

Northern Ireland Environment Agency Defence Heritage Project (DHP) Site Recording Form



Please complete the following sections as accurately as you can in black ink or electronically. Bold sections are mandatory. Use this form with the *Defence Heritage Project Manual* and *Thesaurus* links.

1. LOCATION

Irish Grid Reference (IGR) e.g. J4576 8336		Irish Grid Reference location point
Irish Grid Reference source GPS <input type="checkbox"/> Online tool/mobile app <input type="checkbox"/> url: _____ Map <input type="checkbox"/> Scale and date 1:_____		
Official name of the site		
Alternative names		
Related sites (with IGR if known)		
Location notes/directions		
County	Parish/Townland	Postcode
NISMR/DHP No.		Designation None Scheduled Monument Listed building

2. SITE OBSERVATIONS

Type of site (see <i>Thesaurus</i>) e.g. Pill box/airfield Unknown <input type="checkbox"/>	Date/s of construction (YYYY) Source for date/s	Dates for use YYYY–YYYY)
Site description and features e.g. location, orientation, dimensions, shapes, features, functions, phasing, roofing		
Construction materials (see <i>Building Materials Thesaurus</i>) e.g. concrete/brick/corrugated iron		
Overall condition Good Fair Poor Very poor Uncertain		Converted <input type="checkbox"/> Restored <input type="checkbox"/>
Threat type e.g. tree growth/ploughing/erosion/military activity/building work:	Threat significance High Moderate Low Negligible	Threat timescale Active Short-term Long-term Negligible

Please use continuation sheets where more space is required

SECTION 2: Site description sketch or plan

3. ATTACHMENTS AND ASSOCIATED INFORMATION

File names and captions for your digital site photos e.g. sitename_direction_feature_date_001	
Photo 1	
Photo 2	
Photo 3	
Photo 4	
Photo 5	
Attached plans Field sketch <input type="checkbox"/> Dimensioned sketch <input type="checkbox"/> Measured plan <input type="checkbox"/> scale:	
Associated plans, maps, documents, book extracts or other written material	
Associated historic photos/illustrations	
Associated verbal transcripts/local knowledge	
Information attached to this sheet by recorder <i>See Completing your Site Recording Form for file naming guidance</i>	No. of attached sheets

4. ASSOCIATED PEOPLE

Family name	Forename	Date of birth (DDMMYYYY)	Date of death (if known) (DDMMYYYY)
Association e.g. service, job or event	Date/s of association (DDMMYYYY)	Links with other sites	Other info

5. RECORDING

Name of recorder	Email	Tel:	Date of site recording/s
Name of volunteer group		Title of project	
I understand and agree that the information given on this form and any associated materials supplied, including photographs, may be entered into the Northern Ireland Monuments and Buildings Record, published and used by third parties under license.			
Signature of site recorder		Date	
Your recording data will be published anonymously unless you indicate here that you would like to include your project name and group: Yes please publish our details <input type="checkbox"/> No please do not publish our details <input type="checkbox"/>			

SECTION 2: Site description sketch or plan

Official site name and number:

Name of volunteer group:

--	--

Continuation sheet: site name and number

	1	2	3	4	5	6	7	8
Sections	One Bay 	Two Storeys 	Two Bays 	Multiple Storey 	Stair Tower 	Toilet Tower 	Water Tank 	Mixed
Roof Type	Flat 	Hipped 	Gabled 	Gabled 	Half Hipped 	Gambrel 	Northlight 	Single Pitch
Roof Material	Asbestos Tile 	Thin Slate 	Thick Slate 	Plain Tile 	Pantile 	Stone Flag 	Roof Light 	Corrugated
Truss Type	Brick 	King Post 	Queen Post 	Strutted 	Glazed Northlight 	Right Angle 	Fink 	Belfast
Windows	Lancet 	Transomed 	Mullioned 	Square 	Elongated 	Tall 	Multiple 	Revival
Doorways	Square Head 	Double 	Heavy Wood Frame 	Semi-circular Arch 	Pedimented 	Sliding 	Concertina 	
Walling	Stone 	Brick English Bond 	Brick Flemish Bond 	Brick Garden Wall Bond 	Brick Stretcher Bond 	Concrete Blocks 	Corrugated 	Weatherboard
Plan	Single Unit 	Double Unit 	Aisled 	L-Shaped 	U-Shaped 	Courtyard 	Multiple Entry Courtyard 	Irregular
Fittings/Power	Columns 	Crane Runway 	Hoist 	Wooden Floor 	Water Power 	Steam Engine 	Electricity 	Animal or Hand Power

Source:-CBA, Physical
Legacy of the Home Front
1914-18

Submitting

Paper forms send to:

NIEA: - Historic Monuments Unit
Waterman House
5-33 Hill Street
Belfast, BT1 2LA

Electronic forms email to:

hmenquiries@doeni.gov.uk

Project Partners

