

CULTURAL HERITAGE SURVEILLANCE DATA SHEETS (DOC. A)

Guidance Note



The following guidance notes were developed to:

- facilitate understanding of the various sections of the template;
- define the acronyms used; and
- guide users on the information that requires to be inputted.

The guidance note follows the same structure as the original template that is to be used. This permits cross-referencing with the actual document whilst increasing clarity.

The guidance note provides fictitious information to illustrate the various data fields.

Sheet Number	1
Site Address	Site at, Triq il-Preistorja, Birkirkara
Superintendence File	SCH 0 1 2 3 / 2 0 1 2
MEPA Permit	PA 0 1 2 3 4 / 1 2 N/A <input type="checkbox"/>
Transport Malta Permit	/ N/A <input checked="" type="checkbox"/>
Intervention Code	M 0 1 2 / 1 2
Archaeologist/Name	Mr/Ms/Dr Name Surname

Comment [SCH1]:
Insert a sheet number for every new sheet opened in sequential order irrespective of 'intervention stage'

Comment [SCH2]:
Insert site address as specified in the Terms of Reference (ToR) issued by Superintendence of Cultural Heritage

Comment [SCH3]:
Insert SCH file number as specified in ToR. If file number contains less than 4 numbers place '0's in front of file number. 'SCH' refers to Superintendence of Cultural Heritage

Comment [SCH4]:
Insert MEPA permit number as specified in ToR. If permit number contains less than 5 numbers place '0's in front of permit number. 'PA' refers to 'Planning Application'

Comment [SCH5]:
Not Applicable – only tick this box if there is no MEPA permit

Comment [SCH6]:
Insert Transport Malta permit number as specified in ToR. If reference contains less than 5 numbers place '0's in front of reference number. Do not forget to include the letters preceding the number as these form part of the permit number

Comment [SCH7]:
Not Applicable - Only tick this box if there is no Transport Malta permit

Comment [SCH8]:
Insert Intervention Code as detailed in ToR. 'M' refers to a 'Monitoring' intervention

Comment [SCH9]:
Insert Title, Name and Surname of the (lead) approved archaeologist by SCH to monitoring works on this site

3. **Superintendence** 15/09/2012

Terms of Reference

What is the scope of the intervention being carried out?

Archaeological	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Surveillance
Architectural	<input type="checkbox"/>	<input type="checkbox"/> Investigation
Historical	<input type="checkbox"/>	
Geological	<input type="checkbox"/>	
Palaeontological	<input type="checkbox"/>	

Intervention Type

Intervention Stage Stage 1 Before start of works

Comment [SCH10]:
Insert date of Terms of Reference

Comment [SCH12]:
Tick ONLY one check-box with the type of intervention to be carried out. This is indicated in the ToR next to the relevant stage section

Comment [SCH11]:
Tick those check-boxes that describe the scope of the intervention being carried out. This information is provided in the ToR

Comment [SCH13]:
Insert Intervention stage as detailed in ToR and respective type of work using drop-down menu provided

Comment [SCH14]:
Insert reference code and exact attachment title as shown on attachment (i.e. site plan of area of study)

Comment [SCH15]:
Checklist to ensure completion of site plan being presented to SCH. All checkboxes must be ticked before feedback is submitted

4. **Site Plan of Area of Study**

Doc. Ref.	Attachment Title
1	Site plan of known archaeological remains as shown in section 6 below
Checklist for Site Plan	
Development Site – show development site on plan	<input checked="" type="checkbox"/>
Area of Study – show area of study surrounding development site	<input checked="" type="checkbox"/>
Known Heritage Sites – show on plan: a) sites listed in 5 AND b) write number assigned to each site	<input checked="" type="checkbox"/>
North point	<input checked="" type="checkbox"/>
Site plan details which includes: Title, Intervention Code, Name of archaeologist	<input checked="" type="checkbox"/>
Legend	<input checked="" type="checkbox"/>

5. List of Known Cultural Heritage Sites									
Site No.	Site Address		Coordinates		Period	Site Function	Site Type		MEPA Scheduling
	Site Name / No. / Street	Locality							
1	Skorba Temples	Marsa	14.377734° 35.920829°	E N	Prehistory	Funerary	Rock-Cut	Tomb	Architectural - Grade 1
2	World War II Shelter	Marsa	14.376097° 35.920938 °	E N	Classical	Agricultural	Isolated Feature	Agricultural Trenches	Not scheduled
3	Tombs	Marsa	14.376139° 35.920006°	E N	Modern	Domestic	Structural Unit	Townhouse	Architectural - Grade 2
				E N	-	-	-		-
				E N	-	-	-		-
				E N	-	-	-		-
				E N	-	-	-		-
				E N	-	-	-		-

Comment [SCH16]:
Every row represents a different site as listed on the site plan of area of study (see section 4 above). The site number inserted here must coincide with the site number given on site plan of area of study. All fields in each row are to be completed as they are specific for each site.

Sheet Number

Comment [SCH17]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers

6.	General Notes / Remarks

Comment [SCH18]:
Should there be any general notes/remarks that could not be included in the other sections but that are considered relevant, these are to be inserted here

7. Sources					
Author Surname	Initials	Year	Source Title	Publisher Information	
				Place/City	Name
Trump	David	1966	Skorba - Excavations carried out on behalf of the National Museum of Malta, 1962-4	London	Society of Antiquaries
		1961	Museum Annual Report (M.A.R.)	Malta	

Comment [SCH19]:
Since this stage entails a desk-research the sources used are to be quoted and included following the structure presented by the table

Comment [SCH20]:
This is automatically generated by the template

Comment [SCH21]:
This is automatically generated by the template

Comment [SCH23]:
Insert the Identity Card number of the archaeologist approved by SCH to carry out works on this site

Comment [SCH22]:
After printing the document and checking for errors, the archaeologist approved by SCH to carry out the works is to sign the sheet and return it to SCH complete together with the respective attachments

Comment [SCH24]:
This is automatically generated by the template. See Comment [SCH1] for more information on sheet numbers

Declaration

I declare that all the above information contained in and accompanying this form is complete and accurate to the best of my knowledge and belief, and that I am not withholding any information that may result in an incorrect interpretation of the facts. I further declare that I have no connection whatsoever with the applicant or with the development being monitored that may be considered as constituting a conflict of interest.

Name in BLOCK letters

Submission Date

Signature

I.D. Number

Sheet Number