



Comhshaol, Oidhreachta agus Rialtas Áitiúil
Environment, Heritage and Local Government

NATIONAL MONUMENTS SERVICE

Archaeological Survey of Ireland



Monument Report Form

The following report form has been designed to assist persons who may wish to supply information on newly discovered monuments. Please note that the current operational policy of the Archaeological Survey of Ireland is primarily to record monuments dating from the pre-1700 AD period. Please check the records of the Archaeological Survey of Ireland on the National Monuments Service website www.archaeology.ie before sending in a report to ensure that the monument has not already been recorded.

County: _____

Townland(s): _____

Classification: (e.g., ringfort, standing stone, cairn, mound) _____

National Grid co-ordinates: E:

--	--	--	--	--	--

 N:

--	--	--	--	--	--

Where possible, these co-ordinates should be determined using a Global Positioning System (GPS) unit. A twelve-figure reference should be determined at the centre of the monument (six for easting and six for northing). Alternatively, users may derive the National Grid co-ordinates from the mapping component of the National Monuments Service website (archaeology.ie).

Source of co-ordinates (please circle one): GPS unit Website

Ordnance Survey Ireland large scale (greater than 1: 50 000) map number: _____

Date of inspection of monument (dd/mm/yyyy): / / _____

Name of person compiling report (Block Capitals): _____

Address: _____

Phone no.: _____

Email address: _____

Setting of monument: (i.e., situation and land use in and around monument, etc.)

Condition of monument: (i.e., whether obscured by trees, scrub, bushes, etc.)

Local information: (i.e., local name, field name, past history, etc.)

References (where relevant): (i.e. publications, web address, etc.)

Other notes: For example, if the monument has been found as the result of a licensed archaeological investigation then the **licence number** should be given and if the monument has been completely excavated (i.e. there is **NO** surviving archaeology above or below ground surface) this should be noted here. If the monument has been discovered as the result of geophysical investigations then this should be stated. If there is a planning application associated with it, the planning reference number should be given.

Summary description of monument: (additional details may be supplied on a separate page(s))

Report accompanied by a sketch plan and/or section, elevation drawings: Yes / No

Report accompanied by a photograph(s): Yes / No

Where possible the date the photo was taken should be written on the back if not already imprinted on it.

Report accompanied by a copy of OS map Yes / No **and/or aerial photo:** Yes / No

It is important that the report be accompanied by either a map or aerial photograph (web-derived aerial photos are acceptable) with the location and extent of the ‘monument’ clearly marked on it. The aerial photo must be at a scale (greater than 1:15 000) sufficient for it to be referenced to existing Ordnance Survey Ireland mapping.

National Monuments Service website, www.archaeology.ie checked: Yes / No

Signed: _____ **Date:** _____

On completion of this form please send it, together with any supporting documentation, to:

Archaeological Survey of Ireland,
 Department of the Environment, Heritage and Local Government,
 6 Ely Place Upper,
 Dublin 2.

Phone 01 8883090