



# Practice Note No 3

## PROCEDURE FOR RECORDING A HERITAGE PLACE

**This Practice Note provides advice on how to complete an extant recording of a heritage place. The advice supports the Tasmanian Heritage Council's Works Guidelines, which provides guidance on seeking approval from the Heritage Council for works to a place entered in the Tasmanian Heritage Register.**

### Introduction

Where works to a heritage place involve the loss of, or alteration to, heritage fabric, the recording of that fabric before and perhaps during the works may be required by the Tasmanian Heritage Council.

This Practice Note outlines the level of recording required by the Heritage Council. The Heritage Council may request additional measures, as appropriate, for each site.

### 1 THE STUDY AREA

- 1.01 The site and features of the place are to be listed and marked on a site plan. The site plan may be a neat sketch with a scale shown.
- 1.02 The site plan should show site boundaries, the pertinent building/s, features, street, north mark, photograph angles and reference points to other sketches.

### 2 FLOOR PLANS, SECTION, ELEVATIONS

- 2.01 Provide basement, ground floor, first floor, upper floor, attic floor, roof plan/s of the building/s. These plans should be at a scale of 1:100, 50 or 20.
- 2.02 Provide sections/enlarged construction details as appropriate at a scale of 1:50, 20, 10, or 5.
- 2.03 Provide elevations, either internal or external, at a scale of 1:50, 20 or 10.
- 2.04 The scale of each drawing should be shown.

### 3 DIAGRAMS OF FEATURES, MACHINERY, DETAILS

- 3.01 Provide diagrams of features, machinery or details not included above, at a scale of 1:50, 20, 10, or 5. The form of features etc should be illustrated rather than represented symbolically.
- 3.02 The scale of each drawing should be shown.

### 4 WRITTEN DESCRIPTIONS

- 4.01 Where appropriate provide written descriptions of buildings and features including details of fabric and material; evidence of construction sequences; brickwork bonds, surface treatments, etc.

### 5 PHOTOGRAPHS

- 5.01 Photograph relevant areas which illustrate the general form of the

buildings/features or illustrate the particular structural details or building patterns.

5.02 Digital photography is preferred.

5.03 Photographs are to be suitably annotated.

## **6 FORMAT OF RECORDING**

6.01 The recording should be formatted to fit A4 paper or folded A3.

6.02 The documents shall be bound and have the address, title and author on the front page.

6.03 Two copies are to be provided to the Tasmanian Heritage Council. One will be forwarded to the Archives Office of Tasmania for permanent retention.

6.04 The document shall be approved by the Heritage Council before works commence.

## **7 EXISTING DOCUMENTATION**

7.01 If accurate drawings/records exist of the subject area then they may be forwarded in place of (or as well as) new drawings/records.

### **For further information contact**

#### **TASMANIAN HERITAGE COUNCIL**

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