**Chichester District Council**

## HER Access and Charging policies (Updated January 2013)

##### Introduction

The Historic Environment Record (HER) covers the district of Chichester and is located within the District Council offices, based at East Pallant House, East Pallant, Chichester. The HER provides a comprehensive computerised index to the district’s heritage and includes an Intensive Urban Survey for Chichester and Fishbourne. The HER is run on a database and related geographic information system and is supported by a wealth of additional material including an extensive library, unpublished excavation reports, details of Scheduled Ancient Monuments, Registered Parks and Gardens, historic maps and some aerial photographs. Records are held on archaeological sites and monuments ranging in date from the Palaeolithic through to the modern era.

The HER is accessible to members of the public, students, researchers, archaeology (and related) societies, commercial archaeology units, consultants, developers and cultural resource managers.

Enquiries to the HER should be made in writing and should include a completed Enquiry Form. These will be acknowledged within 10 working days. They will normally be processed within 14 days of receipt, however more complex enquiries may take longer. The service reserves the right to decline to process excessively complex or poorly structured enquiries. Personal consultation visits to discuss the results of HER enquiries may be arranged, subject to a minimum of 7 days notice and availability of resources. The HER is open during normal office hours (9.00am to 5.00pm, Monday to Friday), however the Council reserves the right to restrict access temporarily without notice.

# Access policy

* All HER users will inform the archaeology service in writing of the purpose and location of their enquiry and the use to which the information will be put. An enquiry form, which can be provided by post, fax, email or downloaded from the CDC website is available for this purpose.
* Chichester District Council may withhold information, either because it is confidential or because of the requirements of the Data Protection Act. However, Chichester District Council will not withhold information without reasonable cause.
* Where it is requested that an enquiry be treated in confidence this will be respected.
* Chichester District Council reserves all rights of copyright which it owns in the material provided.
* Information supplied shall be used only by the user and for the purposes specified on the HER enquiry form.
* Where consent has been given for the dissemination of HER data to third parties via publications, reports or theses, due acknowledgement of the use of the Chichester District HER will be given.
* Although every reasonable effort is made to verify information contained within the HER, the database should not be seen as definitive as it is often compiled from secondary sources that cannot be corroborated. The absence of data in certain areas should not be taken as representing an absence of archaeological deposits.
* All users will inform the HER of new sites or information which come to light as a result of their research. Copies of, or access to, the completed research or publication should be made available to the archaeology service within an agreed timescale.
* The boundaries of any Scheduled Monuments shown on maps provided by the HER have been copied from the 1:10,000 scheduling maplets provided by English Heritage and are intended only as guidance. For accurate information on Scheduled Monuments the enquirer should contact the National Monument Record’s Enquiries and Research service.
* All users of the HER should indicate their acceptance of these guidelines by signing a copy of the User Declaration form, whether the initial enquiry is made in person, by telephone, fax, email or in writing.
* All enquirers will receive a written response within 10 working days of the receipt of a request.

*Data may be withheld in the following circumstances:*

* Where an unstructured enquiry is received and/or a request is made for excessive quantities of data. In such circumstances we will contact you in order to discuss your research and refine your enquiry before proceeding (initially a summary list of data from the HER may be provided).
* Where it is considered that provision of data would be contrary to the law.
* Where the enquiry involves data of a confidential nature. [[1]](#footnote-1)

##### Copyright

* Chichester District Council reserves all rights of copyright which it owns in the material provided; this may not be reproduced without permission and proper acknowledgement.
* Copies of maps, photographs, reports and other published and unpublished material held in the HER may be subject to external copyright restrictions or license.

##### Charging Policy

Charges are made for both personal visits to the HER and the provision of information by post or e-mail in response to specific enquiries. The charging policy distinguishes between commercial consultations (typically development-related) and other non-commercial consultations. Charges are made for staff time, related overheads and for copying.

##### Fees - What will it cost me to obtain advice?

For 2012/13 the charges are as follows:

|  |  |
| --- | --- |
| Fee | **Scale of Proposed Charges – HER Inquiries** |
| **Type 1**Standard HER Search | **Type 2**Prioritised HER Search | **Type 3**Personal Appointments | **Type 4**Complex Inquiries | **Type 5**Non-Commercial Inquiries |
| £95 1st hr, £50/hr thereafter | £195 1st hr, £95/hr thereafter | £95 1st hr, £50/hr thereafter | £95 1st hr, £50/hr for next 3 hrs £75/hr thereafter | 1st hr free, £50/hr thereafter |

**Requests from commercial bodies for information**

Charges are based on hourly units with part units being rounded up. The preferred method for providing data is electronically, either by email or CD. Where paper reports are required charges may be levied at the standard photocopying charge. The HER report will normally be output as an MS Word document although other formats may be possible. The HER uses *ESRI ArcMap* 9.3 for GIS; shape files can be provided by arrangement. In addition VAT will be added at the standard rate of 20%.

##### Personal appointments

Charges may, at the council’s discretion, be reduced to half rate or waived altogether where it is considered there is some benefit from enhanced information returned to the HER or educational benefit. Where a charge is made it will be not less than £95. In addition VAT will be added at the standard rate of 20% for commercial consultations.

A charge for staff time may be made in cases of late cancellation (less than 24 hour’s notice) or failure to cancel a pre-arranged appointment.

##### Copying charges

Photocopying is charged at 25p per sheet A4 and 50p per sheet A3.



Updated December 2012

1. Environmental Information Regulations (2004) and Freedom of Information Act (2000) [↑](#footnote-ref-1)