



How to take a photo of your nomination

Photographs can help provide visual evidence to support your nomination.
You can include more than one photograph.

Use these notes to help you take the best shots!

Checklist

Your photograph/s should show:

- **The context**-- the heritage site in its setting, including any landscaping and surrounding buildings.
- **A full perspective** - include as much of the heritage site as possible.
- **Key features** - record any decorative and significant features including any dates, inscriptions or maker's details. Anything which might include extra information.

Don't forget to **name your photograph files** using helpful information, such as:

- the name of your nominated heritage site
- the location
- what the photograph records

How to take a photo

1. You can use a mobile phone or digital camera to take a photograph of your nomination.
2. Take your photo in daylight. Grey overcast light helps reduce shadows and provides an even distribution of light.
3. Photos should be taken from the highway and other public spaces, and do not go onto private property without permission.
4. Try to avoid including people and vehicles where they could be easily recognised.
5. Try and include as much of the nominated heritage site as possible – you may need to take a photo at an angle facing towards the site. For buildings try to include the frontage in the frame.
6. If you need to download the photo, make sure you give it a memorable filename and save it to a location you can find later.
7. Don't worry if you can't take a photo, but do try to include other useful information in your nomination to help us identify the site.

Top Tips

- If there isn't room to take a photograph of the whole building straight-on, you may still be able to capture the whole elevation from another angle.
- Try to stand back and take a picture which includes other buildings or features which can help show its wider setting.
- You may want to photograph some details 'close-up', such as doors, windows, chimneys or any interesting decorative features you see.
- Be on the look-out for interesting details that are hidden from view!
- If possible you could record any interior spaces. However, be sure to ask permission from the owner before you photograph and let them know what the photographs will be used for.
- Try to avoid including people or vehicles



Mucklow Hill Offices Dudley © Dudley MBC



Horsley Fields Bridge detail

© City of Wolverhampton City Council



Barr Beacon in its landscape setting

© Walsall MBC

Remember:

Some places that you think are public spaces **may be private spaces** and you will need permission from the owner to take photographs.

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