INTRODUCTION

The standard form of Land Condition Record (LCR) was developed in response to a recommendation from the Urban Task Force[1]. The aim of the Land Condition Record is to present information about a particular property, which may be relevant to assessing land contamination and its implications.

The key features are that the LCR

- Contains factual information
- Is completed on the basis of what information is available
- May summarise information in more detailed reports
- Gives the provenance of information which it contains or to which it refers.

The LCR does not include results or information based primarily on judgement or on particular circumstances. However, it can form part of a wider package that might include assessments of the information and recommendations.

These notes are intended to assist those completing LCRs, and supersede the original guidance on completion of the standard form given in the November 2000 report[1]. **They should be read in association with the main part of that report and with the introduction to the electronic version of the LCR[2].**

CONTENTS:

[1] See "A Standard Land Condition Record", November 2000, a report prepared by a working group originated under the Urban Task Force. Available to download from www.silc.org.uk.

[2] See "A:\README.TXT accompanying "A Standard Land Condition Record Electronic Draft November 2000". Available to download from www.silc.org.uk.

GENERAL NOTES

Preparing for completion of the LCR

The compiler will need to decide which property is to be considered as the land or property for which the LCR should be completed. Normally this is likely to be land within a single ownership, but it is possible that larger units of land or smaller zones may be appropriate.

It is recommended that a location plan at 1:50,000 scale and a more detailed layout plan at 1:2500 or similar scale are prepared at the outset to show the property being considered. These plans can be used as the basis for the Figures to be included in the LCR in the section on land referencing information.

Using the standard form

A standard form has been developed for use either as a hardcopy **or preferably** as an electronic Word template.

Information is inserted into the boxes shown on the form under a series of structured headings. **Some points to note about filling in the boxes**:

- The **size** of the boxes give a general indication of the amount of information to be included, but the electronic version of the form allows for extension of the boxes to give more space
- Some of the sections include **tables** for which headings and some blank rows are shown. Clearly, the number of rows will depend on the number of items for which that information is available. The electronic version of the form provides an additional toolbar facility to add or delete rows
- In some cases, **sections or sub sections** of the form will need to be repeated and completed separately, eg for different zones of the property where the information is significantly different. These are indicated in the form. The electronic version of the form provides an additional toolbar facility to add the relevant sections. Where appropriate a sub-option adds sub-sections.

Referencing

Information in the report cannot be considered as valid if it does not have clear referencing to source reports/data. **All data entered must include its provenance.**

There are two main types of referencing:

- "Report ref. no": A reference number for a data source, which is the number the report or other data source is given in the annexes, mainly in annex 3 or annex 4. **It is recommended that a standard referencing system is used which starts with the annex number, and then sequentially lists reports etc. For example, the first report in Annex 3 will be given the reference number A3/01.**

- "Ref. in report": A detailed cross-reference to a data source. This must include the source reference number as above, and a page or section reference. **For example, an item of data may be referenced to "A3/01 p11", or "A3/02: chapter 2")**

More generally, "reference no." is used for other circumstances where an item has been given a reference number by a third party, eg a project reference number or a report reference number issued by the organisation who prepared the report being used as underlying data for the LCR.

It is recommended that compilers of the LCR assemble the available data reports and other documents and list them in the relevant annex, together with a reference number, before beginning to enter data in the main part of the LCR.

Gaps in information

Where information is not provided in the LCR, this MUST be indicated by one of the following:

- **Not known** (meaning no data available)
- **Not found** (meaning looked for in study/investigation, but results negative)
- **Not examined (for [detailed] reason)** (used where information type was excluded from compilation of the LCR)
- **Not relevant (for [detailed] reason)**(where an activity or item of information that is not relevant to the property as a clear matter of fact)

All boxes without information must have one of these explanations. No other terms should be used.

Information which is "not known" or "not examined" must be summarised in the Executive summary (A1.3)

Fast tracking

Where different uses of the LCR require only certain sections of the information to be completed, the section or sub-section can be omitted. **Any sections omitted must include a reference to the reason why the information is not relevant.**

Similarly, where information is not known for some complete sections or sub-sections, the section or sub-section can be omitted, recording that the information is not known. The form makes provision for this explanation to be entered at the beginning of sections where this is most likely to apply, and the compiler (and reader) of the LCR is directed to the next appropriate sub-section.

Disclaimers, caveats and assumptions

A general "disclaimer" should be provided at the beginning of the document. A suggested form of words is provided with the standard form. **Disclaimers relate to the liability for the information and for its use. Additional disclaimers may also**

be relevant, for example when information is not examined or where there are significant caveats on the information.

Within the form, all caveats and all assumptions should be explicitly reported in the relevant place in the LCR. Caveats relate to the quality of data from the underlying reports, assumptions to information provided based on any interpolation or similar of the underlying data. These caveats and assumptions must include both the caveats and assumptions within the source data, and any additional caveats or assumptions on the part of the compiler. For example underlying data may be obviously unreliable, ambiguous or clearly incorrect. In some cases the form specifically prompts the inclusion of any caveats etc, but caveats or reporting of assumptions may be appropriate elsewhere. **Any caveats or assumptions must be clearly explained.**

Caveats on the quality of the information should also be summarised in the Executive Summary (A1.4).

Additional information

In some cases the compilation of the LCR will reveal significant gaps or discrepancies in information which require further research or investigation to resolve. **It is always open to the compiler of an LCR to propose further research or investigation.**

In these circumstances, the additional information would form a separate supplementary report or other key document which would be included in the annexes as appropriate and the information transferred to an updated revision of the LCR.

ADDITIONAL ADVICE FOR COMPLETION OF PARTICULAR SECTIONS

Some key terms

Property name: Clear and preferably unique description reflecting name in current use.

LCR reference number: Number or version of LCR allocated by compiler. The version number should include the date.

Related LCR reference numbers: Reference number of another LCR prepared for land which forms part of land under current study, or which includes land under current study. For example, an LCR could have been prepared for a larger property subsequently divided into smaller areas of land for which individual LCRs are now being prepared.

Parent site: Where the LCR is for land which includes the land for which the LCR is now being prepared - for example where an earlier LCR was prepared for larger development area, the relationship for that LCR would be “parent site”.

Daughter site: Where the related LCR is for land within the larger site for which the LCR is now being prepared – for example one plot which already has an LCR within a large development site would be a “daughter site”.

Current land reference number: Reference number used by organisation commissioning LCR. For example, organisations with portfolios of sites may have an indexing system for all their landholdings.

Project reference number: Reference number used by individual or organisation completing LCR.

Section A1 – Executive Summary

This section aims to provide a text summary of the key features of the Land Condition Record. It should cover all the sections of the LCR to provide an overall picture of the relevant information and ***should not be completed until the remaining sections of the LCR have been completed.***

The Executive Summary should be suitable for use as the sole document describing the property, for example on sale of a property to a private individual or homeowner.

Note: If the Executive Summary is used on its own:

1) A copy of a relevant version of section A2, “document control information”, must accompany it. The relevant version should show who has compiled The Executive Summary and who has authorised its release.

2) Earlier versions of section A2 must also be included, to show who has completed, verified and authorised release of the main LCR.

3) Some of the annexes may need to be included with the summary.

Explanation of terms

Key features: A systematic summary of key points of what is known about the property based on information from each of sections A3 – A9 and annexes, in turn. This should include what is found and what is not found.

Gaps in information: Any sections or sub-sections not completed. Eg

"*The land condition record does not include information on …..".* This should be systematically summarised based on the information in the LCR, and is not the place for disclaimers, caveats or recommendations.

Caveats on information: Reservations by the provider of the LCR about the information in the LCR. Eg "*The information in this form has been completed without access to Report XYZ…"* or "*The information about the chemical testing is over 20 years old."* The caveats must be specific, not simply vague statements of concern.

Section A2 – Document Management Information

This section aims to provide a record of the chain of control of completion of the LCR, and identify who has taken responsibility for its issue.

Where new versions have been prepared, the A2 form for the earlier versions should be kept with the LCR.

Where the commissioning organisation or subsequent holder of the LCR issues the LCR to a third party, a new A2 sheet should be prepared showing a change to the "approval for issue" section. The earlier A2 sheet showing the details of approval for issue by the compiling organisation to the commissioning organisation should be kept with the LCR.

Explanation of terms

Information entry: Details of anyone who has completed sections of the form

Verification: Completed by the person who has checked that the LCR has been completed with relevant, factual, accurate and referenced information.

Approval for issue: Completed by whoever has taken responsibility on behalf of their organisation for issue of the LCR, for example to the organisation commissioning the LCR. (see notes above on issuing the LCR to a third party).

Section A3 – Land Referencing Information

This section aims to provide sufficient information to identify the land to which the LCR applies and give other information which will assist in locating the land, for example for a site visit. **A location plan and a plan showing details of boundaries should be included as a minimum.**

Where appropriate, the information should be given in recognised and nationally acceptable data formats.

Explanation of terms:

A3.1 Current land reference number: (As section A1) Reference number used by organisation commissioning the LCR

A3.1 Project reference number: (As section A1) Reference number used by the individual or organisation completing the LCR

A3.2 Property name: (As section A1) Clear and preferably unique description reflecting name in current use.

A3.5 Map reference: A reference to the relevant OS square which will enable identification of the location of the site.

A3.8 Description of the location of the property: should be sufficient to direct a third party to the site.

A3.9 Relevant organisations and contact points: should be given only those covered in referenced information. Dates or other references must be given to ensure currency and relevance of information is transparent.

Section A4 – Current Land Use and Access

This section aims to provide information primarily relevant to identification of the "receptors" (in the context of environmental risk assessment) which are or are not present on the land (other than controlled waters which are given in section A6).

Explanation of terms

A5.3 Future changes to use of the land: Eg planning applications (with current status), structure plan designation.

Section A5 – Surrounding Land

This section primarily aims to provide information to assist in identification of "receptors" (other than controlled waters) which are or are not present on surrounding land. **A map must be included to show land considered.**

Not all surrounding land may be examined in detail as part of the LCR. In these circumstances a general summary of surrounding land should be given, with specific land described in more detail in section A5.3.

There may need to be forward references to section A7.4 (influences on the land covered by the LCR) and section A8.6 (desk study and investigation information on surrounding land). It is also possible that an LCR will be needed for specific surrounding land in its own right.

Explanation of terms

A5.3 Possible future changes to use: Eg planning applications (with current status), structure plan designation

Section A6 – Proximity to Controlled Waters

This section aims to provide an overall indication of the proximity of the land to controlled waters (rivers, aquifers etc) and the relevant use classifications, quality objectives or standards of these waters as appropriate. It does not include detailed hydrogeological information established from intrusive investigation (covered in section A8.5.). **It should be clear to a non-specialist.**

Explanation of terms

A6.1 Surface water: Eg: "a stream runs through the northwest corner of the property"; or "the River X is 1km to the south of the property.

Section A7 - History

This section aims to summarise the history of the land to give a continuous picture from its earliest known use to present day, with additional information which may be relevant to the current condition of the land. **It should start with the earliest known use, not simply the earliest known potentially contaminative use.**

Section A8 – Desk Study And Investigation Information

This section aims to summarise the information in more detailed reports of studies and investigations. Further information on these reports, including the underlying basis of the information used in section A8, should be given in Annex A3.

Explanation of terms

Visual appearance: A summary of the general appearance of the land surface and identifying any debris, distinctive colours of soil, amount of soil exposed etc. This section may refer to more detail in other sections of the LCR, eg in sections A8.2 & A8.3.

Additional information: (1) Any relevant information given in the underlying reports which may set the results in context. Eg "The sampling for xz gas took place on a day when the concentrations may have been abnormally high". (2) any relevant features not included in the table

Section A9 – Most Recent Remediation

This section aims to provide a summary of remediation already carried out on the land or current risk management arrangements.

Separate entries should be provided for different zones or sub-areas, where different activities have been carried out in those different zones.

Explanation of terms

Dealing with: This should indicate the contaminants or, where relevant, pollutant linkages being addressed.

Technical remediation objectives: These should be identified for each contaminant or pollutant linkage: eg "to remove tar well"; "to reduce concentration of xy substance to 100mg/kg"; or "to provide a barrier between zx substance and groundwater."

Annex 3 – Record of desk studies and investigations

This aims to provide a clear picture of the validity and quality assurance of underlying data. **All available desk study and site investigation reports should be listed, and each is then summarised. Each part of the study/investigation (eg desk study, walkover) is further sub-divided into activities and the summary for each report should include a detailed sheet for all the activities which form the different parts of the investigation.**

Explanation of terms

Activities: A sensible categorisation of the main activities underlying a particular type or part of a study or investigation. For example, a site investigation may include the activities of sampling design, trial pit excavation, sampling and sampling transport. (Note: laboratory analysis is regarded as a separate type or part of study/investigation.)

It may be appropriate to complete the Annexes first, especially where there are a number of reports and documents.

SUMMARY OF STEPS TO COMPLETE AN LCR

1. Read the Working Group report and these notes providing guidance on completion.
2. Decide whether a paper copy of the LCR or an electronic version is appropriate. Read the “Readme” notes on the electronic version if appropriate.
3. Decide on the site to be covered by the LCR, assign project and other LCR reference numbers and prepare location and boundary maps.
4. Assemble reports and papers to be summarised.
5. Complete Annex 3 and other annexes as relevant.
6. Complete main LCR form, with the exception of the Executive summary, including:
    a. Identifying and dealing with contradictory data.
    b. Reviewing surrounding land
7. Review any gaps, caveats and assumptions. Check that explanations are given.
8. Check that all information is referenced and dated where appropriate.
9. Prepare the summary of key features, gaps and caveats.
10. Check disclaimer and make any necessary recommendations.