

APPENDICES TO STANDARD AND GUIDANCE

APPENDIX 1

Glossary

Appraisal

a rapid reconnaissance of site and records to identify (within the planning framework) whether a development proposal has a potential archaeological dimension requiring further clarification (ACAO 1993, 4)

or

a rapid reconnaissance of site and records to identify whether a particular project or study area has potential for further academically-oriented research involving non-intrusive or intrusive methods.

Archive (Finds)

the finds archive is composed of the material archive (all recovered and retained archaeological material), the documentary archive (all documentation relating to finds work, including catalogues, computer records, photographic negatives, transparencies, prints, radiographs, conservation records and correspondence) and an index. The finds archive forms part of the complete project archive.

Assessment

see desk-based assessment and post excavation assessment.

Brief/project outline

an outline framework of the archaeological circumstances which have to be addressed, together with an indication of the scope of works that will be required. In Scotland the brief may be referred to as a project outline (see Historic Scotland 1996a, 2).

Client

the individual or organisation commissioning and funding the project.

Costed assessments

in Scotland, these provide the basis for at least provisional agreement and further contracts on the resources to be provided for further fieldwork or for post-excavation work.

Curator

a person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty, including for example County, District or Council archaeological officers, and the national bodies, English Heritage, Historic Scotland, Cadw (Wales), Department of Environment, Northern Ireland and Manx Heritage.

Data standard

a specification of the content or organisation of recorded

information used to promote retrieval of information, to assist in the specification of information gathering, and to enable the sharing of information between projects. Data standards may cover the content of the recorded information, or the indexing terminology to be used in the records, or both.

Data structure report

this report is required in Scotland and there is no precise equivalent elsewhere in the United Kingdom or Isle of Man. It consists of a narrative account of field interpretations and questions which may be answered by post-excavation analysis, supported by full lists of contexts, finds, samples and records (including plans, photographs and slides) (see Historic Scotland 1996a).

Desk-based assessment

an assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource. (see also IFA *Standard and guidance for archaeological desk-based assessments*).

Environmental Impact Assessment (EIA)

a systematic analysis of the potential effects of a project on all aspects of the environment including cultural heritage, in order to inform the deciding agency involved in the decision-making process. In addition this acquaints bodies with relevant environmental responsibilities and gives them the opportunity to comment before consent is given. EIA applies to projects having significant environmental effects as set out in Directive 85/337/EEC and as implemented in the United Kingdom and Isle of Man, which came into effect in July 1988.

Evaluation

a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate (see also IFA *Standard and guidance for archaeological field evaluations*).

Fieldwork (Finds)

fieldwork is the stage in the process of finds work which produces the finds assemblage; this can include the re-evaluation of old collections. Intrusive fieldwork is the process of removing finds from their context of deposition in antiquity; this includes excavation, field survey such as field-walking and discovery by members of the public.

Finds

the term 'finds' is taken to include all artefacts, building materials, industrial residues, environmental material, biological remains and decay products.

Planning archaeologist

see curator.

Post-excavation assessment

the process carried out after the completion of fieldwork in order to assess the potential for further analysis and publication. This involves the assessment of the findings (as represented in the site archive) against the original project design. It may result in the

production of a post-excavation project design, which will incorporate any new research questions identified. Post-excavation assessment must result in the production of a report.

Post-excavation project design

see below and costed assessment (Historic Scotland 1996a, 11). The full project design for the post-excavation phase and publication of projects may not be possible until excavation is complete. The cost of this work will be broadly agreed on the basis of a costed assessment.

Project design

a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeologist or organisation undertaking the fieldwork, frequently in response to a brief/project outline or specification (Historic Scotland 1996a, 7). The project design may be updated following post-excavation assessment.

Project Outline

see brief.

Publication plan/synopsis

a description of the final report and publication outlet, if known, which should include a contents list, with an estimate of word counts and numbers of illustrations for each section identified in the contents list. It should identify where foldouts are desired and where colour may be needed (Historic Scotland 1996a, 11).

Qualified staff (Finds)

trained archaeological personnel who would normally be members of the IFA or equivalent bodies with relevant skills, knowledge and understanding.

Specialist (Finds)

this includes all finds co-ordinators, artefact specialists, technology specialists, environmental archaeologists, conservators, archaeological scientists and museum curators.

Specification

a written schedule of works required for a particular project (by a curator, planning archaeologist or client) set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator (Historic Scotland 1996a, 2–6).

APPENDIX 2

Preparation of specification

The specification should contain, as a minimum, the following elements:

- non-technical summary (intelligible to the lay reader)
- site location and description (NGR, size, geology, land use, topography, physical constraints)
- planning background (proposal details, planning policies, other environmental matters, Scheduled Monument constraints, Protected Wrecks etc)
- archaeological and historical background (including plan or NGR, site status)
- purpose/aims of fieldwork (clearly stated in both general and specific terms)
- field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques)
- post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation)
- report preparation, contents and distribution
- legislative requirements
- copyright
- archive deposition (including finds ownership, recipient museum)
- publication and dissemination
- timetable, if appropriate
- staffing (in general terms only) eg the site director should be a corporate member of the Institute of Field Archaeologists, but not the entire staff
- Health and Safety statement
- monitoring procedures required by the curator, including any charges

APPENDIX 3

Contents of Project design

The project design should contain the following elements:

- 1 non-technical summary (intelligible to the lay reader)
- 2 site location including map(s) and description (NGR, size, geology, land use, topography, physical constraints)
- 3 context of the project: planning background, planning policies, other environmental matters, relevant legislation, details of proposed development if relevant
- 4 geological and topographical background
- 5 archaeological and historical background (including built, landscape and technical, plan or NGR, site status)
- 6 aims of fieldwork (clearly stated in both general and specific terms)
- 7 field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques, and any measures for the conservation/reburial of surviving deposits)
- 8 post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation, analyses)
- 9 report preparation, contents
- 10 copyright
- 11 archive deposition (including finds ownership, recipient museum/repository)
- 12 publication and dissemination proposals, at the analysis stage to include publication plan or synopsis
- 13 timetable

- 14 staffing
- 15 Health and Safety policies and implementation, including Risk Assessment
- 16 insurances
- 17 monitoring procedures (internal, curatorial, contractual)
- 18 costs and timetable

A contracting archaeologist responding to a tender with a specification may refer to these elements if defined in a brief/project outline or specification set by curator or client, rather than repeat them in a project design.

APPENDIX 4

Post-excavation project design

The post-excavation project design should be a written document. In English Heritage (1991) this is referred to as an updated project design and under other systems, requirements are similar. It should be a written document which includes:

- 1 the methodology used to answer each research aim
 - detailed methodologies for each type of data
 - non-analytical procedures, eg proposals for disposal/retention and for archive deposition
- 2 preliminary publication synopsis or plan
 - the proposed publication outlet(s)
 - a chapter by chapter breakdown of the report, supported by estimates of word counts and figure lists
 - how it is intended to integrate specialist reports and to cross-refer between different parts of the text
- 3 resource requirements and timetable

It may be helpful to include or append a copy of all or part of the original project design, for ease of reference.

APPENDIX 5

Copyright

Under the Copyright, Designs and Patents Act 1988 the organisation or person undertaking field and reporting work retains the copyright to the written and graphic material, unless this has been varied in the contracts for the work. This position should be made clear to all relevant parties at the outset of work.

The circumstances under which other parties can use the report or records should be made clear at the inception of the project. For example, one of these clauses could be incorporated into the specification or project design:

The ...[name of organisation carrying out work]... shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the project design/specification

or

The ...[name of organisation]... will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).

In the last instance a further letter actually granting copyright needs to be sent to the client.

The proposals for distribution of the report must be made clear to all parties at the outset of the project.

APPENDIX 6

Selected bibliography

Acts, Statutory Instruments, Orders, etc

Access to Environmental Information Regulations (Northern Ireland) 1993
 Acquisition of Land Act 1981
 Ancient Monuments Act 1931
 Ancient Monuments and Archaeological Areas Act 1979
 Ancient Monuments (Class Consents) Order 1994 (S.I. No. 1381)
 Ancient Monuments (Class Consents) (Scotland) Order 1996 (S.I. No. 150)
 Ancient Monuments Consolidation and Amendment Act 1913
 Ancient Monuments (Northern Ireland) Act 1925
 Ancient Monuments (Northern Ireland) Act 1937
 Ancient Monuments Protection Act 1882
 Ancient Monuments Protection Act 1900
 Agriculture Act 1986
 British Coal Staff Superannuation Scheme (Modification) Regulations 1994 (S.I. No. 2576)
 Burial Act 1857
 Coal Industry Act 1994
 Coal Industry Nationalisation Act 1946
 Coal Mining Subsidence Act 1991
 Coastal Protection Act 1949
 Coast Protection Act 1949
 Compulsory Purchase Act 1965
 Continental Shelf Act 1964
 Construction (Design and Management) Regulations 1994 (S.I. No. 3140)
 Copyright, Designs and Patents Act 1988
 Coroners Act 1988
 Council Directive (No. 17/11/EC)
 Council Directive (No. 97/11/EC)
 Countryside Act 1968
 Crown Estate Act 1961
 Data Protection Act 1984
 Disabled Persons (Employment) Act 1944, 1958
 Disused Burial Grounds Act 1884
 Disused Burial Grounds (Amendment) Act 1981
 Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994 (S.I. No. 2576)
 EEC (European Economic Community) 1985: Council Directive of 27 June 1985 on the Assessment of the Effects of Certain Public and Private Projects on the Environment (85/337/EEC)
 Electricity Act 1989
 Environment Act 1995
 Equal Pay Act 1970
 Forestry Act 1967
 Gas Act 1986
 Highways Act 1980
 Highways (Assessment of Environmental Effects) Regulations 1988 (S.I. No. 1241)

- Historic Buildings and Ancient Monuments Act 1953
 Historic Monuments Act (Northern Ireland) 1971
 Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 (S.I. No. 1625)
 Land Compensation Act 1961
 Land Drainage Act 1991
 Local Government Act 1972
 Local Government Access to Information (Variation) Order 1992 (S.I. No. 2051)
 Local Government and Planning (Scotland) Act 1982
 Local Government (Scotland) Act 1973
 Manx Museum and National Trust Act 1959
 Mines (Working Facilities and Support) Act 1966
 Merchant Shipping Act 1894
 Merchant Shipping Act 1906
 Merchant Shipping Act 1995
 Merchant Shipping (Salvage and Pollution) Act 1994
 National Heritage Act 1983
 National Heritage Act 1983
 National Museum of Antiquities of Scotland Act 1954
 National Parks and Access to the Countryside Act 1949
 New Towns Act 1981
 Planning (Listed Buildings and Conservation Areas) Act 1990
 Planning and Compensation Act 1991
 Planning (Northern Ireland) Order 1972
 Planning (Northern Ireland) Order 1991
 Planning (General Development) (Northern Ireland) Order 1993
 Powers of Criminal Courts Act 1973
 Protection of Military Remains Act 1986
 Protection of Wrecks Act 1973
 Race Relations Act 1976
 Roads (Scotland) Act 1984
 Sex Discrimination Act 1975, 1986
 Supreme Court Act 1981
 Telecommunications Act 1984
 Territorial Sea Act 1987
 Theft Act 1968
 Town and Country Planning Act 1947
 Town and Country Planning Act 1990
 Town and Country Planning (Applications) Regulations 1988 (S.I. No. 1812) (Article 4)
 Town and Country Planning (Assessment of Environmental Effects) Regulations 1988 S.I. No. 1199
 Town and Country Planning (Assessment of Environmental Effects) (Amendment) Regulations 1992 (S.I. No. 1494)
 Town and Country Planning (Development Plan) Regulations 1991 (S.I. No. 2794)
 Town and Country Planning (Environmental Assessment and Permitted Development) Regulations 1995 (S.I. No. 417)
 Town and Country Planning (Environmental Assessment)(Scotland) Regulations 1988
 Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995 (S.I. No. 2258)
 Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (S.I. 1999 No. 293)
 Town and Country Planning General Development (Amendment) (No.2) Order 1985
 Town and Country Planning General Development Order 1988 (S.I. No. 1813) (Article 18(1))
 Town and Country Planning (General Development Procedure) Order 1995 (S.I. No. 419)
 Town and Country Planning (General Development Procedure)(Scotland) Order 1992
 Town and Country Planning (General Permitted Development) Order 1995 (S.I. No. 418)
 Town and Country Planning (Scotland) Act 1972
 Town and Country Planning (Scotland) Act 1997
 Transport Act 1947
 Transport Act 1962
 Transport and Works Act 1991
 Transport and Works Applications (Listed Buildings, Conservation Areas and Ancient Monument Procedure) Regulations 1992 (S.I. No. 3138)
 Treasure Act 1996
 Tribunals and Inquiries Act 1992
 Water Act 1973
 Water Act 1989
 Water Consolidation (Consequential Provisions) Act 1991
 Water Industry Act 1991
 Water Resources Act 1991
 Wildlife and Countryside Act 1981 (section 48)
 Department of the Environment Circulars 22/84;
 Department of the Environment & Department of National Heritage 1992
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- 18/84 Crown Land and Crown Development
 1/85 The Use of Conditions in Planning Permissions
 18/86 Planning Appeals Decided by Written Representation
 8/87 Historic Buildings and Conservation Areas - Policy and Procedures
 16/87 Scottish Development Department Planning Circular
 10/88 Town and Country Planning (Inquiries Procedure) Rules
 1988 Town and Country Planning Appeals (Determination by Inspectors) (Inquiries Procedure) Rules 1988
 13/88 Scottish Development Department Planning Circular
 15/88 Town and Country Planning (Assessment of Environmental Effects) Regulations 1988
 13/90 Scottish Development Department Circular
 16/91 Planning and Compensation Act 1991: Planning Obligations
 19/92 Town and Country Planning General Regulations 1992; Town and Country Planning (Development Plans and Consultation) Directions 1992
 20/92 Responsibilities for Conservation Policy and Casework
 24/92 Good Practice at Planning Inquiries
 8/93 Awards of Costs incurred in Planning and Other (Including Compulsory Purchase Order) Proceedings
 3/95 Permitted Development and Environmental Assessment
 9/95 General Development Order Consolidation 1995
 11/95 The Use of Conditions in Planning Permissions
 Town and Country Planning (Environmental Assessment and Unauthorised Development) Regulations 1995
 Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 – SI 1999 No 293
- Planning Policy Guidance Notes**
- PPG 1 General policy and principles (1992)
 PPG 7 The countryside and the rural economy (1992)
 PPG 12 Development plans and regional planning guidance (1992)
 PPG 15 Planning and the historic environment (1994)
 PPG 16 Archaeology and planning (1990)
 PPG 20 Coastal planning (1992)
- Department of Transport (Marine Directorate) 1986 *Historic Wrecks Guidance Note*
- NPPG 5 Scottish Office Environment Department 1994 National Planning Policy Guideline 5 Archaeology and planning

NPPG 18 Scottish Office 1999 National Planning Policy Guideline 18 Planning and the historic environment

PAN 42 Scottish Office Environment Department 1994 Archaeology: the planning process and Scheduled Monument procedures

PPS 6 Department of the Environment for Northern Ireland 1999 Planning, Archaeology and the Built Heritage

Development Control Advice Note 10 Department of the Environment for Northern Ireland Environmental Impact Assessment

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1984 Guidelines No 3: *Environmental standards for the permanent storage of excavated material from archaeological sites*

1985 *Guidance for conservation practice*, London

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No 9 Gaffney, C, and Gater, J with Ovenden, S, 1991 *The use of geophysical techniques in archaeological evaluations*

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Oxley, I, and O'Regan, D, *The marine archaeological resource* (forthcoming)

Institute of Field Archaeologists, 1992 *Guidelines for finds work*, Birmingham

Lawson, A J, 1993 The assessment of trunk road schemes. *The Field Archaeologist* No 18, 351-5

Fax: 020 7329 3677

Archaeological Diving Unit Scottish Institute of Maritime Studies

University of St Andrews
St Andrews
Fife KY16 9AJ
Tel: 0133 446 2919

Archaeology Data Service

Department of Archaeology
University of York
King's Manor
York YO1 7EP
Tel: 01904 433954
e-mail: help@ads.ahds.ac.uk

Architectural Heritage Fund

Claireville House
26-27 Oxenden Street
London SW1Y 4EL
Tel: 020 7925 0199
Fax: 020 7925 0199

APPENDIX 7 **Selected contact addresses**

Ancient Monuments Society

St Ann's Vestry Hall
2 Church Entry
London EC4V 5AB
Tel: 020 7236 3934

Association of Archaeological Illustrators and Surveyors

c/o University of Exeter
Department of Archaeology
School of Geography and
Archaeology
Queen's Building
The Queen's Drive

Exeter EX4 4QH
e-mail aais@exeter.ac.uk

Association for Environmental Archaeology

c/o current Hon Secretary
Dr Rebecca Nicholson
Dept of Archaeological Sciences
University of Bradford
Bradford BD7 1DP

Association for Industrial Archaeology (AIA)

Ironbridge Gorge Museum
The Wharfage
Ironbridge
Telford TF8 7AW
Tel: 01952 433522

Association of Local Government Archaeological Officers (ALGAO)

County Archaeologist
Environment Department
Hertfordshire County Council
County Hall
Hertford SG13 8DN
Tel: 01992 555 244
Fax: 01992 555 648

Association of Regional and Island Archaeologists

Archaeological Officer
Dept of Development & Planning
Central Regional Council
Viewforth
Stirling FK8 2ET
Tel: 01786 442000

Association for Studies in the Conservation of Historic Buildings

c/o 20a Hartington Road
Chiswick
London WC1H 0PY
Tel: 020 8994 2803

British Archaeological Association (BAA)

c/o Society of Antiquaries of London
Burlington House
Piccadilly
London W1V 0HS
Tel: 020 7872 0220

British Architectural Library

66 Portland Place
London W1N 4AD
Tel: 020 7580 5533

British Property Federation

35 Catherine Place
London SW1E 6DY
Tel: 020 7828 0111

Cadw: Welsh Historic Monuments

Crown Building
Cathays Park
Cardiff CF2 1UY
Tel: 029 2050 0200
Fax: 029 2050 0300

Cathedral Archaeologists Steering Group

Contact: John Schofield
Museum of London
150 London Wall
London EC2Y 5HN
Tel: 020 7600 3699

Cathedrals Fabric Commission for England (CFCE)

Fifth Floor
Church House
Great Smith Street
London SW1P 3NZ
Tel: 020 7898 1000

Council for British Archaeology

Bowes Morrell House
111 Walmgate
York YO1 2WA
Tel: 01904 671417
Fax: 01904 671384

Council for the Care of Churches

Fifth Floor
Church House
Great Smith Street
London, SW1P 3NZ
Tel: 020 7898 1000
Fax: 020 7898 1881

Council for Scottish Archaeology

c/o National Museums of Scotland
Chambers St.
Edinburgh EH1 1JF
Tel: 0131 247 4119
Fax: 0131 247 4126

Countryside Commission

John Dower House
Crescent Place
Cheltenham
Gloucestershire GL50 3RA
Tel: 01242 521381
Fax: 01242 584270

Countryside Council for Wales

Plas Penrhos
Bangor
Gwynedd LL57 2LQ
Tel: 01248 370444

Department for Culture, Media & Sport

Heritage Division
2-4 Cockspur Street
London SW1Y 5DH
Tel: 020 7211 6200
Fax: 020 7211 6210

Department of Environment

(Northern Ireland)
Historic Monuments and Buildings Branch
5-33 Hill Street
Belfast BT1 2LA
Tel: 028 9023 5000

Department of Environment Welsh Assembly

New Crown Buildings
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English Heritage

23 Savile Row
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English Heritage Data Services Unit

National Monuments Record Centre
Kemble Drive
Swindon SN2 2GZ
Tel: 01793 414791

English Nature

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Cambridgeshire PE1 1UA
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Fax: 01733 568 834

Environment and Heritage Services

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5-33 Hill Street
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E-mail: declan.hurl@doeni.gov.uk

Garden History Society

77 Cowcross Street
London EC1M 6BP
Tel: 020 7236 3934

Georgian Group

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London
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Tel: 020 7387 1720

Guernsey Museum and Art Galleries

Candie Gardens
St Peterport
Guernsey GU1 1UG
Tel: 0148 172 6518

Health and Safety Executive

(Correspondence only)
Information Centre
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Sheffield S3 7HQ
Information line: 0541 545500

Heritage Lottery Fund

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Historic Scotland

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Institute of Environmental Assessment

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Institute of Historic Buildings Conservation

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Irish Association of Professional Archaeologists

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Jersey Museum Service

Weigh Bridge
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Joint Nautical Archaeology Policy Committee

National Maritime Museum
Greenwich
London SE10 9NF
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Local Government Association

35 Great Smith Street
London
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The Manx Museum and National Trust

Kingswood Grove
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Isle of Man
IM1 3LY
Tel: 01624 675522

The Maritime & Coastguard Agency

Department of Transport
Southampton
Tel: 023 8032 9100

The Museum Documentation Association

Jupiter House
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Re:source: The Council for Museums, Galleries and Libraries

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National Monuments Record

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- National Museums of Scotland,** London E1 6DY
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Tel: 0131 225 7534
Tel: 0171 377 1644
Fax: 0171 247 5296
- The National Trust (NT)**
36 Queen Anne's Gate
London SW1H 9AS
- National Trust for Scotland**
5 Charlotte Square
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Tel: 0131 226 5922
Fax: 0131 243 9501
- Osteoarchaeological Research Group**
7 Eden Crescent
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- Planning Service Headquarters**
Clarence Court
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- RESCUE: The British Archaeological Trust**
15A Bull Plain
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- Royal Commission on the Ancient and Historical Monuments in Wales**
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- Royal Commission on the Ancient and Historical Monuments of Scotland**
John Sinclair House
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- Royal Fine Art Commission**
7 St James Square
London SW1Y 4JU
Tel: 020 7839 6537
Fax: 020 7839 8475
- Scottish Office Environment Department**
Pentland House
47 Robb's Loan
Edinburgh EH14 1TY
Tel: 0131 556 8400
- Society of Museum Archaeologists**
c/o current Hon Secretary
Dave Allen
Hampshire County Museum Service
Chilcomb House Winchester
- Society for the Protection of Ancient Buildings**
37 Spital Square
- Treasure Trove Secretariat**
c/o National Museums of Scotland
Chambers Street
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- Twentieth Century Society**
77 Cowcross Street
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Tel: 020 7236 3934
- United Kingdom Institute for Conservation (UKIC)**
9 The Chandlery
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London SE1 7QD
Tel: 020 7620 3371
- Vernacular Architecture Group**
c/o Bob Meeson
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Colton Green
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Tel: 01827 69434
- Victorian Society**
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