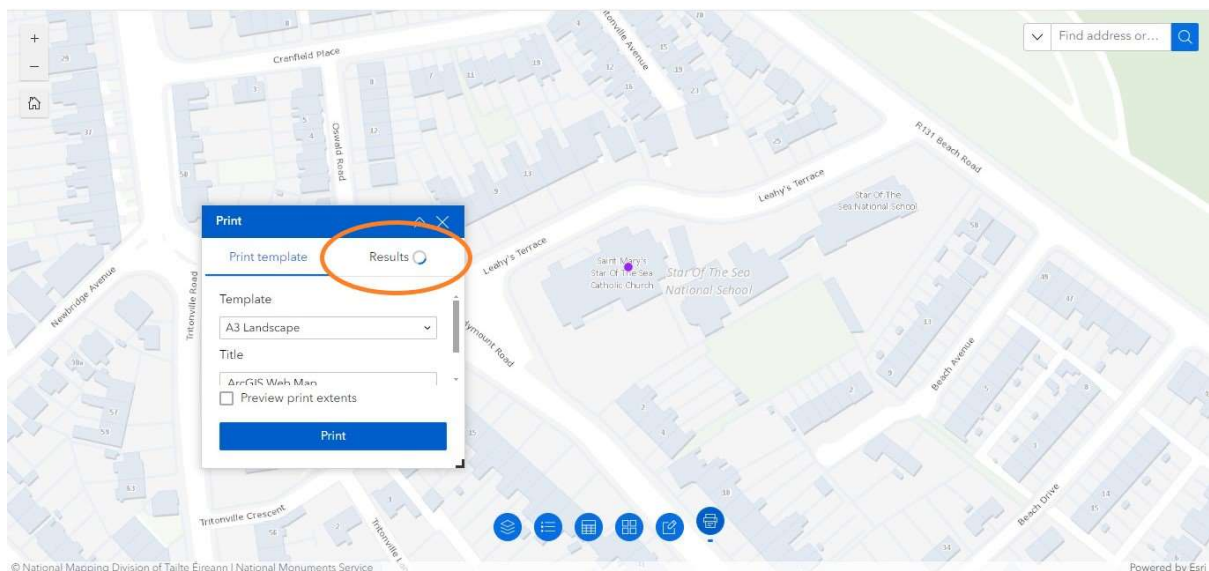
- Select the map area for printing by panning, scanning and zooming as necessary.



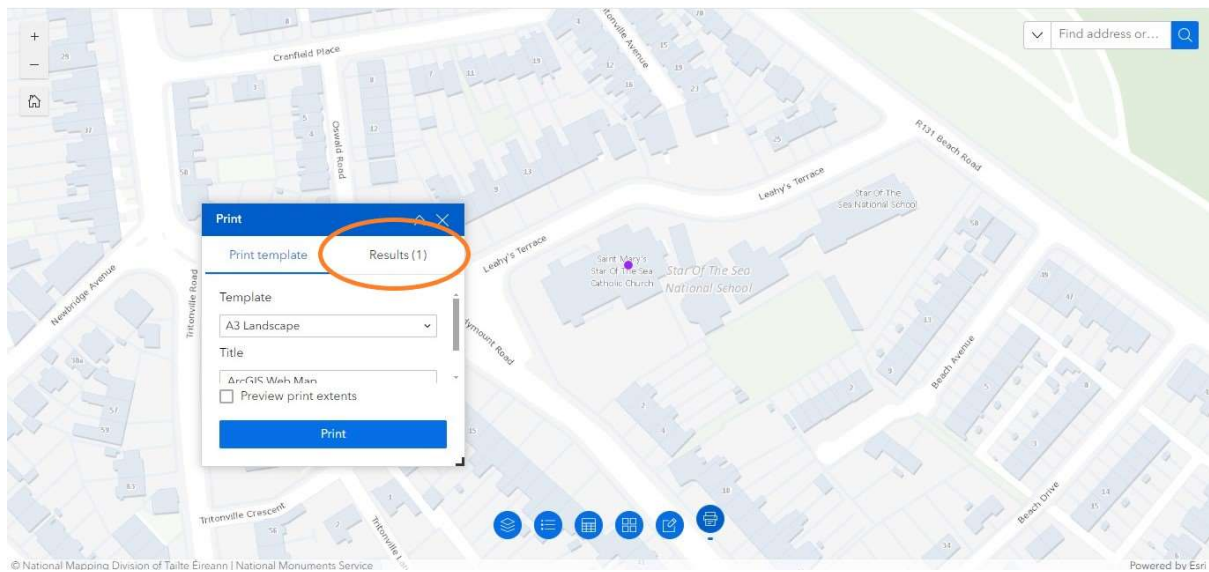
- Click on the Printer symbol [🖨️] at the bottom of the screen to open the Print dialogue box.



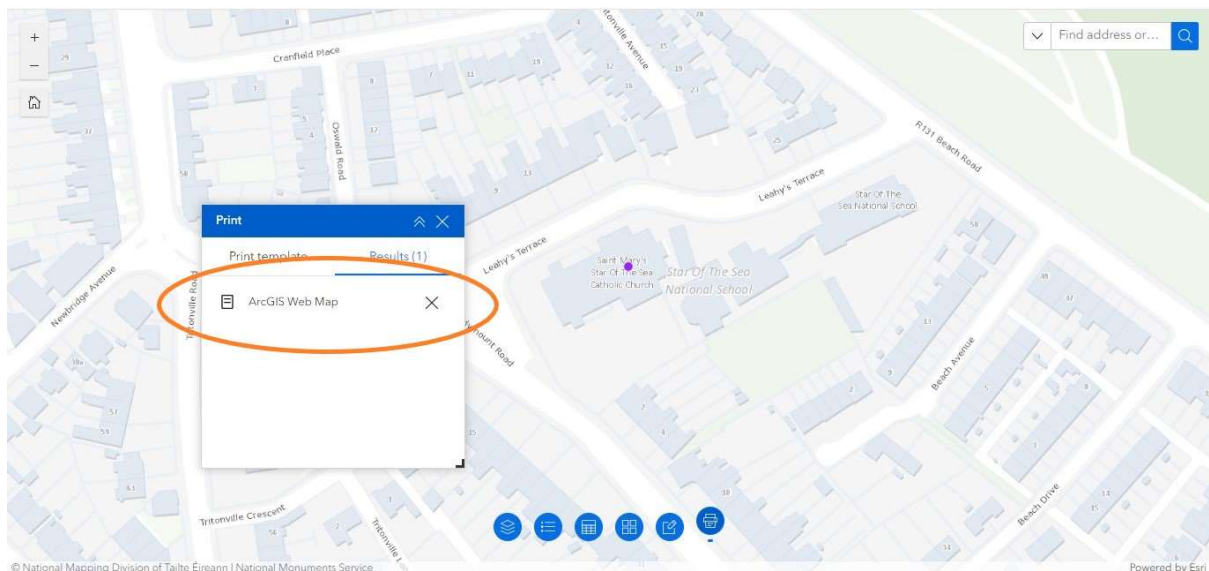
- Click on the *Print* button.



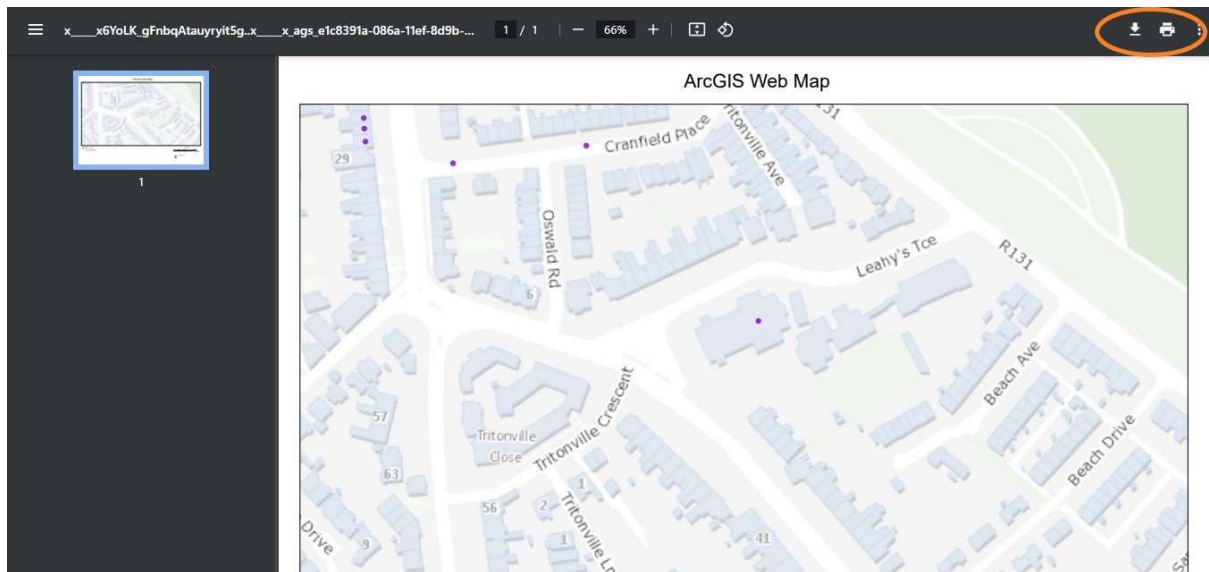
- The Print dialogue box will show *Results* with a spooling icon while the map is generating.



- The Print dialogue box will show *Results (1)* when the map has been generated. Click on *Results (1)*.



- Click on *ArcGIS Web Map* in the *Print* dialogue box.



- The map will open in a new window where it can be printed or saved as a PDF.