Building PRA recording form

Original sample recording form | Version 2.0 review | 16 November 2026

Project and visit

Project / visit: _____ Record / continuation reference: _____

Sample recording aid for competent ecologists. Select the method and effort for the site; completion is not approval of works. Do not treat an uninspected area as a negative result.

Project reference

Survey / visit ID

Site name and address

Grid reference / coordinates and system

Visit date

Start / finish; timezone and UTC offset

Record local times and the applicable UTC offset; keep clock corrections separate.

Completed by: name and organisation

Role / competence / supervisor

Relevant licence and authorisation

Drawing / plan reference and revision

Number, holder, activity and conditions, or explain why not applicable.

Survey question and proposed works

Permissions, safety / biosecurity plan and access limits

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Structure and inspection

Project / visit: _____ Record / continuation reference: _____

Building / structure ID

Type, age, use and occupancy

Walls, roof and external fabric

Materials and condition; tiles/slates, ridge, eaves, soffits, fascia, cladding, masonry and openings.

Internal spaces and roof construction

Roof voids, beams, linings/membranes, insulation, light, access and connectivity.

Habitat context and connections

Describe the area assessed and why; lighting, shelter, vegetation, water and potential routes.

External / internal methods and equipment

Record where viewed from, inspection aids, dates/times and coverage. Do not infer concealed dimensions.

Conditions and observation quality

Temperature with units; wind scale/units, rain, visibility, lighting and measurement source/time.

Areas not inspected and reasons

Access, obstructions, safety, weather or other constraints; mark these on the plan.

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Feature and evidence record

Project / visit: _____ Record / continuation reference: _____

Add one record per feature. Duplicate this page for paper continuation; keep project, visit and feature references.

Feature ID

Building ID / elevation

Location, height and aspect

Use plan/photo references and units; distinguish estimated from measured.

Inspection status

Options: Inspected, Partly inspected, Not inspected, Not applicable, Uncertain.

Feature description and extent

Opening, cavity, access, enclosure, substrate and connectivity; distinguish observed from inferred.

Evidence status

Options: Observed evidence, No evidence observed in inspected area, Uncertain, Not inspected.

Original observations

Bats, droppings, staining, feeding remains or other signs; quantify and locate where possible.

Provisional taxon / group / unknown

Photo / recording references

Sample ID / provenance / laboratory reference

Feature-specific action

Interpretation, confidence and reviewer evidence

Keep signs of uncertain origin separate from verified bat evidence.

Suitability and evidence

Project / visit: _____ Record / continuation reference: _____

Building roost suitability

Options: Not assessed, Negligible, Low, Moderate, High, Uncertain.

Suitability rationale

Identify features, limitations and guidance used. Suitability is separate from evidence of occupancy.

Roost evidence conclusion

Options: Not assessed, Evidence of roost use, No evidence observed within stated coverage, Unresolved.

Roost evidence / possible type and species

State what supports the conclusion, what remains unknown and seasonal limitations.

Interpretation and next steps

Project / visit: _____ Record / continuation reference: _____

Evidence summary and unresolved questions

Potential impacts of the specific works

Design options to retain features or avoid impacts

Record options discussed, assumptions and residual effects.

Further work, method / effort and ecological rationale

Record the relevant guidance, departures and evidence. No fixed visit-number calculator.

Limitations and consequence for the conclusion

Reviewed by: name / organisation and date

Actions: owner / due date

Evidence location / retention and access responsibility

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Instructions for this form

Project / visit: _____ Record / continuation reference: _____

1. Record the project, visit, surveyor, proposed works and inspection permissions. This is the building inspection form; use Quick observer recording for time-based night observations.

2. Describe the structure, roof, fabric and surrounding habitat. Record what you could actually inspect, the method and any inaccessible areas.

3. Add a feature record for each relevant opening or potential roost feature. Give it a stable ID and link photographs, sketches and samples.

4. Use Not inspected or Uncertain where appropriate. No evidence observed in accessible areas does not establish absence throughout the building.

5. Assess suitability separately from evidence of roost use. Record the reasons and limits, not just a category.

6. Record potential impacts, design changes that may avoid them, any further work and its site-specific rationale. Name the reviewer.

7. Save the editable record; reopen it to check the contents. Print a complete-text copy, adding referenced continuation pages for long PDF entries.

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Using and sharing this sample form

Project / visit: _____ Record / continuation reference: _____

An original sample form for building and built-structure roost assessment.

Use the digital version for expandable records, long notes and data exports. PDF entry fields are interactive but have fixed visible space: check every completed page before sharing. Extra text may scroll inside a PDF field rather than print. Use a linked continuation page instead of hiding notes.

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Sources inform the original ACP prompts. This template does not reproduce BCT tables, imply BCT endorsement, replace competence or prescribe a universal survey programme. Record guidance/version and the rationale used for your project.

1. Collins (ed.), 2023. BCT Bat Surveys for Professional Ecologists, fourth edition; amended March 2024. Relevant chapters: buildings 5, trees 6, emergence 7 and data analysis 11.

Open source 1

2. BCT amendments and questions/answers, March 2024. Read the guidance in context; this is original ACP form wording, not a reproduced BCT table.

Open source 2

3. Natural England: bat protection, surveys and licences (England). Check the relevant regulator for other nations.

Open source 3