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|  | **NATIONAL MONUMENTS SERVICE** |

**Monument Report Form – Archaeological Survey of Ireland**

The following report form has been designed to assist persons who may wish to supply information on possible monuments. Please check the records of the Archaeological Survey of Ireland on the National Monuments Service website [www.archaeology.ie](http://www.archaeology.ie) before sending in a report to ensure that the monument has not already been recorded.This Monument Report Form may form part of the Archaeological Inventory (Sites and Monuments Record) [[1]](#footnote-1)

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| **County:** |  |

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| **Townland(s):** |  |

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| **Suggested Classification:** (e.g., ringfort, standing stone, cairn, mound) |  |

 **Location:**

The Archaeological Survey of Ireland uses mapping provided by Tailte Éireann: this utilises the Irish

 Transverse Mercator (ITM) co-ordinate system. If possible, please supply ITM co-ordinates. Users may

 derive the 12-figure ITM co-ordinates by taking the reading at the bottom left of the screen on the Historic

 Environment Viewer on the National Monuments Service website ([www.archaeology.ie](http://www.archaeology.ie)) while using the

 Mouse to point at the relevant location.

 Alternatively, the co-ordinates should be determined using a Global Positioning System (GPS) unit that is

 enabled for the ITM co-ordinate system. The 12-figure reference should be determined at the centre of the

 monument: six for easting (E) and six for northing (N).

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| Irish Transverse Mercator co-ordinates: | E: |  |  |  |  |  |  |  | N: |  |  |  |  |  |  |

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| **Source of co-ordinates (please indicate which):** | GPS  | NMS Website  |

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| **If visited, please supply the following information, if possible:****Date of visit** (dd/mm/yyyy): --/--/----**Setting of monument:** (i.e., situation and land use in and around monument, etc.) |
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| **Condition of monument:** (i.e., whether obscured by trees, scrub, bushes, etc.) |
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| **Local information:** (i.e., local name, field name, past history, etc.) |
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**References (where relevant):** (i.e. licences, publications, web address, etc.) |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Note:**If the monument has been found as the result of a licensed archaeological investigation, please supply the **licence number:** \_\_\_\_\_\_\_\_\_\_\_\_And if the monument has been completely excavated (i.e. there is **NO** surviving archaeology above or below ground surface) this should be clearly stated. If the monument has been discovered as the result of geophysical investigations, please supply the **R Number:** \_\_\_\_\_\_\_\_\_\_\_If associated with a planning application, please supply the **planning reference number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Summary description of monument:** (additional details may be supplied on a separate page(s)) |
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| **Please indicate if:** Report is accompanied by a sketch plan and/or section, elevation drawings? |  Yes |

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| Report is accompanied by a ground photograph(s): | Yes  |
| (Please supply original, good quality imagery.)Please include date on which the ground photograph(s) was taken (dd/mm/yyyy): --/--/---- |

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| Report is accompanied by a copy of OS map |  |  |  Yes  |
| Report is accompanied by an aerial photograph or satellite image: Yes***Note.***It is important that the report be accompanied by a copy of **either** *a map* **or** *aerial photograph* or *satellite image* with the location of the monument clearly marked on it. The *map* or *aerial photograph* or *satellite image* must be at a scale where field boundaries are clearly visible to enable it be referenced to Tailte Éireann mapping. **The *map* or *photograph* or *satellite image* source (which may be web-derived) should be cited and include date of imagery.** |

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| **I have checked against the National Monuments Service website:** [www.archaeology.ie](http://www.archaeology.ie) | Yes  |

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| **Name of person compiling report (Block Capitals):** |  |

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| **Email address:** |  |
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| **Phone number:** |  |

**If accepted as an archaeological monument (and in order for us to comply with General Data Protection Regulations - GDPR) can you please indicate if you are content to be identified by name on the public Historic Environment Viewer (**[www.archaeology.ie](http://www.archaeology.ie)**) as the person who reported the monument?**

 Yes

 No

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| **Signed:** |  |  | **Date:** |  |
|  |  |  |  |  |

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

nationalmonuments@housing.gov.ie

**OR**

The Archaeological Survey of Ireland,

National Monuments Service,

Department of Housing, Local Government and Heritage,

The Custom House (Room G50).

Dublin 1

D01 W6XO

**PRIVACY STATEMENT**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access.The Department will not process your personal data for any purpose other than that for which they were collected.Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy.

Further information on Data Protection can be found on our website at: <https://www.gov.ie/en/organisation-information/648102-data-protection/>

1

The *Historic and Archaeological Heritage and Miscellaneous Provisions Act (2023)* was signed into law on 14 October 2023. Under *Section 158* of the bill,the Minister is required to make inventories of relevant things of archaeological interest, architectural heritage, and wrecks of archaeological or historic interest.

1. [↑](#footnote-ref-1)