**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* |
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| **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. |