

GUIDELINES FOR PHOTOGRAPHIC RECORDING OF SITES

INTRODUCTION

These guidelines have been prepared to provide guidance for the photographic recording of historic sites for which approval has been granted for alterations to a building or whole or part demolition of a building.

These guidelines must be complied with before Council will accept the photographic record as being satisfactory.

Council's written advice that the photographic record is satisfactory is to be obtained before any demolition work commences.

EQUIPMENT

Photographic recording requires as a minimum:

- a 35mm camera and colour film; or
- a digital camera; and
- a scale rod for inclusion in the photographs, where appropriate.

The photographer should visit the site at least once before the project commences to determine the equipment which will be needed (and to select the type of film where using a 35mm camera).

PHOTOGRAPHIC METHOD

All photographs must include a date when they were taken. Alternatively the completed photographic record must include a written description as to the date when the record was compiled.

Context Photographs

Each site or place must be recorded in its context. Photographs must include the surrounding landscape with the site and structures in it from several distant points. Buildings, rivers, landform and other items should all be included.

Suggested minimum number of photographs – 5.

Relationship of Buildings on the Site to each other

The relationship of each structure/building to another and to surrounding buildings or structures must be shown so that functional connections within the site can be shown. All external elements such as boundary fencing, trees, gardens, roads and paths are to be recorded.

Suggested minimum number of photographs – 5.

Individual Buildings and Structures

External photographs must be taken of each façade of each building/structure on the site.

Individual photographs of each façade detail including eaves, soffits, rainwater heads, downpipes, window reveals and sills, doorways and steps, balustrades, chimneys, roofline etc, must be taken. Where individual features are outstanding or unique because of their form, texture, historic nature or condition, several photographs of the one item are required. This must include close up photos.

Suggested minimum number of photographs per façade – 3 to 6.

Internal Spaces

Photographs must be taken in a sequence from room to room (including hallways, basements and attics) which show:

- a) all internal wall elevations;
- b) all ceilings;
- c) all floors;
- d) all fireplaces;
- e) all fixtures (eg lights);
- f) all carpentry detail (eg architraves, picture rails etc);
- g) all windows; and
- h) all doorways and doors.

Where individual features are outstanding or unique because of their form, texture, historic nature or condition, several photographs of the one item are required. This must include close up photographs.

Suggested minimum number of photographs per room – 4 to 6.

Items and Relics

Individual items and relics located on the site, both within and outside of buildings (for example furniture within dwellings, artifacts, machinery or tools on an industrial site) must be photographed.

Suggested minimum number of photographs per item or relic – 1 to 2.

Planning the task

The photographer must be equipped with a map of the site of which each building or structure is shown. Each building or structure must be given its correct name or it must be denoted by a symbol such as a number or letter of the alphabet. Where there are a number of buildings on a site, it may be necessary to draw each building separately. In some cases each space may have to be drawn separately. A north point and scale is to be included on each plan.

The photographer should note the relevant plan reference for each photograph taken and provide an explanation of the sequence in which the photographs were taken for inclusion in the final report to Council. Examples of such plans for the final report are attached at Appendix 1 and 2.

The photographer should be aware of all plans and documentary evidence available on a place and should have an understanding of its history and operation. Without this knowledge significant items may not be treated appropriately.

Generally it is easiest to shoot the photos from the general (eg context, relationship and external photos) to the specific (eg internal, and items/relic photos).

RESULTS

An electronic copy (preferably .pdf) of the photographic record is to be submitted to Council for approval.

The record is to include as a minimum:

- a) a brief report or introduction which explains the purpose of the record, gives a brief description of the subject and details the sequence in which photographs were taken;
- b) a site plan labelled and cross referenced to the photographic catalogue sheets;
- c) a floor plan for each building/structure labelled and cross referenced to the photographic catalogue sheets, and the labelled photographs; and
- d) the photo negatives or CD of digital images saved as tiff files.

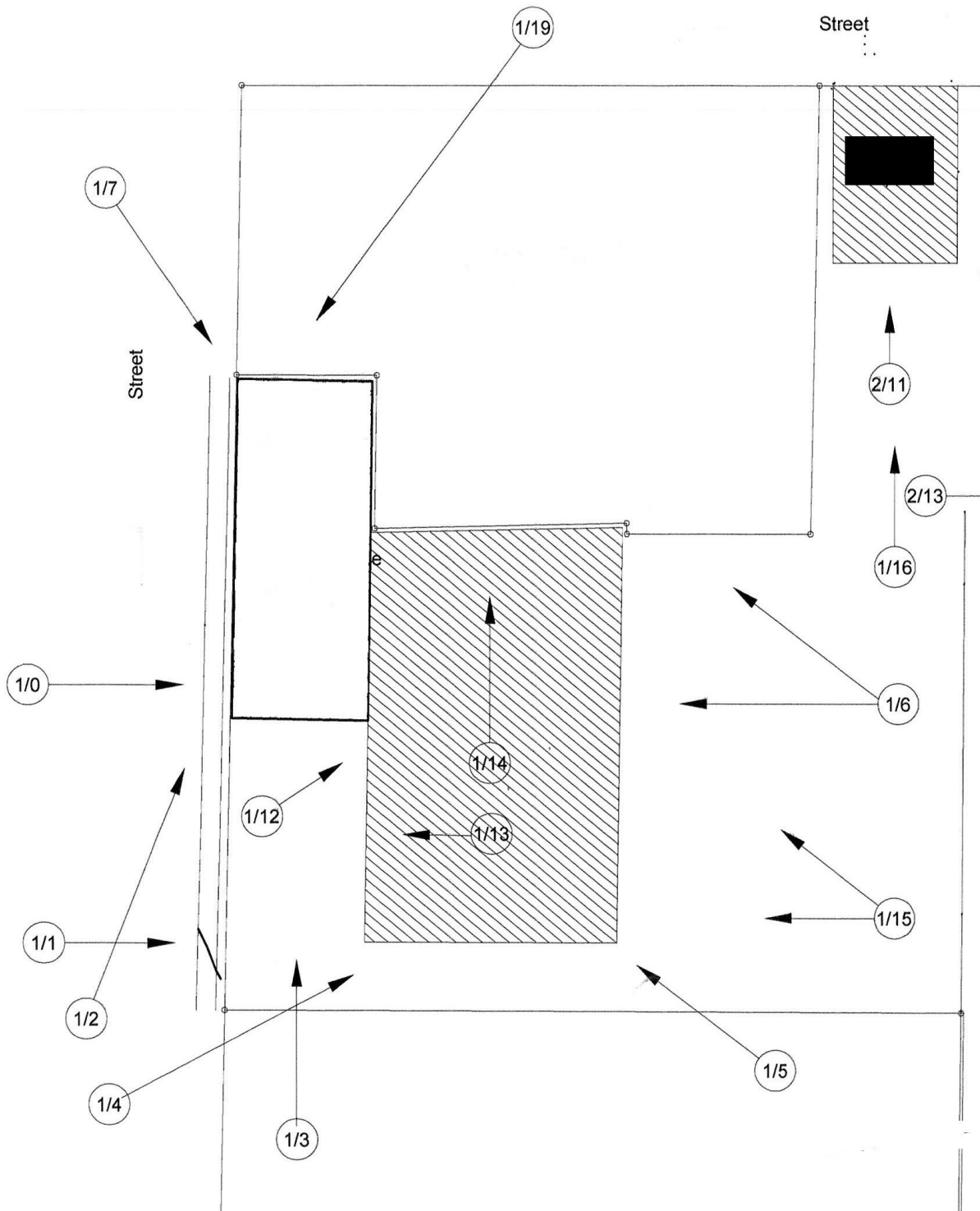
The site plan, floor plan/s, and catalogue sheets and the photographs should be clearly cross referenced so that it is clear which photograph pertains to which part of the site/building/elevation (internal or external), internal feature or item/relic (refer to the examples attached at Appendix 1 and 2).

It may be appropriate to seek professional assistance in the preparation of your photographic record.

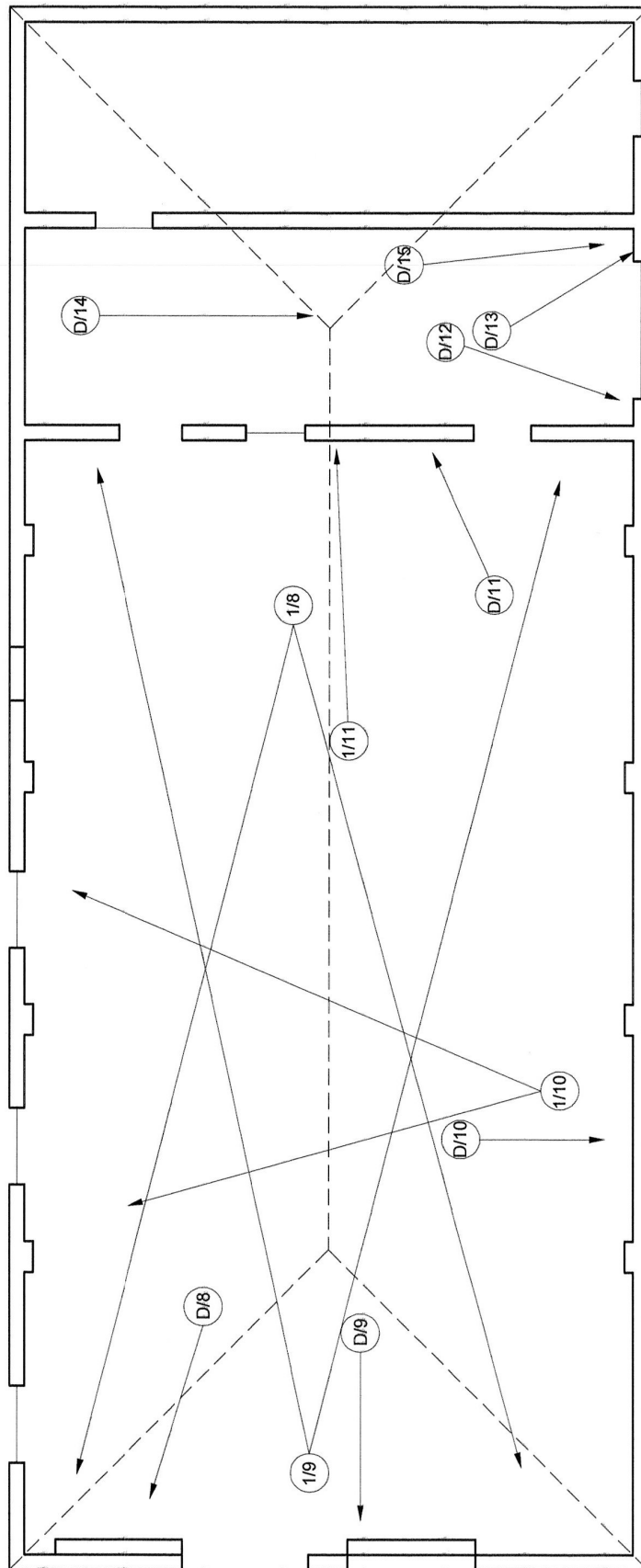
REFERENCES

Heritage Office, Department of Planning, 2006. Heritage Information Series: Photographic Recording of Heritage Items Using Film or Digital Capture.

APPENDIX 1



APPENDIX 2



Floor and Roof Plan