**Training Day - Frequently Asked Questions**

**Broadland Listed Buildings at Risk Pilot**

**8th April 2013**

**General guidance notes:**

If you are uncertain about any aspect of the survey form or how to complete it for a particular element of the building, please make notes on this during your survey and raise it with your mentor during the follow up meeting.

**Can further copies of documents be provided?**

Yes, further copies are available for download from <http://www.inghampinnock.com/broadland-buildings-at-risk-pilot-volunteer-page/> or if you require additional hard copies please contact Kate Pinnock and she will be able to provide you with a copy. The survey forms will be provided to you pre-filled when buildings are assigned to pairs.

**Will the survey form be changed to accommodate comments made at the training day?**

The survey form will not be changed as comparable data is required for each of the pilots taking place across the country. We are aware that there are ways in which the form could be modified to enhance/improve it and we will be feeding this back to English Heritage as part of the pilot. If you do wish to make additional notes/comments on sections for each survey please feel free to do so on additional sheets of paper or at the bottom of the survey form, this information will be most useful when you meet with your mentor to discuss.

**What should I do if I can only see one façade of the building from public land?**

If you can only see one façade of the building from public land, please undertake the survey for this element of the building and note that only one façade has been surveyed on your form, **please do not attempt to access private land.**

**Can survey forms be issued in MS Word 2000?**

Yes, survey forms will be issued in MS Word 2000 format.

**Can the owners be contacted prior to the surveys to let them know the surveys are being undertaken?**

All owners of listed buildings in Broadland have received a letter providing them with further information on the pilot and they have been notified that surveys will be taking place. They have also been provided with a number of ways of contacting us and obtaining further information.

**How many photos do I need to take?**

Please ensure you take at least one photograph that clearly shows the whole building. Approximately 3 photographs per building would be suitable, however, if you wish to take more or photograph a particular element to discuss with your mentor please feel free to do so.

**Will we be reimbursed for travel expenses?**

I am afraid that we are unable to reimburse travel expenses as part of this pilot. We will do our utmost to ensure that the buildings you are asked to survey as close to where you live as possible. If you do have any problems with travelling to undertake the buildings you have been allocated please do not hesitate to contact Kate Pinnock.

**Who do I return the forms to once they are completed?**

You will be provided with further information relating to completion of the forms prior to undertaking the survey.

**How do I know what the trend is for the building as asked in section 5 of the form?**

If this is not obvious when undertaking the survey, please note down your general thoughts and discuss with your mentor at your meeting with them. The conservation team at BDC have a good knowledge of the buildings in Broadland and will be able to help establish the trend of buildings.