



CITiZAN Feature Record form guidance

National Grid Reference

There are a number of different formats to provide a reference for a location.

GPS (Global Positioning System), this is obtained from a handheld GPS device

Mobile, using your smartphone and our app

Manual: Using Ordnance Survey maps

Other

CITiZAN no.

Each record in the CITiZAN database has a unique identification number. If you are surveying a feature which is already present in our database please input this number to make cross referencing easier.

Local Ref

If this site is known locally in a local studies library or archaeological society database please input this reference

HER/NRHE no.

Historic Environments Records (HERs) are county databases of all known archaeology, each county is obliged to have one under the National Planning Policy Framework (NPPF) 2012. Each HER will have a unique identification number for each record, please input this to make cross referencing easier.

The National Record for the Historic Environment (NRHE) is a database which is maintained by Historic England, this often contains information from large national projects (also in HERs) as well as records of antiquarian excavations.

Site conditions (Weather and Tide)

It is important to record the environmental conditions during a survey, different contexts can seem to become one layer in very wet/very dark conditions, providing this information allows us to make adjustments for this. The state of the tide is also very important to record, whether it is low or high and whether the foreshore is muddy or rocky allows us to record the accessibility of the site.

Visible Dimensions

These can be provided in one of two formats, these can be measured or they can be estimated. It is important that you define which the measurements are taken on.

Please take all measurements in meters, however if you are more comfortable using the imperial system please make this very clear so we can transform them.

Construction

Please circle the construction method of the feature if applicable.

Function

Please circle and provide comments as to the original function of the feature *i.e. Coastal* The remains of 19th century coastal defences'

Comments/Identification marks

Please provide details of any features which demonstrate the typology of the monument if known/applicable *i.e.*

Type 22 Pillbox

Date Range

Please tick the applicable date range if known.

Detailed Feature Description/Comments

Please provide any additional information regarding the feature, continue overleaf if necessary. This information could be about its current state, past uses or current uses.

Relationship to present day water levels and coast

Please tick which applies, if the feature is beyond all tidal reaches please select terrestrial or if the feature is protruding at low water but not exposed please tick submerged. Please tick the most appropriate option.

Relationship to present day water levels and coast

Where would the feature have been in relation to the coast during construction, a fish trap would have always been placed in the intertidal zone but now may be completely submerged at low tide. Please select the most appropriate option.

Image Nos

If any photos have been taken during the survey please provide the **camera** image numbers, this will allow cross-referencing

Other Context Numbers

Please provide details of any other CITIZAN numbers applicable to the site, each feature will have its own individual number.

Date and Name

Please provide details of who carried out the survey and on what day, this will help us with monitoring information and creating the CITIZAN network.