



**Monument Report Form**

The following report form has been designed to assist persons who may wish to supply information on newly discovered monuments. The current operational policy of the National Monuments Service is primarily to record monuments dating from the pre-AD 1700 period. 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 will form part of the Sites and Monuments Record.

**County:** \_\_\_\_\_

**Townland(s):** \_\_\_\_\_

**Classification:** (e.g., ringfort, standing stone, cairn, mound) \_\_\_\_\_

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

**Irish Grid co-ordinates:** E:       N:

The Archaeological Survey of Ireland uses mapping provided by OSI: this utilises the Irish Transverse Mercator (ITM) co-ordinate system. This replaces the former Irish Grid referenced mapping. If possible, please supply ITM co-ordinates. These should be determined using a Global Positioning System (GPS) unit that is enabled for the ITM co-ordinate system. 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 ITM co-ordinates from the mapping component of the National Monuments Service website ([www.archaeology.ie](http://www.archaeology.ie)).

**Source of co-ordinates (please fill one):** GPS  Website

**Date of inspection of monument (dd/mm/yyyy):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name of person compiling report (Block Capitals):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Are you content to be identified by name on the Historic Environment Viewer as the person who reported the monument.** Yes  No

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

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

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**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.*

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

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**Report accompanied by a sketch plan and/or section, elevation drawings?** Yes

**Report accompanied by a photograph(s):** Yes   
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  **and/or aerial photo:** Yes

*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 or map must be at a scale where field boundaries are clearly visible to enable it be referenced to Ordnance Survey Ireland mapping.*

**Checked against National Monuments Service website,** Yes   
[www.archaeology.ie](http://www.archaeology.ie):

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Archaeological Survey of Ireland  
National Monuments Service  
Department of Culture, Heritage and the Gaeltacht  
The Custom House (Room G50)  
Dublin 1  
Dublin D01 W6XO

[nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie)

#### 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.chg.gov.ie/help/legal-notices/data-protection/>

