

PCC HER CHARGING POLICY
(Updated April 2024)

PREAMBLE

Peterborough City Council (PCC) has an approved policy for charging for Historic Environment Record (HER) services covering officer's time and/or enhanced data, as well as provision of information and advice in support of national Countryside Stewardships (CS) grant schemes:

Provision of HER Information

- The charging policy complies with the *Environmental Information Regulations* (EIR) (2004)
- The charging policy is in line with the Association of Local Government Archaeological Officers (ALGAO) guidance on charging (Advice note, 2012).
- Charges are levied for the HER Officer's time required to service an enquiry, whether in person or remotely.
- Charges are limited to recovering the marginal cost of time, reproduction, and enhancement of information.
- Charges are regularly reviewed and updated in accordance with the local authority's policy.
- Information is supplied without charge to researchers, students, teachers and members of the general public not involved in research for commercial purposes.

Provision of Information and Advice in Support of Countryside Stewardships Grant Schemes

- Information and advice in support of Countryside Stewardships grant schemes are provided in accordance with a national agreement.
- Fees are set in accordance with the *Countryside Stewardship: Historic Environment FER (HEFER) Consultation Service Standard*, Natural England, ALGAO, and Historic England.

REVISED PCCHER CHARGES (as from July 2017)

Historic Environment Record (HER)*	Typical Charge for Officer Time
Minimum Standard remote and assisted search (10 working days) Typically, up to 50 records or, typically, 1km radius in rural areas, 500m radius in villages and 250m radius in the urban area	£85.00 (non-business)
Standard remote and assisted extended search (10 working days) Typically, 50-150 records or, typically, pipeline routes, areas over 1km radius in rural areas, 500m radius in villages and 250m radius in the urban area	£115.00 (non-business)
Priority search (within 3 working days) Supplement to above charges	£30.00 (supplement) This charge will not be applied if the search is not returned within the agreed 3 working days.
Large/complex/bespoke search Typically, >150 records	Contact HER Officer for quote (The priority search option is not available for these searches). Typically, £115.00 up to 150 records + £30.00 per additional blocks of 50 records (non-business)

Exemption from Charges

- HER Information is supplied without charge to researchers, students, teachers and members of the general public not involved in research for commercial purposes. However, PCCHER reserves the right to charge for excessive copying or printing at a rate of 25p per A4 sheet.
- All HER charges are exempt from VAT.

HER Search Service and Charges Specification

PCC HER aims to respond to straightforward HER search requests within 10 working days, and to CS requests within 21 working days (in accordance with a national agreement).

Where a shorter turnaround is required, a priority search is normally available for HER enquiries with a response within 3 working days.

HER searches take two forms:

- Remote searches do not require a personal visit to PCCHER.
- Assisted searches require a personal visit to PCCHER. Visits must be booked in advance to view material only available in hard copy. The HER Officer will endeavour to assist the enquirers within reason.

The level of charge depends on the number of monument records within the search area and/or size of the search area, and the estimated officer's time required to service the enquiry.

- Standard search: up to 50 records or, typically, 1km radius in rural areas, 500m radius in villages and 250m radius in the urban area
- Extended Search: 51 - 150 records or, typically, pipeline routes, areas over 1km radius in rural areas, 500m radius in villages and 250m radius in the urban area.
- Large, Complex or Bespoke Searches: unusually large or complex searches involving over 150 records will be individually costed, typically at £31 per 50 records. (NB: the priority search option is not available for these searches).

Digital Files

- GIS data are provided remotely in Esri Shapefile formats.
- Non GIS data are provided in pdf files.
- Base layer data cannot be provided due to copyright restrictions.

Terms of Use and Conditions

1. The information is supplied to assist the provision of the service. It is supplied for guidance only and is not the definitive dataset.
2. The definitive dataset is held by PCCHER, and any disputes will be resolved using this dataset.
3. Enquirers are requested to supply updated or new information to the definitive dataset for addition to the main record.
4. After use, the information supplied is to be deleted and any copies returned to PCCHER.

Breach

Failure to comply with any of the terms and conditions will be constructed as a material breach of these terms and conditions, and will result in immediate requirement to return the supplied information.

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