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LOCAL DEVELOPMENT PILOT PROJECTS (LDPP)

LDPP Heritage Survey

TERMS OF REFERENCE

1. Introduction

In respect of the communities that make up and live in the territories, cultural heritage is one of the few authentic resources available and should be considered in light of its potential to contribute to economic growth, creating better quality of life, and social cohesion. The heritage values, including local traditions, shouldn't be lost in the process of the use and re-use of the land, and buildings. This raises various questions: How to connect the values of the heritage with the regional development process? How can the cultural heritage contribute to the model of society which the community is seeking to build as a guarantee for the future? What role can the cultural heritage play in the physical and ethical development process in the territories? What place will it occupy in urban planning and regional development policies? What can be done to ensure that these processes guarantee the urban and rural identities that characterise the different territories? How can proper administrative structures, legal channels and professional networks be set in place to achieve these aims?

In this context, the Council of Europe launched the Local Development Pilot Projects from 2008 to help national, regional and local institutions to examine the long-term potential of culturally and geographically coherent medium-sized territories, where local agencies strive to solve development problems. The pilot projects relate to local development processes stimulated by the enhancement of the cultural heritage and natural resources which distinguish them from others, and which make them socially, culturally and economically competitive. Initiated as part of the *Regional Programme for Cultural and Natural Heritage in South East Europe* in nine "pilot territories", the project developed successfully until the end of 2015 Croatia (Cres island), and in "the former Yugoslav Republic of Macedonia" (Debar and Reka region).

In 2012, when the process entered into operational phases in these two pilot territories, the Council of Europe initiated a new approach entitled "Heritage Survey". The general objective of the LDPP Heritage Survey was to provide the local and national authorities responsible for heritage with technical support for their efforts to protect, conserve and restore the cultural heritage (in accordance with the Granada Convention), but also the LDPP Steering Committees with facts to assess the values of the heritage and to clarify its potential role toward long-term development policies. It may afterward contribute to assist the authorities in establishing criteria and methods for conducting the territorial, urban and regional planning process which forms part of the development drive.

Based on field experience in Cres and Debar and Reka regions, the present working document proposes guidelines in order to organize and carry out a "Heritage Survey".

2. General Principles

The guiding principle behind the LDPP Heritage Survey is to gain a comprehensive picture of the pilot territories heritage situation and its specifics. The goal is not to attain completeness and perfection but to carry out a rapid survey that could prove useful in subsequent LDPP phases (Diagnosis, Strategy, as well as Pilot Actions), a basis for further work in greater depth, an overview that is easy to read and helps to pinpoint issues of special significance for the heritage and its environment.

The global appreciation of the heritage value should clearly be crossed with complementary studies conducted as part of the Diagnosis phase, as well as in the particular cultural field exploring the by-ways of folklore, dialect, genealogy, and all aspects of intangible heritage, country crafts, etc. Without excluding those additional studies, a complete heritage study should result from simultaneous operations at three levels: an "extensive recording" in systematic manner, covering all relevant examples, but in a superficial way; an "intensive recording" of examples selected from the extensive survey as being typical or, in some other way likely to repay closer investigation; and a "documentary study", especially in the view of contributing to rehabilitation projects (see 5 below).

The LDPP Heritage Survey as proposed here is specifically about the "extensive recording". The scope LDPP Heritage Survey is precise: it concerns building heritage in the geographical area defined by the pilot territory, embracing all architectural types, chronological periods, cultural origins, uses, legal

status, etc. The definition of heritage considered is given by the Granada Convention: All buildings and structures, all homogeneous groups of buildings, and even all topographically definable sites partially built upon, for which it is possible to state that they are of conspicuous historical, archaeological, artistic, scientific, social or technical interest[1] can be considered a monument.

3. Procedure

The main target is to carry out an *in situ* comprehensive and extensive systematic compiling data investigation on each building located in the LDPP Pilot Territory. The survey will form a general picture of the average physical condition of the heritage, its artistic, historical and cultural impact and also its significance for every-day-life. The physical condition of a single monument can be assessed on the spot by someone with experience in conservation problems. However, the impact of a building on different spheres of interest cannot be measured directly and should be complemented with specific analysis and interpretation (following the survey).

The proposed systematic procedure is directly inspired by the previous Council of Europe field experience carried out in different contexts as part of the Technical Co-operation and Consultancy Programme, completed by theoretical and practical concepts provided by international experts and recognised scientific references: Ron Brunskill, Vernacular Architecture; Council of Europe Post-conflict heritage survey in Bosnia and Herzegovina (1998), Council of Europe "European Core Data Sheet", and Council of Europe Guidelines, Heritage Assessment (2005), etc.

The LDPP Heritage Survey is a process to be mainly controlled by the Project Implementation Unit and managed from its premises. The Survey should be spread over a period of time (maximum 5 months), targeting that the field data collection be scheduled in spring or autumn period (avoiding summer and too hot weather). The different five phases require specific organisation, but the whole process must be planned in a condensed and precise limited period of time to be effective, which require well prepared programme and securing all relevant conditions and supports. The PIU should report to the Council of Europe Secretariat at the end of each phase in order to get green light to pursue (funding contribution will be managed accordingly).

Phase 1: preparation

The Project Coordinator, in coordination with the Project Manager and the whole Project Implementation Unit, is responsible for setting up the relevant conditions to successfully carry out the LDPP Heritage Survey. This should include:

1.1 ***Disseminate information*** to LDPP stakeholders about the opportunity to carry out the LDPP Heritage Survey (in relation with the action plan 2012, the benefits to be expected, etc.). The most important stakeholders must be identified and be contacted.

1.2 Through these discussions and consultations, ***partnerships*** must be defined (those stakeholders which have direct interest in the action, or those which could provide assistance);

1.3 Further working discussions with partners should lead to size up the action in relation with the specific pilot territories and to estimate the global budget required. ***Budget and material conditions*** to carry the action must be secured, and schedule be defined, with beginning and ending dates of the process. The draft project description must be presented to the CoE for comments, before to be adopted by partners;

1.4 The action, when decided and supported by all partners, should be the subject of a ***specific communication***, as an announcement enabling to mobilise further partners, especially the

[1] Definition to be found in the "Convention for the Protection of the Architectural Heritage of Europe", as established by the Council of Europe in Granada, May 1985.

inhabitants (they must know in advance about the project, the way it will be carried out, their expected role, etc.), and to make the action an event as part of the LDPP;

1.5 Official letters must be sending in advance to the local authorities informing about the action (dates, participants, form and content).

Phase 2: scientific material

The Project Implementation Unit is responsible for securing the scientific material. The PIU can be supported by a temporary working group (composed of specialists) integrated provisionally into the PIU. The task should include the following:

2.1 ***Basic information*** (working file) should be collected about heritage in the pilot territory (as a list of listed and protected monuments of all types and categories), specialised literature, university / professional studies, touristic guidebooks; the collection of the basic information aims at involving all the partners, sharing existing information, and identifying the most important heritage items in the region. This should not necessitate excessive research or contact, and should be based on professionalism and good will of the partners;

2.2 ***Heritage description*** (specific to the pilot region): summary of the main characteristics (typology, morphology, building material, historic periods, etc.) to help mobile teams to decide if a building is heritage or not. Short text with few key illustrations (see example appendix 5);

2.3 The LDPP Heritage Survey guidelines should be adapted to the specific situation in the pilot territory (procedure, calendar, core data sheet, etc.). The question is the type of data to collect for each building. Physical condition, architectural and historic values have to be considered in the ***Core Data Sheet*** (see appendix 1). A good balance had to be found between the important information, the ease with which the collected data could be processed (to serve as basis for a computerised databank), the possibilities for future extensions and the limited time available for each building. The Project Implementation Units and the working group (national specialists) should decide the detailed categories to guide the mobile team in their survey and simplify their tasks, examples of the categories to be adopted:

a. Type of heritage: castle, monastery, church, mosque, house, farm, etc.
b. Occupation: in use, abandoned, partially used, etc.
c. Period of Construction: middle age, centuries, before period …, etc.
d. Architectural Style: renaissance, baroque, classic, vernacular, etc.
e. Functional type: housing, agricultural, industrial, etc.
f. Environment : if secondary buildings directly connected with the main building ;
g. Heritage value: high, mixed, low, neutral (accompaniment);
h. State of conservation: good, maintenance need, in danger, ruined, etc.

The Core data sheet should include a “Diagram for coded description” which should be prepared using the main issues indicated in the “heritage description” and propose a schematic pattern;

2.4 ***Working base maps*** must be prepared based on existing maps (see appendix 2). They must be available on electronic version (for the treatment of the data collected (data base)) and in printed form to be used in the field by the mobile teams (working file). Maps must indicate the scale and north point. The working base maps should include the following:

- General base map: The most suitable scale is 1:50000 for the whole pilot territory. The general base map should be printed for each itinerary and included in the working file of the mobile teams. It must indicate key information about “monuments” (listed, specially protected, major interest, etc.);

- Specific base maps: the most suitable scale is 1:5000 or even 1:2500 for the urban areas / settlements / ensembles. They present only the relevant information: all roads, all buildings (the use of cadastre is necessary), rivers, etc.
- Adoption of a colour coda for each thematic map: type of heritage; occupation; period; style; functional type; state of conservation; heritage value;

2.5 The ***electronic data base*** is designed according to available tools and resources. The system adopted must facilitate the compilation of data to be collected in the field and make easy the future use of the results for the analysis and the interpretation of the data.

2.6 The ***Building code*** [village/settlement/GPS coordinates/...] attributed to each building in the pilot territory to be indicated on the general and specific base maps, as well as in the electronic data base;

2.7 ***Photo code***: date and picture n° related to each core data sheet.

Phase 3: logistic conditions

The Project Implementation Unit is responsible for ensuring the logistic conditions. The PIU can be supported by a temporary working group (composed of specialists) integrated provisionally into the PIU. The task should include the following:

3.1 The ***itineraries*** are defined in order to assure the full coverage of the area. The main criteria are to be as efficient as possible, in limiting movement. The constraints reliefs, road conditions, distances, possible concentration of heritage assets, etc. are determining the ideal number of teams to be involved. Itineraries must be indicated on the working maps, and all buildings should get a number with specific code.

3.2 ***Mobile teams*** must be set up. A balance must be found in terms of number of mobile teams and the time devoted to the survey, the budget available, the number of buildings to be surveyed, etc. As numerous will be the number of teams, as rapid will be the collection of data, but that increase the risks of dispersion and interpretation mistakes. Each mobile team should be composed of 2 persons, equipped with the relevant material, and have adapted means of transport and/or accommodation arrangements.

3.3 The ***material and files*** to be prepared for each team include templates (blank core data sheets), field notebook, pens, cameras / GPS, as well as ID badges, recommendation letters, logo of the project, etc.

Phase 4: Data collection

During the involvement of the mobile teams in the field, experts (working group and / or PIU) must supervised the process. Their role is to oversee the setting up and the briefing of the mobile teams, the planning of the field visits, the distribution of the itineraries, the adjustments or improvement of the maps, the progress of the data collection, the recuperation of data (at the end of each day), security, relations with local authorities, coordination with the Project Implementation Unit. The working group has the scientific responsibility of the action and should be located in the region during the whole data collection process.

All buildings in the pilot territory have to be checked. Only visual inspection can be done. No moisture measurements, no tests on static or other detailed mechanical or chemical investigations should be performed, nor samples taken to be examined in laboratories. This kind of detailed investigation is not useful according to the aims of the mission. The mobile teams have the following specific tasks:

- Identifying missing buildings on the basic map, path, other possible mistakes;
- Identifying if buildings are heritage or not (on the general and on the specific maps);

- For each building indicated as heritage, to complete a core data sheet, including diagram for coded description;
- Drawing (general mass plan);
- Photo;

The PIU/working group would have provided specific advice and criteria about the recording of and value of ruins or badly damaged buildings (see Phase 2 above). Indeed, the first decision to be taken by the mobile team is if the buildings present an interest or not from a heritage point of view. Those presenting an interest must be subject of the core data sheet. Specific scientific (but simple) material provided by the working group to the mobile team will help them to identify these criteria (typology, styles, building characteristic). This will limit the risk to miss a potentially interesting building. The core data sheet will have to be completed for each single building or site located in the pilot territory which present an heritage interest. In the case of repetitive building types in a particular sector it may be appropriate to provide a more limited number of data sheets covering the 'similar types' as long as the individual buildings are recorded on the maps. It provides a checklist and guiding principles with directives for the mobile teams and ensured that the investigations made by the different mobile teams were of equal value. The written information has to be completed by photo reportage of each building, thereby capturing the details of the condition at the precise moment of investigation.

Phase 5: analysis and interpretation

The analysis should start by reviewing and extending the partnerships established in previous phases of the survey, with the aim of integrating the diversity of approaches to the project represented by the different interests: professional, academic and community organizations, potential investment agencies.

1. The first step focus on ***identifying the priority sites for intervention*** within each relevant section of the survey completed so far. Each site surveyed should be evaluated. The evaluation should be carried out using a ***scoring system*** for each of the criteria described below, from 1 to 5, with 5 being a score indicating high priority and 1 low priority. For example in the criteria which deals with "condition", a building which is largely ruinous would normally receive a low score (unless it was regarded as of particular significance), whereas a building in good condition and therefore feasible for repair and adaptation or reuse would receive a high score. The scores can be added to the database along with any specific comments.

   It is of the outmost importance for the success of this phase that representatives of the LDPP partners and stakeholders (including inhabitants) can be involved one way or another in this part of the process. Large information should be made about the process, exhibition, consultation, workshops or seminars are encouraged.

   The evaluation criteria would follow the core data sheet headings:

   Heritage protection status:

   - Is the building recorded, and if so does this justify selection for future action? If not recorded and the building has been identified as of significance does this justify selection?
   - Will there be any impediments for intervention as a result of its heritage status?

   Type of settlement:

   - Does the type of building or settlement influence the priority for action (e.g. best of type, unique etc.)?

   Type of ownership and access to building interiors:

   - Will ownership influence the prioritization of the project, particularly regarding residential buildings and those with ownership problems? In some cases, decisions about the

prioritization of the project might not be possible without access to the interior of the building which, depending upon ownership might not be possible.

Building period, period of construction, architectural style:

- Do any of these characteristics influence the priority of selection through uniqueness, quality or best example of a type?

Spatial organization:

- Does the spatial organization of the building within its context give priority to selection? In this consideration may be given to physical access, the quality of the environment, and any particular visual characteristics the environment might offer.

Function:

- Does the present function influence priority for action? For example the original value of the building may have been lost through change in use, or inappropriate use.

Infrastructure:

- The condition of the infrastructure may have a significant impact on the feasibility of building or for rehabilitation.

Location – immediate surrounding environment:

- Does the location offer particular qualities or characteristics that will influence the priority for rehabilitation? For example economic; social or natural. In this connection the site may have different qualities that combine to increase the potential for rehabilitation

Value of the cultural object:

- This refers to the heritage value of the object which will clearly influence the selection, but will be tempered against other criteria particularly relating to its economic value.

State of preservation/ condition:

- This will obviously be an important criteria in assessing the economic and physical potential for action; if the building has deteriorated to a point where it's rehabilitation may be unsustainable this will impact on priority.

Authenticity:

- Again, the value of the building may have been compromised through changes to its appearance and historical layering.

Documentation:

- Is further information required to assist in prioritizing the appropriate actions? In some cases, particularly regarding ensembles, more information may be required to assess the priority of a site for rehabilitation which might be difficult to obtain.
- Having completed the analysis it should then be possible to prioritize the buildings and sites for further investigation. Due to the large number of sites which have been surveyed it may be necessary to group the evaluation into different types of heritage (for example residential, religious, agricultural, industrial to allow short listing by category) or use some level of subjective assessment to select a short list of projects. As far as the pilot study is concerned it is suggested that no more than 5 sites are selected for further study.

2. The second step, ***interpretation***, may require developing a programme which will vary depending upon the LDPP Pilot Territory. During this stage all those partners and stakeholders who have expressed an interest in the projects should be mobilised; professional, academic and community organisations and potential investment agencies, to assist and contribute to the Development Process. The interpretation may identify the need for some of the following:

    - Further documentation/ research required; ***Preliminary Technical Assessment, feasibility studies and business plans*** (see Ljubljana Process specific methodology and tools) might be carried out on the priority sites in order to reveal potentials for future projects.

    - The surveyed buildings should be assessed in relation to their potentials for 'controlled' commercial investment". This may be problematic particularly in finding a commercial use that will not compromise the heritage value of the site, but should be carefully considered as a way of providing secure protection into the future.

    - The collection of maps and aerial photography which has been made should allow analytical studies to be prepared, showing where there may be potential connections between objects, landscapes, and places of interest from a tourist or infrastructure perspective.

    - How does the local population relate to the building or site? What are their desires and expectations? Similarly, how do visitors to the region relate to the environment? These questions may generate specific activities or publications related to specific sites. Involvement of local NGOs or schools might be an advantage.

3. Follow-up / later stages

What additional tools and investment are needed to progress to the next stages; how should the work be organised, is there a preferred or necessary timescale?

The Heritage Survey should be an opportunity to implement visible field action, mobilizing stakeholders and inhabitants, but also to gather specific information in order to feed the LDPP process. It should update and complete all information available about built heritage in the region. The maps to be produced should be used as working basis for further researches which may be implemented about landscape, intangible heritage, traditions, culture, anthropology, etc., and from one action to another, to provide an integrated comprehensive understanding of the cultural values of the pilot territory.

In the meantime, the Heritage Survey should contribute to specific actions. The first issue is to define, in each specific LDPP context, what form the management tool targeted initially can take. The Heritage Survey must provide the local and national authorities responsible for heritage with ***technical support*** for their efforts to protect conserve and restore the cultural heritage. It must be the ***reference for specific projects***, as the Ljubljana Process (rehabilitation of heritage), but also CULTEMA and other possible action implemented in the pilot territory. The data base should be ***the focal point for gathering and distributing comprehensive data*** to these actions which therefore will increase their coherence and offer to authorities a better coordinated approach.
When completed, the LDPP Heritage Survey should open to even more actions. Here are some questions or ideas which could be developed further as part of the LDPP process:

- What needs to be identified for selecting the most promising sites for investment? Is further data required to assist with the process?

- A guide to informing decisions about what must be protected and why, what we can afford to lose and where new interventions might be appropriate. For example, at the local level an historic church might help define a neighborhood and create a sense of local cohesion. Once lost, these defining features cannot be replaced. Which are the priority sites? Other priorities

need to be considered, does the data collected allow informed decisions to be made, or do other values need to be considered? The priority sites must have clear investment potential. This could and probably should lead toward another tool additional to the “promotional tool” which should be connected with existing planning instruments and procedures. What could be the form of this tool?

- Recent social and demographic changes may be causing changes to the landscape such as an ageing population, the changing nature of the family, fragmented households, the tendency to individualism and a mobile workforce and continuing migration. Are there policies in place to overcome these problems? This probably goes beyond the scope of the survey but could form part of another project within the LDPP. It could be a subject for “interministerial and multidisciplinary national working groups”;

- The analysis should allow the establishment of needs and methods for the introduction of maintenance programmes and urgent interventions and also influence where new interventions might be appropriate or desirable.

- Interpretation of the analysis should include examination of any transformations in the economy and the economic history of the place and its buildings, and the consequent change in agriculture, industry and the community and the potential for future investment. Can the landscapes and building heritage be presented in a way which will promote and focus community identity and pride?

Appendix 1: Core Data Sheet prepared for use on the LDPP pilot territory Island of Cres, Croatia

The core data sheet will form a simple but invaluable record of the condition, type and value of the buildings which represent the built heritage of the LDPP area. The data sheet is designed to allow an immediate and quick survey to be carried out which when coordinated with the area maps will provide a comprehensive database and an essential component in the process of protecting, conserving and rehabilitating the cultural heritage pilot areas. The core data sheet includes a diagram for coded description used to record the types of construction and materials used in the individual buildings.

The core data sheet consists of a written description of the building supported where appropriate by a photograph(s) of the building and a drawing.

LDPP pilot territory name *(Naziv PPLR pilot regije):*
Island of Cres, Croatia *(Otok Cres, Hrvatska)*

Name of settlement:

Date of recording *(Datum unosa)*:
Name of mobile team members *(Radni tim)*:
Itinerary n°… (map n°…):

Reference code - village/settlement/building number *(Redni broj – naselje, mjesto, građevina):*

Address, including cadastre number if applicable *(adresa i katastarska čestica)*:

GPS Coordinates *(GPS Koordinate)*:

Heritage protection status *(Status kulturnog dobra)*: 5-10 lines max

Type of heritage (*Vrsta kulturnog dobra*):

Heritage Area / zone *(Kulturno-povijesna cjelina)*	Urban *(Urbana)*	
	Rural *(Ruralna)*	
Type of settlement	Residential *(stambeno)*	
	Sacral *(sakralno)*	
	Public *(javno)*	
	Defence - fortification *(obrambeno)*	
	Economic – production, trade, storage… *(gospodarsko)*	
	Other *(ostalo)*	

Occupation - in use / abandoned / partially used *(Funkcija):*

In use *(u funkciji)*	
Partially used *(dijelom u funkciji)*	
Abandoned *(izvan funkcije – napušteno)*	

Dominant phase of construction and evolution - period or century *(Vrijeme izgradnje – razdoblje ili stoljeće)*:

Spatial organisation:

Functional type - original /present (*Namjena – izvorna i današnja)*:

Original *(izvorna namjena)*	Present *(današnja namjena)*

Description of environment / surroundings: 5-10 lines max

Heritage value & significance - 5-10 lines max. (*Valorizacija kulturnog dobra – opisno 5-10 redaka*):

High (*Visoka vrijednost*)	
Medium (*Znatna vrijednost*)	
Ambient (*Ambijentalna vrijednost*)	
Neutral (*Bez posebnih vrijednosti*)	
Mixed (*pojedini elementi vrjedniji od cjelokupnosti arhitekture*)	

General state of preservation *(stanje očuvanosti)*: 5-10 lines max

Photo references:

Additional notes – features of architectural / landscape interest 5-10 lines max

Literature / documentation *(Literatura i dokumentacija)*:

Base plan of the settlement and its surroundings *(Nacrt)*:

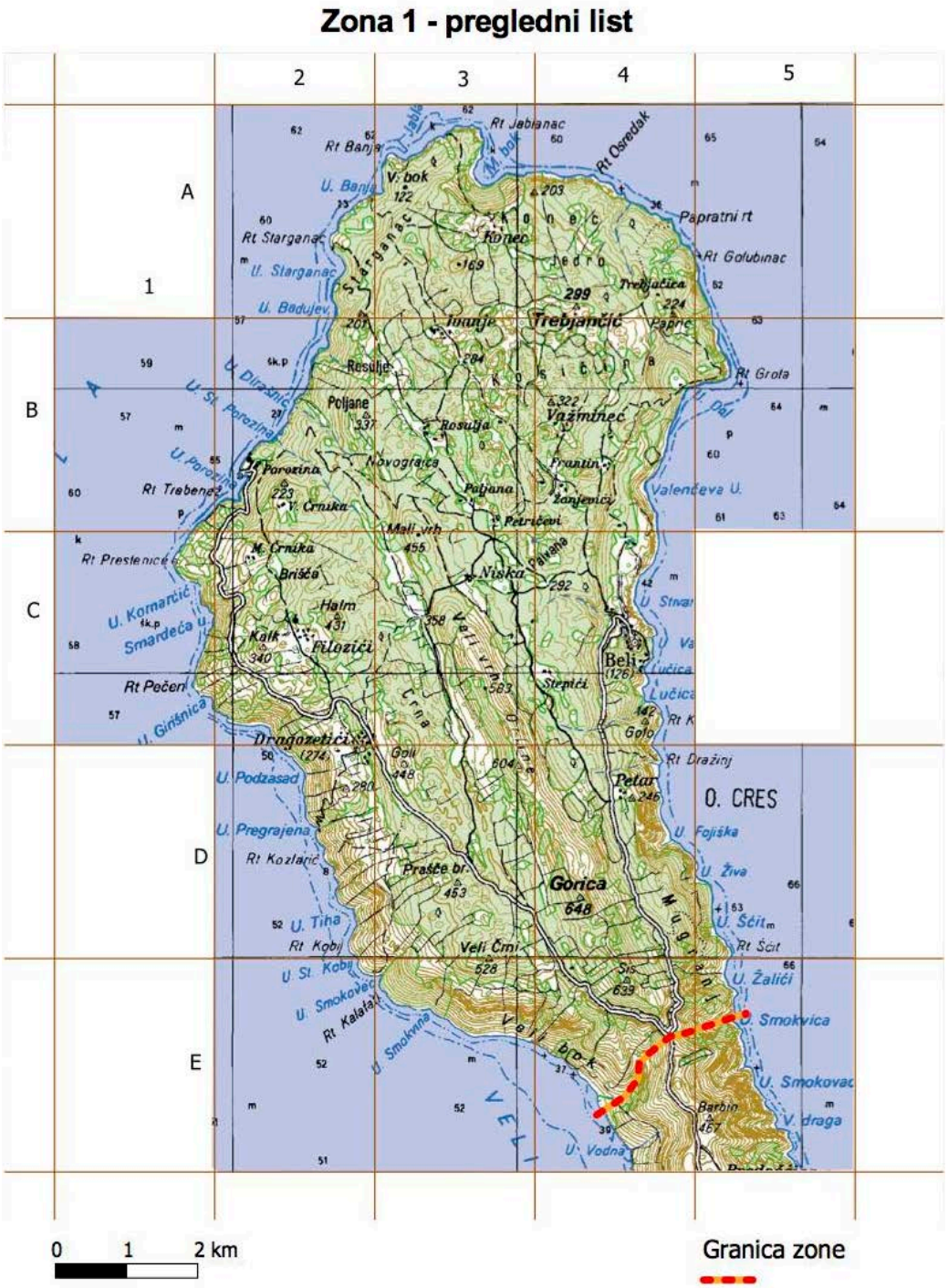
Diagram for coded description

	1	2	3	4	…
walling					
Walling techniques					
Roof shape					
Roof material					
windows					
Window frame					
doorways					
sections					
plans					
links					

Appendix 2: area maps examples

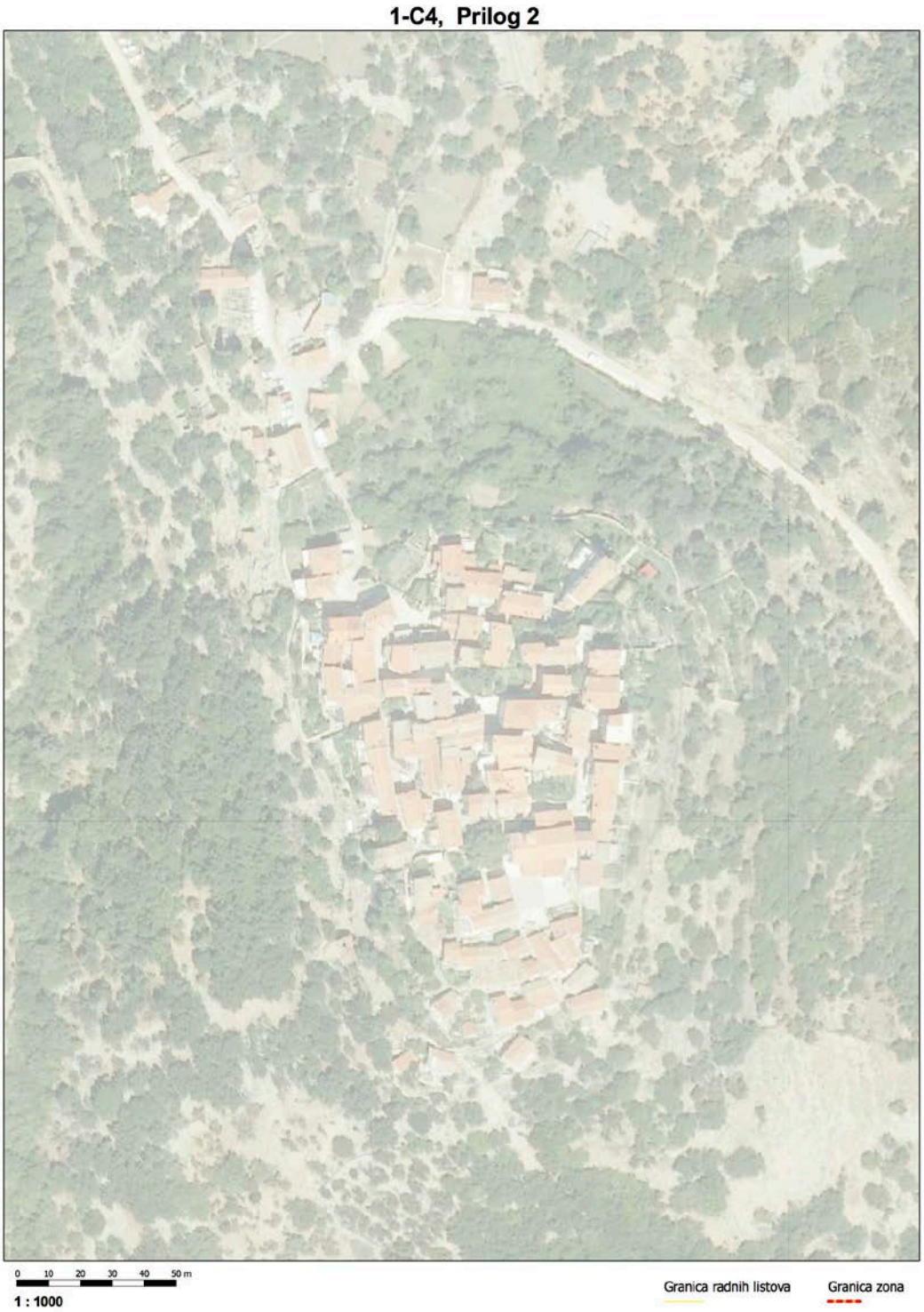
The area maps consist of the general basic map at 1:50 000 scale which describes the extent of the LDPP, and all of the settlements, roads, rivers and major landscape features. It is also subdivided to show the area covered by each of the sector (or specific) maps which are at 1: 5000 scale (In some cases it may be necessary to use maps at other scales to record particular features)

General base map prepared for one of the zones of the Island of Cres LDPP area



Specific (Sector) base map for the Island of Cres in this case at 1:8000 scale

Aerial photography used in this case to confirm the information recorded on other maps on the Island of Cres



Appendix 3: Example of Core Data Sheet and area maps

The sample core data sheet and area maps provided here cover an area of the LDPP pilot territory of Debar and Reka in Macedonia.

Local Development Pilot Project Debar and Reka

Name of property : The house of family Frchkoski 067	
Date of recording	29.07.2013
Name of mobile team members	Snezana Gerasimova Mateska Valentino Dimitrovski Biljana Kuzmanoska
Itinerary n °/map n °	C 15
Building code-settlement/building number	C 15-13-067

Settlement:	Galichnik
Address including cadastre number:	CN 445
GPS Coordinates:	N 41°35'28'' E 20°38'54''

Heritage protection status	
Individually listed	x
Placed within the Conservation Area protection	x
Not listed, not protected within Conservation Area protection	

Type of Heritage	
Residential buildings	x
Religious buildings - buildings of the Christian Religion	
Religious buildings - buildings of the Islamic religion	
Public buildings	
Agricultural buildings	
Economic - Craft-Industrial and Commercial buildings	
Fortification	
Other	

Occupation	
In use	
Partially used	x
Abandoned	

Period of construction	1896

Architectural style-if relevant	Traditional house-tower, variant Galichnik

Functional type-original and present	
Original	Present
residential	residential

Other structures and buildings in the complex	no
environment-natural/cultural landscape-rural/urban	Rural, Built in Dolno maalo on steep terrain at an altitude of 1331 m

Heritage value & significance	
Especially significance	
Significant	x
Ambient	
Individual valuable parts of the building	
Without value	
Description of the Heritage value	
Tower House of large size built of half-chiselled stone and carved stone on the corners and around windows and doors in the basement. The front facade of upper floor where there is a loggia is built of timber frame (bagdatija), plastered and white colored. The windows frames within the ground floor and first floor are made of wood. Massive stone kubus of the building is broken by performing central recess set that spans two levels and ends with arc.	

Actual state of preservation		
Physical state of preservation	Good	
	Damaged-maintenance need	
	In danger	x
	Ruined	
Authenticity	Authentic	x
	Partially altered	
	Altered loosing authenticity	
	Restored	

General drawing of the building and its surroundings

Additional notes (contact with owner/occupant, general comments)
The house is not used, one of the owners have built a new house nearby.

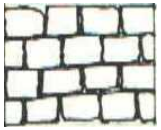
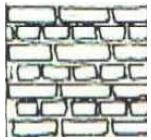
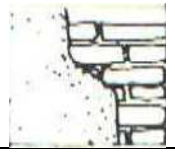
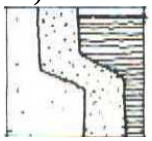
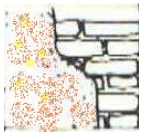
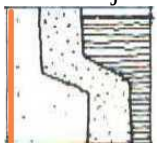
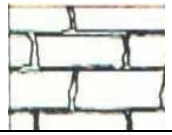
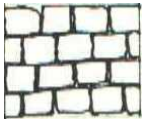
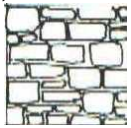
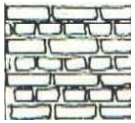
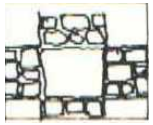
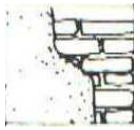
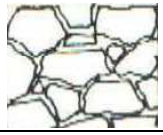
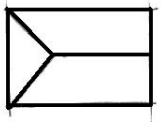
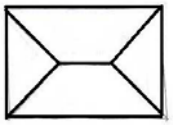
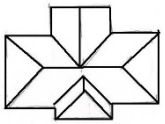
Photo references
DSCN7947-7985

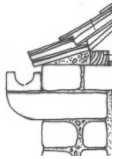
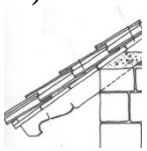
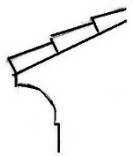
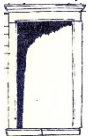
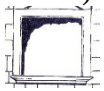
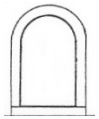
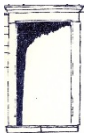
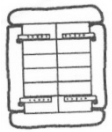
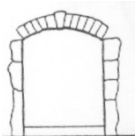
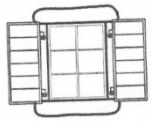
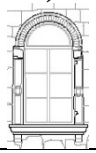
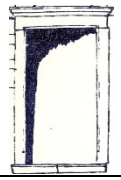
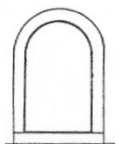
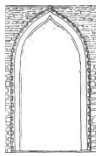
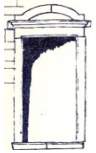
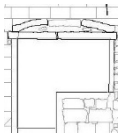
Literature/documentation

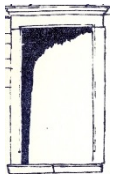
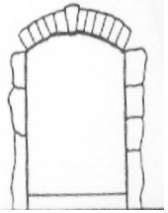
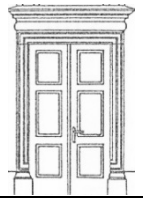
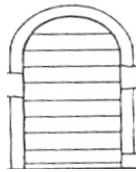
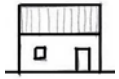
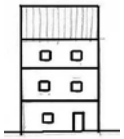
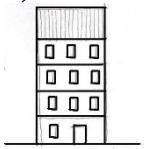
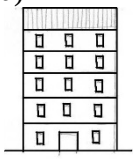
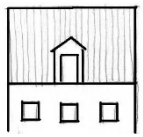
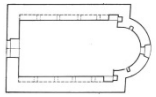
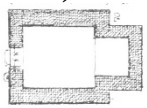
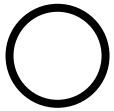
	1	2	3	4	5	6	7	8	9	10
Walling	x				x					
walling technique			x			x				
roof shape				x						
roof materials					x					
windows shape	x									
windows detales	x	x								
doorways shape			x							
sections		x			x					
plans	x									
links	x									
other elements										

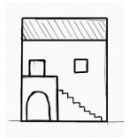
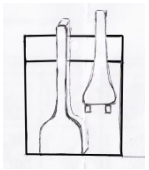
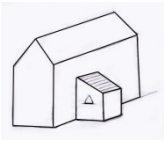
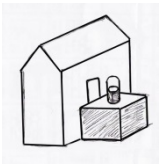
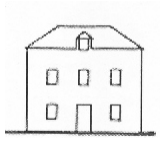
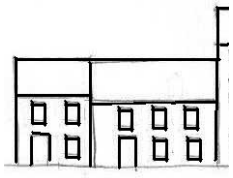
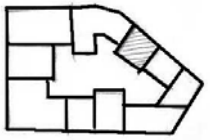
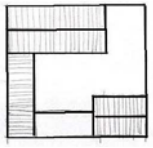
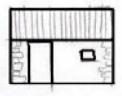
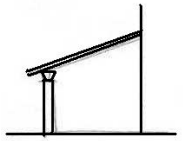
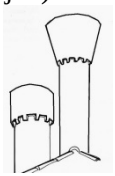
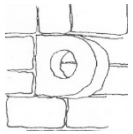
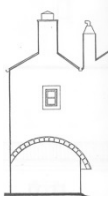
Appendix 4

Example of Coded Diagram prepared for LDPP Pilot Territory Island of Cres

	1	2	3	4	5	6	7
Walling (materijal zida)	**Stone** (Kamen) 	**Brick** (Opeka) 	**Lime plaster** (Vapnena žbuka) 	**Lime – cement mortar** (Produžna žbuka) 	**Pigmented plaster** (pigment žbuke) 	**Final colored layer** (Završno bojano) 	**Other materials** (Drugi materijal)
Walling technique (Tehnika zidanja)	**Regular – carved stone** (pravilno zidano - klesani kamen) 	**Regular – irregularly carved stone** (pravilno zidano - priklesani kamen) 	**Irregular, non-carved stone** (neobrađeni kamen, nepravilan slog) 	**Brick, regular** (opeka u pravilnom slogu) 	**Mixture of materials** (Miješano kamen i opeka) 	**Plastered** (žbukano) 	**Drystone** (Suhozid) 
Roof shape (Oblik krova)	**Single pitch** (Jednostrešni) 	**Gabled** (Dvostrešni) 	**Three pitch** (trostrešni) 	**Hipped** (Četverostrešni) 	**Complex** (složeni) 	**Wide gable** (Široki zabat) 	**Roof lantern** (Krovne kućice) 

Roof materials (materijali krova)	**Stone gutter or cornice** (Kameni oluk ili vijenac) 	**Carved wooden eaves** (Drveni rogovi – streha) 	**Plastered roof cornice** (Žbukani potkrovni vijenac) 	**Clay pantiles** (crijep – kanalica) 	**Stone tiles** (Kamen - Škrila) 	**Combination stone – clay** (Miješano – kanalica i škrila) 	**Other materials** (Drugi materijal)
Windows shape (Oblici prozora)	**Tall rectangle** (Uspravljeni pravokutnik) 	**Elongated rectangle** (Položeni pravokutnik) 	**Arched** (Lučno zaključen) 	**Lancet – pointed arch** (Zašiljen) 	**Multiple** (Višestruki - bifore, trifore…) 	**Round** (Kružni – rozeta) 	**Semicircular (**Polukružni – luneta) 
Windows details (detalji prozora)	**Regularly carved stone** (Pravilan klesani kameni okvir) 	**Carved stile details** (Kameni okvir sa stilskim profilacijama) 	**Irregularly carved cornice** (Nepravilan klesani kameni okvir) 	**Without a carved cornice** (Zidani okvir) 	**Traditional wooden shutters** (Škure) 	**Glass in wooden muntin bars** (Ostakljenje u drvenim šprljcima) 	**Other materials or techniques** (Drugi materijal ili vrsta obrade)
Doorways shape (Oblici vrata)	**Tall rectangle** (Uspravljeni pravokutnik) 	**Arched** (Lučno zaključen) 	**Lancet – pointed arch** (Zašiljen) 	**With a lunette** (s lunetom) 	**Rectangle with a stone arch** (s kamenim rasteretnim lukom) 	**Wooden arch or architrave** (s drvenim rasteretnim lukom ili gredom) 	(Dućanski otvor) 

Doors details (detalji vrata)	**Regularly carved stone** (Pravilan klesani kameni okvir) 	**Carved stile details** (Kameni okvir sa stilskim profilacijama) 	**Irregularly carved cornice** (Nepravilan klesani kameni okvir) 	**Without a carved cornice** (Zidani okvir) 	**Carved wooden doors** (Kasetirane vratnice) 	**Traditional wooden doors (**vratnice na utor i pero) 	**Other materials or techniques** (Drugi materijal ili vrsta obrade)
Sections (Katnost)	**One storey** (jedna etaža) 	**Two storey** (dvije etaže) 	**Three storey** (tri etaže) 	**Four storey** (četiri etaže) 	**Five storey** (Pet etaža) 	**Attic** (potkrovlje) 	**Basement** (Podrum ili suteren) 
Plans (Tlocrt)	**Rectangular** (Pravokutni) 	**Rectangular, semicircular apse** (Pravokutni s polukružnom apsidom) 	**Rectangular, rectangular apse** (Pravokutni s pravokutnom apsidom) 	**Rectangular, polygonal apse** (Pravokutni s poligonalnom apsidom) 	**Round** (Kružni) 	**Complex plan or basilica** (bazilikalni ili složeni tlocrt) 	**Irregular or organic** (nepravilan ili organski) 

Functional annexes (funkcionalni aneksi)	**Outer staircase with one vault** (Balatura s jednom voltom) 	**Outer staircase with two or more vaults** (Balatura s više volti) 	**Covered outer staircase** (Natkrita balatura) 	**Hearth in a niche** (Ognjište u niši) 	**Hearth in a separate houseroom** (Ognjište u zasebnoj prostoriji) 	**Bread oven** (Krušna peć) 	**Draw-well** (Gušterna) 
Links (susjedne građevine)	**Individual building** (Individualna građevina) 	**Part of a row** (Građevina u nizu) 	**Part of a block** (Građevina u bloku) 	**Part of a complex** (Dio graditeljskog sklopa) 	**Dominant building** (Dominantna građevina) 	**Auxiliary building** (Pomoćna građevina - gospodarska) 	**Other** (Ostalo)
Other elements (Ostali elementi)	**Column or a portico** (Stup ili trijem) 	**Pergola or canopy** (Pergola ili nadstrešnica) 	**Propound chimney** (Istaknuti dimnjak) 	**Stone rings** (Kameni prstenovi) 	**Arched passage** (Svođeni prolaz - andron) 	**Stile details - cornice, pilaster..** (Stilski detalji pročelja - vijenci, pilastri…)  	**Other** (Ostalo)