

CHARGING SCHEDULE FOR THE PROVISION OF ARCHAEOLOGICAL INFORMATION AND ADVICE

1st August 2020 – 31st March 2021

On 1 August 2020 our HER search charges are changing to include a separate charge for maps.

All requests must include a name, address, telephone number and a purchase order reference before they can be agreed.

They should be sent to historic.environment@hertfordshire.gov.uk

Charges for Historic Environment Record information

With the exception of non-commercial enquiries (educational, local enquiries, etc.) which are free of charge, all searches conducted by the Natural, Historic & Built Environment Team will be charged at an hourly rate of £110, plus VAT. Charges cover staff time to service an enquiry, including the time to extract the relevant datasets and prepare reports, mapping and data.

- A Herts HER request form must be completed in full and submitted with a search request before it can be agreed.
- Standard commercial search, GIS data (5-10 working days from a request being agreed): £110 per hour plus VAT
- PDF maps: additional charge of £50 per hour plus VAT
- Priority search (2-5 working days from a request being agreed): £200 per hour plus VAT. Please note that this is subject to sufficient resources being available and the team should be contacted in advance to agree a priority request.
- HER Visit: By prior appointment only. Additional charges for printing are applicable. Please note relevant copyright restrictions may apply.

Charges for pre-application archaeological planning advice

This charge applies to prospective developers, their agents and also archaeological organisations acting on behalf of developers. This charge also covers major development that falls outside the planning system such as utility pipelines and cables. Written advice, production of initial documentation, comments on subsequent documentation, including reports: £110 per hour plus VAT

- Meeting or site visit (if required and as supplement to above): £110 per hour plus VAT
- Householder: free of charge; for community/charitable projects a discretionary charge of £50 per hour may be applied and the team should be contacted in advance to confirm.

Charges for Authorities with whom we do not have a Service Level Agreement

A charge will be made for advice on planning proposals (including discharge of conditions) within Local Planning authorities which do not have a Service Level Agreement with us. This is subject to sufficient resources being available. Please contact the team in advance to agree details.

Charges for post-planning consent project documentation and monitoring

Production of initial documentation and written comments on a Written Scheme of Investigation (WSI), written comments on a report, and recommendations for discharge of condition. Any information submitted directly to this office for comment will be subject to a charge of £110 per hour plus VAT.

- Work to assess, comment on and accept a WSI and/or final report where it repeatedly fails to meet required standards, thereby necessitating significant additional amendments and allocation of time resources: £110 per hour plus VAT. Notice in writing will be provided where such a charge is felt to be necessary.

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Written advice will be provided up to 21 days from the request being agreed and the appropriate information being received. If advice is required in less than 5 working days, an additional charge will be made. Customers should contact the Team to ascertain the charge, which is currently £200, and also to check that resources will be available to provide the priority advice. Advice will not normally be provided where notice is less than 2 full working days.
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