

PETERBOROUGH CITY COUNCIL ARCHAEOLOGICAL CHARGING SCHEDULE FOR DEVELOPMENT PROPOSALS

Updated April 2024

PCC ARCHAEOLOGY CHARGING POLICY

PREAMBLE

The following charges:

- Will be reviewed annually.
- Will be applied to all new casework
- Will be applied to new stages of ongoing archaeological investigations after the 1st of June 2020 when the following charges were first introduced.

The following charges:

- Apply for development proposals within Peterborough Unitary Authority only.
- Reflect routine involvement in projects by type and category, best practice advice, and professional codes of conduct, regulations and standards.
- Apply to proposals both within and outside the planning system (e.g. schemes for utility provisions, and energy and national infrastructure projects).
- Exceptions and variations may apply at the discretion of Peterborough City Council (PCC) Archaeological Services. In these instances, advice on charges will be provided at the earliest opportunity.

WHY HAVE WE INTRODUCED CHARGES?

Charges have been introduced to ensure that PCC Archaeological Services have the necessary resources to support the continued provision of the service by contributing to the extra costs of archaeological advice for the consultation process in relation to planning applications and other proposed development/change of land-use outside the planning systems.

Sections 93 and 94 of the *Local Government Act 2003* and the *Localism Act 2011* give local authorities the power to charge for discretionary services. The local authority is bound to ensure that income from any charges does not exceed the costs of providing the service, and that the level of income is restricted to the amount it costs to provide such services.

TYPICAL SCHEDULE OF CHARGES PER CATEGORY

Each charge reflects the category of development to which it applies, and the proportionate routine involvement in the different programmes and stages of archaeological work.

Charging is cumulative, and where more than one programme is required, the charges will apply for each programme selected.

Typically, each charge includes:

- A Historic Environment Record (HER) search based on the current PCCHER Charging Policy (See HER Charging Policy). The HER is a comprehensive source of information relating to landscapes, buildings, monuments, sites, places, areas and archaeological finds within Peterborough Unitary Authority.
- A Site Visit/Meeting. Additional visits/meetings are discretionary.
- A preliminary examination of the Written Scheme of Investigation (WSI) within 10 working days prior to formal submission to the planning authority. In compliance with the standards set by the Chartered Institute for Archaeologists (CIfA), the WSI must be prepared by a competent archaeologist and must set out the proposed scheme of investigation in sufficient detail to satisfy the planning archaeologist that it is an appropriate response to the brief, and that works will be appropriate and proportionate to the known/potential remains and the level of impact. A WSI remains valid for six months, unless otherwise agreed.
- A preliminary examination of filed reports within 15 working days prior to formal submission to the planning authority.
- Travel costs charged on PCC current mileage reimbursement.
- Correspondence time
- Administration time

Briefs

A brief of works must be obtained by PCC Archaeological Services. There is no charge for a brief as this is usually tied directly into the planning condition. A brief is issued within 10 working days from receipt of request. The aim of the brief is to specify the required archaeological work and inform the Written Schemes of Investigation (WSI). A brief is drawn up on the basis of information supplied in respect of the proposal. The terms of the brief are monitored during the course of work on site, as revisions and amendments may be required in consideration of further details and ongoing fieldwork results. A brief remains valid for six months after the date of issue. Any WSIs resulting from a brief will only be considered for a six month period.

CATEGORIES OF DEVELOPMENT AND ASSOCIATED CHARGES

CATEGORY A (Development of a non-listed Historic Building/Structure)

Definition

Archaeological investigation and recording of standing buildings or structures (demolition / conversion / alteration) which are not nationally or locally listed. A watching brief of work may be required to be carried out in conjunction with the building recording.

Charges*

- Archaeological Building Recording:
 - Historic England Level 1 Building Record: **£31.00 (includes VAT@20%)**
 - Historic England Level 2 Building Record: **£61.00 (includes VAT@20%)**
 - Historic England Level 3 Building Record: **£91.00 (includes VAT@20%)**
 - Historic England Level 4 Building Record: **£121.00 (includes VAT@20%)**
- Monitoring (Watching Brief): **£242.00 (includes VAT@20%)**

What is included in the CATEGORY A charges Typically	
Archaeological Building Recording <ul style="list-style-type: none"> • HER Search • WSI check • Correspondence • Report Check • Admin • Site visit • Travel Costs 	Monitoring (Watching Brief) (As priced above, when required as part of the Archaeological Building Recording) <ul style="list-style-type: none"> • WSI check • Correspondence • Report Check • Admin

* Each charge reflects the category of development to which it applies, and the proportionate routine involvement in the different programmes of archaeological work, typically quoted at £50.00 per hour. Please note that charging is cumulative and where more than one programme/stage is required the charges will apply for each programme/stage selected.

CATEGORY B (Minor Development)

Definition

Development for up to 9 residential units and/or less than 0.5ha

Charges*

- Monitoring (Watching Brief) **£242.00 (includes VAT@20%)**
- Evaluation **£332.00 (includes VAT@20%)**
- Excavation **£394.00 (includes VAT@20%)**

What is included in the CATEGORY B charges - Typically		
Monitoring (Watching Brief) <ul style="list-style-type: none"> • HER search (for stand-alone monitoring only) • WSI check • Correspondence • Report Check • Admin • Site visit • Travel 	Evaluation <ul style="list-style-type: none"> • HER search • WSI check • Correspondence • Report Check • Admin • Site visit • Travel 	Excavation <ul style="list-style-type: none"> • WSI Check • Correspondence • Report check • Admin • Post Excavation Assessment report check • Site visit • Travel

* Each charge reflects the category of development to which it applies, and the proportionate routine involvement in the different programmes of archaeological work, typically quoted at £50.00 per hour. Please note that charging is cumulative and where more than one programme/stage is required the charges will apply for each programme/stage selected.

CATEGORY C (Small Scale Major)

Definition

Development between 10-199 units and/or 0.5ha- 4ha

Charges*

- Monitoring/Watching Brief **£303.00 (includes VAT@20%)**
- Evaluation **£630.00 (includes VAT@20%)**
- Excavation **£701.00 (includes VAT@20%)**

What is included in the CATEGORY C charges - Typically		
Monitoring (Watching Brief) <ul style="list-style-type: none"> • HER search (for stand-alone monitoring only) • WSI check • Correspondence • Report Check • Admin • Site visit • Travel 	Evaluation <ul style="list-style-type: none"> • HER search • WSI check • Correspondence • Report Check • Admin • Site visit • Travel 	Excavation <ul style="list-style-type: none"> • WSI Check • Correspondence • Report check • Admin • Post Excavation Assessment report check • Site visit (x2) • Travel (x2)

* Each charge reflects the category of development to which it applies, and the proportionate routine involvement in the different programmes of archaeological work, typically quoted at £50.00 per hour. Please note that charging is cumulative and where more than one programme/stage is required the charges will apply for each programme/stage selected.

CATEGORY D (Large Scale Major)**Definition**

Development of 200+ residential units and or 4ha+

Charges*

- Monitoring/Watching Brief **£303.00 (includes VAT@20%)**
- Evaluation **£793.00 (includes VAT@20%)**
- Excavation **£882.00 (includes VAT@20%)**

What is included in the CATEGORY D charges Typically		
Monitoring (Watching Brief) <ul style="list-style-type: none"> • HER search (for stand-alone monitoring only) • WSI check • Correspondence • Report Check • Admin • Site visit • Travel 	Evaluation <ul style="list-style-type: none"> • HER search • WSI check • Correspondence • Report Check • Admin • Site visit (x2) • Travel 	Excavation <ul style="list-style-type: none"> • WSI Check • Correspondence • Report check • Admin • Post Excavation Assessment report check • Other survey brief • Other survey WSi check • Other survey report check • Site visit (x2) • Travel (x2)

* Each charge reflects the category of development to which it applies, and the proportionate routine involvement in the different programmes of archaeological work, typically quoted at £50.00 per hour. Please note that charging is cumulative and where more than one programme/stage is required the charges will apply for each programme/stage selected.

CATEGORY E (Other)

Definition

Development for:

- Residential over 10ha
- Mixed use development
- Commercial development
- Energy Scheme Projects
- Infrastructure projects
- Quarries/ waste projects

Charges*

- (£)

By negotiation

* Each charge will reflect the proportionate routine involvement in the different programmes of archaeological work, typically quoted at £50.00 per hour.

WHAT AM I CHARGED FOR?

The charges apply to development proposal/change of land use and reflect realistic staff time on and off site.

According to the National Planning Policy Framework (NPPF), archaeology is a material consideration within the planning system. Therefore, development proposals may lead to fieldwork to be carried out pre-application, pre-determination or as a condition attached to a planning permission.

The charges will cover the following programmes of archaeological work:

- Watching Brief⁽¹⁾: a programme of monitoring and recording conducted during any operation carried out for non-archaeological reasons. Typically, it applies to the construction of small extensions to existing buildings and/or to the provision of utilities and drainage work, construction of minor access routes, and small-scale landscaping. It may be carried out as a separate programme requiring no further archaeological fieldwork, or as a complementary programme alongside an evaluation, an excavation and an archaeological building investigation and recording (below).
- Field evaluation⁽²⁾: a preliminary programme to define the presence/absence, character date and state of preservation of archaeological features, deposits and finds by means of geophysical and other surveys and/or by trial trenching and test-pitting and other limited intrusive fieldwork. A field evaluation may lead to an excavation.
- Excavation⁽³⁾: a programme to record and interpret archaeological deposits, features and finds within the context of a project design informed by the results of the preliminary programme of field evaluation (above).
- Archaeological building investigation and recording⁽⁴⁾: a programme to establish the history and archaeological development of a specified building(s) or structure(s).

WHAT DOES IT MEAN FOR ME?

Please note that the following scenarios are presented for guidance only. Each proposed development will be assessed on its own merits and on a site by site basis.

Scenario 1

Q. I have applied for a small extension in an area which seems to have archaeological interest. What type of archaeological fieldwork would be required?

A. Typically, a very small scale proposal such as a small building extension, the excavation of utility trenches or minor landscaping would require a watching brief.

Scenario 2

Q. My development is quite large and/or in an area of known/potential archaeological significance. What programme of archaeological fieldwork would it require?

A. Typically, more archaeologically sensitive areas/large areas are likely to require an evaluation. The programme of evaluation would be proportionate to the known/potential archaeological significance of the site and to the scale of the proposed development (see 'Categories of Development', above).

Scenario 3

Q. *The evaluation has indicated that the archaeological remains in my proposed development site are significant. Is that sufficient?*

A. If the evaluation confirms the presence of significant archaeological remains which cannot be preserved by reburial, then it will be followed by area excavation, as the remains would be destroyed/compromised by the development. The excavation may lead to a post-excavation (off-site) assessment of what has been found on site, and to an updated project design to review actions and costs (for instance, to pay for additional experts' services). If the evaluation is sufficient to characterise the site, no follow-up excavation is required.

Scenario 4

Q. *I understand that the evaluation has indicated that the archaeological remains in my proposed development site are significant and require excavation. However, is there an alternative to the excavation?*

A. In some instances provisions may be made for the preservation in situ of significant remains which would not be excavated but reburied according to methods and materials approved by the planners. Please note that preservation in situ may require some changes to the original design and the submission of a preservation in situ strategy.

Scenario 5

Q. *I have applied for some alterations to my building. As it is not a Listed Building or a locally listed building, has it to be recorded?*

A. All buildings/structures of architectural, historical and/or archaeological interest, whether listed or unlisted, are considered to represent heritage assets. Alterations to their historic fabric may need to be recorded. Not all building alterations will require a programme of recording, depending on the significance of the building in question and the proposed alterations.

Scenario 6

Q. *I would like a Historic Environment Record (HER) search to gain a preliminary idea of the archaeological potential of my site before I progress further with my application. Do I have to pay?*

A. If the search is part of, or may lead to, a planning proposal, then the search will be charged separately (see HER Charging Policy, below).

FAQ

Q. *I understand that I need to hire competent archaeologists to do the fieldwork. What next?*

- At the request of the developer, the City Archaeologist will issue a brief to you (or to your appointed archaeologists/agents on your behalf) to outline the matters to be addressed, with an indication of the scope of the archaeological work required. (The brief may be used as part of the tendering process to appoint the archaeologists).
- Before the commencement of the fieldwork, you or your appointed archaeologists on your behalf are expected to consult PCC Historic Environment Record (HER) a comprehensive source of information relating to landscapes, buildings, monuments, sites, places, areas and archaeological finds within Peterborough Unitary Authority.
- The brief will form the basis for a detailed Written Scheme of Investigation (WSI) that has to be written by the competent archaeologists appointed by you or by your agents on your behalf to undertake the work. The City Archaeologist will check that the WSI is an appropriate response to the brief, meets the required standards and is informed by the HER research before final submission to the planners.
- Each programme of work will generate a report. Excavations will also generate an updated project design report to review actions and costs (for instance, to pay for additional experts' services before

the final archive report). All reports will be checked by the City Archaeologist before final submission to the planners.

- During the fieldwork, the City Archaeologist will arrange site visits with you and/or your appointed archaeologists/agents on your behalf as part of quality assurance.

Q. *I am told that I am the owner of the finds and the site paperwork (archive), but I do not have suitable storage facilities. What shall I do?*

A. Fieldwork is likely to generate material, paper and/or digital archives. Usually, these will be deposited at Peterborough Museum and Art Gallery through a transfer of ownership. Separate charges and policies may apply. For further information, please contact the museum by telephone (01733 864663).

Q. *The archaeological conditions/pre-application requirements have been fulfilled. What next?*

A. If the archaeological work has been conditioned, the condition will be discharged in stages, subject to the submission of a discharge application. If the work has been carried out pre-application/pre-determination, then the reports generated by the fieldwork will be used to support your application for the staged discharge.

WHAT IS NOT CHARGED?

There are no charges for the following;

- A brief of works issued by PCC Archaeological Services.
- Pre-application advice.
- Community/school/education/research projects.
- Projects run by Government Agencies such as Historic England, Natural England, Forestry Commission, Environment Agency, etc., unless otherwise agreed.

ARCHIVE CHARGES

Peterborough Museum and Art Gallery is the official repository of archival material generated by archaeological fieldwork undertaken within the boundaries of Peterborough Unitary Authority. Charges and policies apply. For further information please contact Peterborough Museum and Art Gallery by telephone (01733 864663).

WHAT DO I NEED TO DO TO SET THE PROCESS IN MOTION?

You will be required to complete the online 'Archaeology Request Form' and/or 'HER Request Form' to initiate the work. At your request, or at the request of your appointed archaeologists/agents on your behalf, PCC Archaeological Services will produce a brief for each programme of work to outline the circumstances which need to be addressed in relation to the archaeological work. A brief will also inform the required Written Scheme of Investigation. You will then return the completed form to archaeology@peterborough.gov.uk.

HOW DO I PAY?

You will be required to complete the online 'Archaeology Request Form' and/or 'HER Request Form', as required. The charges will be based on the details submitted on the request form and confirmed via email, accordingly. Archaeological contractors and agents must ensure that you, as the applicant, are aware of the charges. Please email the 'Archaeology Request Form' to: archaeology@peterborough.gov.uk

Charging is cumulative and where more than one programme is required the charges will apply for each programme/stage selected.

Please note that payment must have been made prior to the completion of each stage of archaeological investigation. Failure to pay will result in the delay of approval of the stage of archaeological work.

CONTACT US

Email: archaeology@peterborough.gov.uk

Write to: Archaeological Services, Natural & Historic Environment, Planning Services, Place and Economy, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Notes

⁽¹⁾The Chartered Institute for Archaeologists (CIfA) provides the following definitions of watching brief: "A formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive."

⁽²⁾The Chartered Institute for Archaeologists (CIfA) provides the following definitions of archaeological field evaluation: "A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their significance in a local, regional, national or international context as appropriate."

⁽³⁾ The Chartered Institute for Archaeologists (CIfA) provides the following definitions of archaeological excavation: "A programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, inter-tidal zone or underwater. The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project design."

⁽⁴⁾ The Chartered Institute for Archaeologists (CIfA) provides the following definitions of archaeological building investigation and recording (ABIR): "A programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including buried components, on land, inter tidal zone or underwater."