

## **Durham County Council Archaeology Section: Updated Charging Scheme (01.04.2019 – 31.03.2020)**

### **1. Introduction**

#### **Content of the Historic Environment Record:**

Durham County Council maintains the Historic Environment Record for the County of County Durham and the Borough of Darlington. The Historic Environment Record (HER) is the primary source of information about the historic environment in the County and Borough Councils. It includes a database that contains more than 15000 records with information about remains from the prehistoric period to the present day. These provide information on nationally designated (listed buildings, registered parks & gardens and scheduled monuments), locally designated (conservation areas) and undesignated heritage assets. Full details of the remit and content of the record can be provided on request.

#### **Mapped data**

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Owing to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

#### **How do I access the HER?**

The HER is based at County Hall in Durham City. You can get information from the HER in a number of different ways, such as by letter, email, fax or telephone, or make an appointment to visit in person.

Historic Environment Record  
Archaeology Section  
Heritage, Landscape & Design Team  
Planning & Assets Service  
Regeneration and Economic Development  
Durham County Council  
County Hall  
Durham DH1 5UQ  
Tel: 03000 267013  
[archaeology@durham.gov.uk](mailto:archaeology@durham.gov.uk)

#### **Opening times**

The HER is open Monday to Friday, 9am to 5pm. If you wish to visit in person you will need to telephone first to make an appointment and make sure that someone is available; please call 03000 267013 The HER Officer will endeavour to assist in establishing whether a visit is advisable but cannot be expected to undertake detailed assessment of the relevance of specific material.

#### **Facilities**

If you choose to visit the HER in person we have a work space and computer available for you to use. The HER Officer will assist you and make you familiar with the equipment, if you choose to use it, and you can make photocopies (subject to certain restrictions). Details of charges for photocopying and printing can be found in section 3.2. There is a range of additional resources available to visitors, including; hard copy maps, archaeological reports, aerial photographs and the Journals of local societies.

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## **Searching the HER**

Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records. The HER includes both digital and hard copy information and references to other sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest, other national or specialist sources may contain information not held or indexed.

## **2. Conditions of Use**

Durham County Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Durham County Council HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.

### **Guidance for Users**

1. Durham County Council HER users are requested to inform Durham County Council of the following, in writing or online by submitting the form below:

- (a) the subject and purpose of their enquiry;
- (b) the use to which the information will be put; and
- (c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.

2. A service charge is made for enquiries to the Durham County Council HER but this is normally waived for enquiries for non-commercial, educational or personal research, except where searches require extensive work. The costs of paper, printing and other incidental expenses may be charged to all users.

3. The Durham County Council HER is the copyright of Durham County Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.

4. Users are requested to inform, and to make their research available to, the Durham County Council HER where new archaeological sites or data are discovered as a result of their work.

5. Users are requested to make appropriate acknowledgement of the Durham County Council HER in any publication or report which has made use of its data.

6. While efforts have been made to verify the data held in the Durham County Council HER, Durham County Council cannot accept responsibility for the accuracy of any particular data and its source.

7. Durham County Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.

8. Durham County Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.

9. Access to all or part of the information requested may be refused in certain circumstances.

9.1 Information may not be disclosed if:

- (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
- (b) it relates to confidential, internal communications of Durham County Council
- (c) it is contained in a document or other record which is still in the course of completion

9.2 Information will not be disclosed if:

- (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
- (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates.

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10. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.

11. Every endeavour is made to respond to enquiries within 10 working days.

### **Complaints procedure**

If you have any complaint about the service you have received please contact the Council's Complaints Section: 03000269007, [Complaints@durham.gov.uk](mailto:Complaints@durham.gov.uk)

## **3. Charging policy**

### **3.1 Background**

At the beginning of the financial year 2008-9 DCC Archaeology Section introduced a charging scheme in relation to consultation of the Historic Environment Record by commercial users and the provision of archaeological planning advice in relation to commercial development projects as permitted under the Public Sector Information Regulations 2005 and Section 93 of the Local Government Act 2003 respectively. The revenue from these charges contributes to the costs involved in the collection, production, reproduction and dissemination of information as well as the ongoing maintenance of the HER. Searches of the HER by the general public and for research purposes are free (apart from consumables) although a charge may be levied where substantial staff time is requested. The scheme was revised at the beginning of 2013 and this document sets out a further, and broader, revision.

### **3.2 HER**

Charges are levied for a licence to re-use HER information for commercial purposes.

The charges are permitted under Section 93 of the Local Government Act 2003.

### **Scale of Charges**

Durham County Council aims to respond to all HER search requests within 10 working days. Where a shorter turnaround is required a priority search is normally available with a response within 2 working days, where staff resources allow

The Standard charge includes 1 visitor appointment to the Durham HER of up to 3 hours duration, in one session. Repeat visits or visits over three hours will incur the HER Visit charge supplement. The Standard charge also applies to Remote Searches carried out by the HER officer at the customer's request and not exceeding 3 hours duration. For Remote Searches of longer duration the Supplementary Charge will apply at the hourly rate indicated.

Summary of charges for Commercial Users:

Standard Search	<b>£120 + VAT</b>
Priority search	<b>£170 + VAT</b>
HER visit supplementary charge	<b>£40 + VAT</b>

### **Incidental expenses**

All HER users may be liable for incidental expenses such as photocopying, printing, compact discs and postage. The costs are as follows:-

### **Photocopying/Printing**

Black and White £0.10 per A4 sheet, £0.20 per A3 sheet

Colour £0.40 per A4 sheet, £0.50 per A3 sheet

Compact disc £0.25

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### 3.3 Development Management.

These charges apply to the provision of archaeological planning advice in relation to commercial development projects within the unitary authorities of County Durham and Darlington. The charges are permitted under Section 93 of the Local Government Act 2003.

Charges will normally be levied for each distinct stage of a programme of archaeological investigation. For example, a pre-determination evaluation comprising a geophysical survey closely followed by trial trenching will incur a single charge (whether or not there are separate Briefs/Written Schemes of Investigation for each archaeological technique). However if these two elements are separated by an interval of 26 weeks or longer a separate charge may be levied if a new or substantially revised Brief/Written Scheme of Investigation is required. A brief/WSI is not required for a Desk-Based Assessment of Heritage Statement although consultation with the Archaeology and/or Conservation Section is strongly advised. In cases where a second phase of investigation is required – e.g. as a scheme of mitigation – This would incur an additional charge.

#### The Schedule of Charges is as follows:-

Approval of a Written Scheme of Investigation submitted by a contractor (house-holder development – domestic extension or single dwelling)	£Nil
Preparation of a brief for a scheme of archaeological investigation	£200
Approval of a Written Scheme of Investigation submitted by a contractor (minor development = less than 2ha)	£100
Preparation of a brief for a scheme of archaeological investigation	£400
Approval of a Written Scheme of Investigation submitted by a contractor (substantial development = 2 - 8ha)	£200
Preparation of a brief for a scheme of archaeological investigation	£800
Approval of a Written Scheme of Investigation submitted by a contractor (major development = more than 8ha)	£400
Approval of a WSI for an Historic England Level 1 Building Record.	£50
Approval of a WSI for an Historic England Level 2 Building Record	£100
Approval of a WSI for an Historic England Level 3 Building Record	£150
Approval of a WSI for an Historic England Level 4 Building Record	£200
<b>Approval of final report (applies to projects initiated after 01.04.2019)</b>	
House-holder development – domestic extension or single dwelling	£25
Minor development (less than 2ha)	£200
Substantial development (2 – 8ha)	£300
Major development (more than 8ha)	£500

**Contractors are strongly advised not to undertake any form of archaeological work in connection with a planning application without first contacting the Archaeology Section. This is to ensure any associated investigations are of the appropriate form and scale. Failure to do so can cause complications or delays in the processing of an application and potentially cause unnecessary costs for your client.**

If an unsolicited report is submitted in such circumstances then analysis and appraisal of it will incur a charge of: **£500**

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### Meetings.

To include site visits to monitor archaeological fieldwork as well as mitigation and/or post-excavation meetings. N.B. An average evaluation project will normally require at least one site meeting. Excavation projects normally require at least two site inspections or more depending on the size of the site and the complexity of the archaeology. (This charge is normally waived for householder developments). **£50 per hour + VAT**

(charge will apply to time spent travelling)

Screening advice for utility companies/developers

**£40**

### 3.4 Agricultural Environment Scheme Enquiries

In addition to charging for enquiries made for commercial purposes, we have traditionally charged for enquiries made as part of the Higher Level Stewardship scheme run by Natural England in accordance with an agreement between Natural England and the Association of Local Government Archaeology Officers (ALGAO).

At the time of writing a new scheme is being introduced by Natural England (resurrecting the previous title of Countryside Stewardship) but the details of any charging scheme relating to HER consultations are unknown. We will add details of this to our scheme of charges once they become available.

### 3.5 Method of payment

Following the enquiry an invoice will be sent out to the HER user by **Durham County Council**. Details of where to send the payment for the HER search will be included on to invoice. Cheques should be made payable to **Durham County Council**. When visiting in person and photocopying is the only charge. Payment is normally requested on receipt.

## 4. Archive Deposition Charges (levied by the receiving institution)

Archaeological archives generated within County Durham & the Borough of Darlington will be subject to a one-off charge payable on transfer of the archive to the designated institution (Co. Durham Archaeological Archives (CoDAA), and for material from Durham City the Durham University Museum of Archaeology). The charge will be proportional to the size of the archive as indicated below. The archaeological contractor must pay the appropriate fee within 30 days of an invoice being issued by the receiving institution.

If it is ascertained that there will be the creation of an archive, contractors are required to contact the receiving institution in advance of deposition so that costs can be provided and storage arrangements made for the accessioning of the material.

Contractors should adhere to the guidelines for standards relating to conservation, organisation, labelling, marking, storage and documentation of archaeological archives that are to be deposited with CoDAA or the Museum of Archaeology. Contractors should read these guidelines (available from the receiving institution) during the preparation of project designs so that any archive and storage requirements and costs can be factored in, if these guidelines are not adhered to additional charges will be applied.

### CoDAA Scheme of charges:

[A standard unit is defined as a box of small finds; a standard sized box c. 300mm x 300mm x 100mm or 420mm x 240mm x 170mm of bulk finds; a standard ring-file/box of paper archive; or one roll of plans].

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Type	Definition	Cost	Limitations
Research Project:	Small/volunteer led	£50 <sup>1</sup>	-
Research Project:	Large/externally funded	£400 <sup>1</sup>	-
House-holder development	domestic extension or single dwelling	£50	1 standard archive box <sup>2</sup>
Minor development	less than 2ha	£100	Up to 2 standard unit <sup>2</sup>
Substantial development	2 - 8ha	£200	Up to 5 standard unit <sup>2</sup>
Major development	More than 8ha	£400	Up to 10 standard unit <sup>2</sup>

*(1: It is advisable that the organisers of any research-driven archaeological projects contact CoDAA during the planning phase of the project to discuss their requirements, as alternative charging arrangements may be considered. 2: Should the archive exceed the maximum number of standard units allowable at that charging tier, then the next tier of charges will be applicable (for example, a 'minor development' archive resulting in 4 standard units will be charged at the 'substantial development rate, or £200). Where 'major developments' result in greater than 10 standard units, a charge of £50 per extra standard units will be applied.)*

Charges applicable for projects commencing on or after 1<sup>st</sup> April 2019. Please note that the above charges are subject to VAT at the current rate, but do not include it.

From the 1<sup>st</sup> April 2021 all projects archives, regardless of the date commenced, will be charged according to the current scheme laid out above.

However, for a period of two years, until 1<sup>st</sup> April 2021, projects that commenced prior to 1st April 2015 will be charged at the then rate of £30 per standard unit. Projects commencing on or after 1st April 2015, but before 1<sup>st</sup> April 2019, will be charged according to our previous scheme of charges: £50.00 per standard unit, with a basic minimum charge of £100.00. Please note that CoDAA reserve the right to reduce and/or waive charges as deemed appropriate.

**This Scheme of Charges will apply from 01/04/2019 until 31/3/2020.**

*All invoices are payable within 30 days of date of issue.*

Specifications will be prepared within 20 working days of receipt of request.



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