THE AUSTRALIA ICOMOS CHARTER FOR THE
CONSERVATION OF PLACES
OF CULTURAL SIGNIFICANCE
(The Burra Charter)

Preamble
Having regard to the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1966), and the Resolutions of 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the following Charter was adopted by Australia ICOMOS on 19th August 1979 at Burra Burra. Revisions were adopted on 23rd February 1981 and on 23 April 1988.

Definitions
Article 1. For the purpose of this Charter:

1.1 Place means site, area, building or other work, group of buildings or other works together with associated contents and surroundings.

1.2 Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations.

1.3 Fabric means all the physical material of the place.

1.4 Conservation means all the processes of looking after a place so as to retain its cultural significance. It includes maintenance and may according to circumstance include preservation, restoration, reconstruction and adaptation and will be commonly a combination of more than one of these.

1.5 Maintenance means the continuous protective care of the fabric, contents and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction and it should be treated accordingly.

1.6 Preservation means maintaining the fabric of a place in its existing state and retarding deterioration.

1.7 Restoration means returning the EXISTING fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

1.8 Reconstruction means returning a place as nearly as possible to a known earlier state and is distinguished by the introduction of materials (new or old) into the fabric. This is not to be confused with either re-creation or conjectural reconstruction which are outside the scope of this Charter.

1.9 Adaptation means modifying a place to suit proposed compatible uses.

1.10 Compatible use means a use which involves no change to the culturally significant fabric, changes which are substantially reversible, or changes which require a minimal impact.

Explanatory Notes
These notes do not form part of the Charter and may be added to by Australia ICOMOS.

Article 1.1
Place includes structures, ruins, archaeological sites and landscapes modified by human activity.

Article 1.5
The distinctions referred to in Article 1.5, for example in relation to roof gutters, are:
- maintenance — regular inspection and cleaning of gutters
- repair involving restoration — returning of dislodged gutters to their place
- repair involving reconstruction — replacing decayed gutters.
Conservation Principles

Article 2. The aim of conservation is to retain the cultural significance of a place and must include provision for its security, its maintenance and its future.

Article 3. Conservation is based on a respect for the existing fabric and should involve the least possible physical intervention. It should not distort the evidence provided by the fabric.

Article 4. Conservation should make use of all the disciplines which can contribute to the study and safeguarding of a place. Techniques employed should be traditional but in some circumstances they may be modern ones for which a firm scientific basis exists and which have been supported by a body of experience.

Article 5. Conservation of a place should take into consideration all aspects of its cultural significance without unwarranted emphasis on any one aspect at the expense of others.

Article 6. The conservation policy appropriate to a place must first be determined by an understanding of its cultural significance.

Article 7. The conservation policy will determine which uses are compatible.

Article 8. Conservation requires the maintenance of an appropriate visual setting: e.g., form, scale, colour, texture and materials. No new construction, demolition or modification which would adversely affect the setting should be allowed. Environmental instrusions which adversely affect appreciation or enjoyment of the place should be excluded.

Article 9. A building or work should remain in its historical location. The moving of all or part of a building or work is unacceptable unless this is the sole means of ensuring its survival.

Article 10. The removal of contents which form part of the cultural significance of the place is unacceptable unless it is the sole means of ensuring their security and preservation. Such contents must be returned should changed circumstances make this practicable.
Conservation Processes

Preservation

Article 11. *Preservation* is appropriate where the existing state of the fabric itself constitutes evidence of specific cultural significance, or where insufficient evidence is available to allow other conservation processes to be carried out.

Article 12. *Preservation* is limited to the protection, maintenance and, where necessary, the stabilization of the existing fabric but without the distortion of its cultural significance.

Restoration

Article 13. *Restoration* is appropriate only if there is sufficient evidence of an earlier state of the fabric and only if returning the fabric to that state reveals the cultural significance of the place.

Article 14. *Restoration* should reveal anew culturally significant aspects of the place. It is based on respect for all the physical, documentary and other evidence and stops at the point where conjecture begins.

Article 15. *Restoration* is limited to the reassembling of displaced components or removal of accretions in accordance with Article 16.

Article 16. The contributions of all periods to the place must be respected. If a place includes the fabric of different periods, revealing the fabric of one period at the expense of another can only be justified when what is removed is of slight cultural significance and the fabric which is to be revealed is of much greater cultural significance.

Reconstruction

Article 17. *Reconstruction* is appropriate only where a place is incomplete through damage or alteration and where it is necessary for its survival, or where it reveals the cultural significance of the place as a whole.

Article 18. *Reconstruction* is limited to the completion of a depleted entity and should not constitute the majority of the fabric of a place.

Article 19. *Reconstruction* is limited to the reproduction of fabric, the form of which is known from physical and/or documentary evidence. It should be identifiable on close inspection as being new work.

Adaptation

Article 20. *Adaptation* is acceptable where the conservation of the place cannot otherwise be achieved, and where the adaptation does not substantially detract from its cultural significance.
Article 21. Adaptation must be limited to that which is essential to a use for the place determined in accordance with Articles 6 and 7.

Article 22. Fabric of cultural significance unavoidably removed in the process of adaptation must be kept safely to enable its future reinstatement.

Conservation Practice

Article 23. Work on a place must be preceded by professionally prepared studies of the physical, documentary and other evidence, and the existing fabric recorded before any intervention in the place.

Article 24. Study of a place by any intervention in the fabric or by archaeological excavation should be undertaken where necessary to provide data essential for decisions on the conservation of the place and/or to secure evidence about to be lost or made inaccessible through necessary conservation or other unavoidable action. Investigation of a place for any other reason which requires physical disturbance and which adds substantially to a scientific body of knowledge may be permitted, provided that it is consistent with the conservation policy for the place.

Article 25. A written statement of conservation policy must be professionally prepared setting out the cultural significance and proposed conservation procedure together with justification and supporting evidence, including photographs, drawings and all appropriate samples.

Article 26. The organisation and individuals responsible for policy decisions must be named and specific responsibility taken for each such decision.

Article 27. Appropriate professional direction and supervision must be maintained at all stages of the work and a log kept of new evidence and additional decisions recorded as in Article 25 above.

Article 28. The records required by Articles 23, 25, 26 and 27 should be placed in a permanent archive and made publicly available.

Article 29. The items referred to in Articles 10 and 22 should be professionally catalogued and protected.

Words in italics are defined in Article 1.
GUIDELINES TO THE BURRA CHARTER: CULTURAL SIGNIFICANCE

These guidelines for the establishment of cultural significance were adopted by the Australian national committee of the International Council on Monuments and Sites (Australia ICOMOS) on 14 April 1984 and revised on 23 April 1988. They should be read in conjunction with the Burra Charter.

Contents
1.0 Preface
1.1 Intention of guidelines
1.2 Applicability
1.3 Need to establish cultural significance
1.4 Skills required
1.5 Issues not considered
2.0 The Concept of Cultural Significance
2.1 Introduction
2.2 Aesthetic value
2.3 Historic value
2.4 Scientific value
2.5 Social value
2.6 Other approaches
3.0 The Establishment of Cultural Significance
3.1 Introduction
3.2 Collection of information
3.3 The assessment of cultural significance
3.3.1 Extent of recording
3.3.2 Intervention in the fabric
3.3.3 Hypotheses
3.4 Statement of cultural significance
4.0 The Report
4.1 Content
4.2 Written material
4.3 Graphic material
4.4 Sources
4.5 Exhibition and adoption

1.0 PREFACE
1.1 Intention of guidelines
These guidelines are intended to clarify the nature of professional work done within the terms of the Burra Charter. They recommend a methodical procedure for assessing the cultural significance of a place, for preparing a statement of cultural significance and for making such information publicly available.

1.2 Applicability
The guidelines apply to any place likely to be of cultural significance regardless of its type or size.

1.3 Need to establish cultural significance
The assessment of cultural significance and the preparation of a statement of cultural significance, embodied in a report as defined in section 4.0, are essential prerequisites to making decisions about the future of a place.

1.4 Skills required
In accordance with Article 4 of the Burra Charter, the study of a place should make use of all relevant disciplines. The professional skills required for such study are not common. It cannot be assumed that any one practitioner will have the full range of skills required to assess cultural significance and prepare a statement. Sometimes, in the course of the task it will be necessary to engage additional practitioners with special expertise.

1.5 Issues not considered
The assessment of cultural significance and the preparation of a statement do not involve or take account of such issues as the necessity for conservation action, legal constraints, possible uses, structural stability or costs and returns. These issues will be dealt with in the development of a conservation policy.

2.0 THE CONCEPT OF CULTURAL SIGNIFICANCE
2.1 Introduction
In the Burra Charter cultural significance means "aesthetic, historic, scientific or social value for past, present or future generations". Cultural significance is a concept which helps in estimating the value of places. The places that are likely to be of significance are those which help an understanding of the past or enrich the present, and which will be of value to future generations.

Although there are a variety of adjectives used in definitions of cultural significance in Australia, the adjectives "aesthetic", "historic", "scientific" and "social", given alphabetically in the Burra Charter, can encompass all other values.

The meaning of these terms in the context of cultural significance is discussed below. It should be noted that they are not mutually exclusive, for example, architectural style has both historic and aesthetic aspects.

2.2 Aesthetic value
Aesthetic value includes aspects of sensory perception for which criteria can and should be stated. Such criteria may include consideration of the form, scale, colour, texture and material of the fabric; the smells and sounds associated with the place and its use.

2.3 Historic value
Historic value encompasses the history of aesthetics, science and society, and therefore to a large extent underlies all of the terms set out in this section.

A place may have historic value because it has influenced, or has been influenced by, an historic figure, event, phase or activity. It may also have historic value as the site of an important event. For any given place the significance will be greater where evidence of the association or event survives in situ, or where the settings are substantially intact, than where it has been changed or evidence does not survive. However, some events or associations may be so important that the place retains significance regardless of subsequent treatment.
2.4 Scientific value
The scientific or research value of a place will depend upon the importance of the data involved, on its rarity, quality or representativeness, and on the degree to which the place may contribute further substantial information.

2.5 Social value
Social value embraces the qualities for which a place has become a focus of spiritual, political, national or other cultural sentiment to a majority or minority group.

2.6 Other approaches
The categorisation into aesthetic, historic, scientific and social values is one approach to understanding the concept of cultural significance. However, more precise categories may be developed as understanding of a particular place increases.

3.0 THE ESTABLISHMENT OF CULTURAL SIGNIFICANCE

3.1 Introduction
In establishing the cultural significance of a place it is necessary to assess all the information relevant to an understanding of the place and its fabric. The task includes a report comprising written material and graphic material. The contents of the report should be arranged to suit the place and the limitations on the task, but it will generally be in two sections: first, the assessment of cultural significance (see 3.2 and 3.3) and second, the statement of cultural significance (see 3.4).

3.2 Collection of information
Information relevant to the assessment of cultural significance should be collected. Such information concerns:
(a) the developmental sequence of the place and its relationship to the surviving fabric;
(b) the existence and nature of lost or obliterated fabric;
(c) the rarity and/or technical interest of all or any part of the place;
(d) the functions of the place and its parts;
(e) the relationship of the place and its parts with its setting;
(f) the cultural influences which have affected the form and fabric of the place;
(g) the significance of the place to people who use or have used the place, or descendants of such people;
(h) the historical content of the place with particular reference to the ways in which its fabric has been influenced by historical forces or has itself influenced the course of history;
(i) the scientific or research potential of the place;
(j) the relationship of the place to other places, for example in respect of design, technology, use, locality or origin;
(k) any other factor relevant to an understanding of the place.

3.3 The assessment of cultural significance
The assessment of cultural significance follows the collection of information.

The validity of the judgements will depend upon the care with which the data is collected and the reasoning applied to it.

In assessing cultural significance the practitioner should state conclusions. Unresolved aspects should be identified.

Whatever may be considered the principal significance of a place, all other aspects of significance should be given consideration.

3.3.1 Extent of recording —
In assessing these matters a practitioner should record the place sufficiently to provide a basis for the necessary discussion of the facts. During such recording any obviously urgent problems endangering the place, such as stability and security, should be reported to the client.

3.3.2 Intervention in the fabric —
Intervention in, or removal of, fabric at this stage should be strictly within the terms of the Burra Charter.

3.3.3 Hypotheses —
Hypotheses, however expert or informed, should not be presented as established fact. Feasible or possible hypotheses should be set out, with the evidence for and against them, and the line of reasoning that has been followed. Any attempt which has been made to check a hypothesis should be recorded, so as to avoid repeating fruitless research.

3.4 Statement of cultural significance
The practitioner should prepare a succinct statement of cultural significance, supported by, or cross referenced to, sufficient graphic material to help identify the fabric of cultural significance.

It is essential that the statement be clear and pithy, expressing simply why the place is of value but not restating the physical or documentary evidence.

4.0 THE REPORT

4.1 Content
The report will comprise written and graphic material and will present an assessment of cultural significance and a statement of cultural significance. In order to avoid unnecessary bulk, only material directly relevant to the process of assessing cultural significance and to making a statement of cultural significance should be included.

See also Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.

4.2 Written material
The text should be clearly set out and easy to follow. In addition to the assessment and statement of cultural significance as set out in 3.2, 3.3 and 3.4 it should include:
(a) name of the client;
(b) names of all the practitioners engaged in the task;
(c) authorship of the report;
(d) date;
(e) brief or outline of brief;
(f) constraints on the task, for example, time, money, expertise;
(g) sources (see 4.4).

4.3 Graphic material
Graphic material may include maps, plans, drawings, diagrams, sketches, photographs and tables, and should be reproduced with sufficient quality for the purposes of interpretation.

All components discussed in the report should be identified in the graphic material. Such components should be identified and described in a schedule.

Detailed drawings may not be necessary. A diagram may best assist the purpose of the report.

Graphic material which does not serve a specific purpose should not be included.

4.4 Sources
All sources used in the report must be cited with sufficient precision to enable others to locate them. It is necessary for all sources consulted to be listed, even if not cited.

All major sources or collections not consulted, but believed to have potential usefulness in establishing cultural significance, should be listed.

In respect of source material privately held the name and address of the owner should be given, but only with the owner’s consent.

4.5 Exhibition and adoption
The report should be exhibited and the statement of cultural significance adopted in accordance with Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.
GUIDELINES TO THE BURRA CHARTER: CONSERVATION POLICY

These guidelines, which cover the development of conservation policy and strategy for implementation of that policy, were adopted by the Australian national committee of the International Council on Monuments and Sites (Australia ICOMOS) on 25 May 1985 and revised on 23 April 1988. They should be read in conjunction with the Burra Charter.

Contents
1.0 Preface
1.1 Intention of guidelines
1.2 Cultural significance
1.3 Need to develop conservation policy
1.4 Skills required
2.0 The Scope of the Conservation Policy
2.1 Introduction
2.2 Fabric and setting
2.3 Use
2.4 Interpretation
2.5 Management
2.6 Control of physical intervention in the fabric
2.7 Constraints on investigation
2.8 Future developments
2.9 Adoption and review
3.0 Development of Conservation Policy
3.1 Introduction
3.2 Collection of information
3.2.1 Significant fabric
3.2.2 Client, owner and user requirements and resources
3.2.3 Other requirements and concerns
3.2.4 Condition of fabric
3.2.5 Uses
3.2.6 Comparative information
3.2.7 Unavailable information
3.3 Assessment of information
3.4 Statement of conservation policy
3.5 Consequences of conservation policy
4.0 Implementation of Conservation Policy
5.0 The Report
5.1 Introduction
5.2 Written material
5.3 Graphic material
5.4 Sources

1.0 PREFACE

1.1 Intention of guidelines
These guidelines are intended to clarify the nature of professional work done within the terms of the Burra Charter. They recommend a methodical procedure for development of the conservation policy for a place, for the statement of conservation policy and for the strategy for the implementation of that policy.

1.2 Cultural significance
The establishment of cultural significance and the preparation of a statement of cultural significance are essential prerequisites to the development of a conservation policy (refer to Guidelines to the Burra Charter: Cultural Significance).

1.3 Need to develop conservation policy
The development of a conservation policy, embodied in a report as defined in Section 5.0, is an essential prerequisite to making decisions about the future of the place.

1.4 Skills required
In accordance with the Burra Charter, the study of a place should make use of all relevant disciplines. The professional skills required for such study are not common. It cannot be assumed that any one practitioner will have the full range of skills required to develop a conservation policy and prepare the appropriate report. In the course of the task it may be necessary to consult with other practitioners and organisations.

2.0 THE SCOPE OF THE CONSERVATION POLICY

Introduction
The purpose of the conservation policy is to state how the conservation of the place may best be achieved both in the long and short term. It will be specific to that place. The conservation policy will include the issues listed below.

2.2 Fabric and setting
The conservation policy should identify the most appropriate way of caring for the fabric and setting of the place arising out of the statement of significance and other constraints. A specific combination of conservation actions should be identified. This may or may not involve changes to the fabric.

2.3 Use
The conservation policy should identify a use or combination of uses, or constraints on use, that are compatible with the retention of the cultural significance of the place and that are feasible.

2.4 Interpretation
The conservation policy should identify appropriate ways of making the significance of the place understood consistent with the retention of that significance. This may be a combination of the treatment of the fabric, the use of the place and the use of introduced interpretative material.

In some instances the cultural significance and other constraints may preclude the introduction of such uses and material.

2.5 Management
The conservation policy should identify a management structure through which the conservation policy is capable of being implemented. It should also identify:
(a) those to be responsible for subsequent conservation and management decisions and for the day-to-day management of the place;
(b) the mechanism by which these decisions are to be made and recorded;
(c) the means of providing security and regular maintenance for the place.
2.6 Control of physical intervention in the fabric
The conservation policy should include provisions for the control of physical intervention. It may:
(a) specify unavoidable intervention;
(b) identify the likely impact of any intervention on the cultural significance;
(c) specify the degree and nature of intervention acceptable for non-conservation purposes;
(d) specify explicit research proposals;
(e) specify how research proposals will be assessed;
(f) provide for the conservation of significant fabric and contents removed from the place;
(g) provide for the analysis of material;
(h) provide for the dissemination of the resultant information;
(i) specify the treatment of the site when the intervention is complete.

2.7 Constraints on investigation
The conservation policy should identify social, religious, legal or other cultural constraints which might limit the accessibility or investigation of the place.

2.8 Future developments
The conservation policy should set guidelines for future developments resulting from changing needs.

2.9 Adoption and review
The conservation policy should contain provision for adoption and review.

3.0 DEVELOPMENT OF CONSERVATION POLICY

3.1 Introduction
In developing a conservation policy for the place it is necessary to assess all the information relevant to the future care of the place and its fabric. Central to this task is the statement of cultural significance.

The task includes a report as set out in Section 5.0. The contents of the report should be arranged to suit the place and the limitations of the task, but it will generally be in three sections:
(a) the development of a conservation policy (see 3.2 and 3.3);
(b) the statement of conservation policy (see 3.4 and 3.5);
(c) the development of an appropriate strategy for implementation of the conservation policy (see 4.0).

3.2 Collection of information
In order to develop the conservation policy sufficient information relevant to the following should be collected:

3.2.1 Significant fabric —
Establish or confirm the nature, extent, and degree of intactness of the significant fabric including contents (see Guidelines to Burra Charter: Cultural Significance).

3.2.2 Client, owner and user requirements and resources —
Investigate needs, aspirations, current proposals, available finances, etc., in respect of the place.

3.2.3 Other requirements and concerns —
Investigate other requirements and concerns likely to affect the future of the place and its setting including:
(a) federal, state and local government acts, ordinances and planning controls;
(b) community needs and expectations;
(c) locational and social context.

3.2.4 Condition of fabric —
Survey the fabric sufficiently to establish how its physical state will affect options for the treatment of the fabric.

3.2.5 Uses —
Collect information about uses, sufficient to determine whether or not such uses are compatible with the significance of the place and feasible.

3.2.6 Comparative information —
Collect comparative information about the conservation of similar places (if appropriate).

3.2.7 Unavailable information —
Identify information which has been sought and is unavailable and which may be critical to the determination of the conservation policy or to its implementation.

3.3 Assessment of information
The information gathered above should now be assessed in relation to the constraints arising from the statement of cultural significance for the purpose of developing a conservation policy.
In the course of the assessment it may be necessary to collect further information.

3.4 Statement of conservation policy
The practitioner should prepare a statement of conservation policy that addresses each of the issues listed in 2.0, viz.:
— fabric and setting;
— use;
— interpretation;
— management;
— control of intervention in the fabric;
— constraints on investigation;
— future developments;
— adoption and review.

The statement of conservation policy should be cross-referenced to sufficient documentary and graphic material to explain the issues considered.

3.5 Consequences of conservation policy
The practitioner should set out the way in which the implementation of the conservation policy will or will not:
(a) change the place including its setting;
(b) affect its significance;
(c) affect the locality and its amenity;
(d) affect the client, owner and user;
(e) affect others involved.
4.0 IMPLEMENTATION OF CONSERVATION POLICY

Following the preparation of the conservation policy a strategy for its implementation should be prepared in consultation with the client. The strategy may include information about:
(a) the financial resources to be used;
(b) the technical and other staff to be used;
(c) the sequence of events;
(d) the timing of events;
(e) the management structure.

The strategy should allow the implementation of the conservation policy under changing circumstances.

5.0 THE REPORT

5.1 Introduction
The report is the vehicle through which the conservation policy is expressed, and upon which conservation action is based.
See also Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.

5.2 Written material
Written material will include:
(a) the statement of cultural significance;
(b) the development of conservation policy;
(c) the statement of conservation policy;
(d) the strategy for implementation of conservation policy.

It should also include:
(a) name of the client;
(b) names of all the practitioners engaged in the task, the work they undertook, and any separate reports they prepared.
(c) authorship of the report:
(d) date;
(e) brief or outline of brief;
(f) constraints on the task, for example, time, money, expertise;
(g) sources (see 5.4).

5.3 Graphic material
Graphic material may include maps, plans, drawings, diagrams, sketches, photographs and tables, clearly reproduced.
Material which does not serve a specific purpose should not be included.

5.4 Sources
All sources used in the report must be cited with sufficient precision to enable others to locate them.
All sources of information, both documentary and oral, consulted during the task should be listed, whether or not they proved fruitful.
In respect of source material privately held, the name and address of the owner should be given, but only with the owner's consent.

5.5 Exhibition and adoption
The report should be exhibited and the statement of conservation policy adopted in accordance with Guidelines to the Burra Charter: Procedures for Undertaking Studies and Reports.
GUIDELINES TO THE BURRA CHARTER:
PROCEDURES FOR UNDERTAKING STUDIES AND REPORTS

These guidelines for the preparation of professional studies and reports were adopted by the Australian national committee of the International Council on Monuments and Sites (Australia ICOMOS) on 23 April 1988. They should be read in conjunction with the Burra Charter.

Contents
1.0 Preface
2.0 Agreements between client and practitioner
3.0 Responsibility for content of report
4.0 Draft report
5.0 Urgent action
6.0 Additional work
7.0 Recommendations for further investigations
8.0 Exhibition and comment
9.0 Adoption and review of report
10.0 Further evidence
11.0 Accessibility of information

1.0 Preface
These guidelines make recommendations about professional practice in the preparation of the studies and reports within the terms of the Burra Charter.

Attention is also drawn to the advice about ethical, procedural and legal matters provided in the practice notes issued by various professional bodies.

2.0 Agreements between client and practitioner
Before undertaking a study or report, the client and the practitioner should agree upon:
(a) the extent of the task, for example, up to the preparation of a statement of significance, up to the preparation of a statement of conservation policy or up to the preparation of a strategy for implementation;
(b) the boundaries of the place;
(c) any aspect which requires intensive investigation;
(d) the dates for the commencement of the task, submission of the draft report and submission of the final report;
(e) the fee and the basis upon which fees and disbursements will be paid;
(f) the use of any joint consultant, sub-consultant or other practitioner with special expertise;
(g) the basis for any further investigation which may be required, for example, within the terms of 7.0 below or section 3.3 of Guidelines to the Burra Charter: Conservation Policy;
(h) the representative of the client to whom the practitioner will be responsible in the course of the task;
(i) the sources, material or services to be supplied by the client including previous studies or reports;
(j) any requirements for the format or reproduction of the report;
(k) the number of copies of the report to be supplied at each stage;
(l) copyright and confidentiality;
(m) how the authorship will be cited;
(n) the condition under which the report may be published or distributed by the client, the practitioner or others;
(o) the procedure for any required exhibition of the report;
(p) the basis for comment upon the report and any consequent amendment;
(q) the responsibility for effecting archival storage in accordance with Article 28 of the Burra Charter.

3.0 Responsibility for content of report
The content of the report is the responsibility of the practitioner. The report may not be amended without the agreement of the practitioner.

4.0 Draft report
It is useful for the report to be presented to the client in draft form to ensure that it is understood and so that the practitioner may receive the client's comments.

5.0 Urgent action
If the practitioner believes that urgent action may be necessary to avert a threat to the fabric involving, for example, stability or security, the practitioner should immediately advise the client to seek specialist advice.

6.0 Additional work
Where it becomes clear that some aspect of the task will require more investigation or more expertise than has been allowed within the budget or the terms of the agreement, the practitioner should advise the client immediately.

7.0 Recommendations for further investigations
In respect of major unresolved aspects of cultural significance, conservation policy or of strategies for implementation of conservation policy, recommendations for further investigation should be made only where:
(a) the client has been informed of the need for such investigation at the appropriate stage and it has been impossible to have it undertaken within the budget and time constraints of the task;
(b) further information is anticipated as a result of intervention in the fabric which would not be proper at this stage, but which will become appropriate in the future.

Such recommendations should indicate what aspects of cultural significance, conservation policy or implementation might be assisted by such study.

8.0 Exhibition and comment
The report for any project of public interest should be exhibited in order that interested bodies and the public may comment and reasonable time should be allowed for the receipt and consideration of comment. Where public exhibition is not appropriate, comment should be sought from relevant individuals, organisations and specialists.

9.0 Adoption and review of report
Recommendations should be made for the formal adoption of the report and for any subsequent review.
10.0 Further evidence
If after the completion of the report further evidence is revealed, for example, by intervention in the fabric or information from other sources, it is desirable for this evidence to be referred to the original practitioner so that the report may be amended if necessary.

11.0 Accessibility of information
All material relating to the cultural significance of the place should be made readily available to increase the common pool of knowledge. Publication by the client and/or practitioner should be encouraged.