**Digital Documentation of Historic Environment Scotland Properties in Care and/or Collections**

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| **REQUEST FORM** |
| **Applicant Contact Details** | | | |
| **Lead applicant name:** |  | | |
| **Company/Organisation name:** |  | | |
| **Address:** |  | | |
| **Invoice address**  (if different)**:** |  | | |
| **Telephone:** |  | **Mobile:** |  |
| **Email:** |  | | |

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| **Digital Documentation Application Overview** | | | | |
| **Site(s)/Collection(s) access requested:** | |  | | |
| **Team members:** | |  | | |
| **Digital documentation activity:**  *(please give brief outline)* | |  | | |
| **Project aim:** | |  | | |
| **Project outputs:**  *(including whether research or commercial)* | |  | | |
| **Digital documentation methodology:** | | Laser scanning | |  |
| Structured light scanning | |  |
| Photogrammetry/SFM | |  |
| RTI | |  |
| Other (please specify) | |  |
| UAV Photogrammetry/SFM | | *Requires separate application* |
| Personal use Photogrammetry/SFM | | *Application not required* |
|  | | | | |
| **Start Date:** |  | **End Date:** |  | |
| **Start Time:** |  | **End Time:** |  | |

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| **Detailed Methodology** | |
| **Equipment details:**  *(include equipment make, model)* |  |
| **Method statement:**  *(detailed methodology including proposed use of targets, control survey networks, any requests to handle Collections objects, any request that affects fabric and/or environment of Property in Care, confirmation on digital removal of people captured during digital documentation)* |  |
| **Risk assessment:** | A site-specific Risk Assessment will be required as a separate document. |
| **Digital outputs:**  *(output types and file formats)* |  |
| **Digital preservation statement:**  *(statement on data retention and archiving if applicable)* |  |
| **Intellectual property:**  *(brief statement on proposed IP of digital data, and whether you are willing to share raw and processed data with HES as a contribution to the Rae Project)* |  |

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| **Next Steps** |
| Completion of this form begins your application and changes to your digital documentation activity may be required. Your activity is not authorised to commence until we have issued a Permission Letter/Email. |