

Part.6: Writing a Site Description

This handout accompanies the Home Front Legacy App: Part.6: Writing a Site Description Youtube training video



A site description is an accurate summary of what exists on the ground based on field observations. This can also include the historical background of your site and its use based on prior research. A site description, along with an accurate Grid Reference, is one of the most crucial parts of your record.

When writing a site description refer to the site type thesaurus in the Site Observations section, and the Site Observations Help Notes.

When conducting your field visit and writing your site description use a notebook, or the First World War site recording forms, to write down your observations. A reel tape measure is recommended to take measurements of your site and a compass to mark your site's orientation.

Where?, What? and What Remains?

When writing the site description it is vital that you include information about the location of your site, what you are recording, and what remains.

This can be broken down into **Where?**, **What?** and **What Remains?**

Where?

Where is the site located? Further details about the location of the site will allow a Historic Environment Record Officer to locate your site.

Describe the site's location, orientation, and relation to any local landmarks, buildings or roads.

What?

What are you recording? Start with a description of the type of site or structure you are recording, its function, and dates when the site was in use. You can also outline the site's use and history.

Mention any related sites, their National Grid Reference, Home Front Legacy reference number, Historic Environment Record (HER), Sites and Monuments Record (SMR) or National Monuments Record numbers.

What remains?

What remains? What is its current condition?

When recording buildings describe the structure's shape in plan, its dimensions (height, length and width in Metric), methods of construction, features (such as windows, doors, contemporary graffiti etc.) and phasing (has the structure been modified or added to at a later date?).

Over To You

Take a look at site descriptions within the Home Front Legacy recording app.

Click on the Red Pins in the map to view a site record.

Some interesting sites can be found at the following Grid References-

SK2818686135

SX3320887133

ST57347488