



**Southampton City Council
Planning Archaeology – Service Application Form**

Please read the *Planning Archaeology - Guidelines and Charges* document before completing this form.
Please complete in as much detail as possible.
If insufficient details are provided, there may be a delay processing your enquiry.

Your Details	
Name	
Organisation	
Address	
Post Code	
Email	
Telephone	
Are you the applicant, agent, consultant or contractor?	
On whose behalf are you acting?	
Purchase order or reference number (if required)	
The Site	
Site name, full address including post-code, or exact location	
Planning application number (if applicable)	

Charges.

Charges apply for planning archaeology services including the production of written briefs, the approval of Written Schemes of Investigation (WSI) from a consultant or contractor, the monitoring of fieldwork, and the approval of reports. (Charges will not be levied for work resulting from householder applications.)

Charges also apply to the consultancy service offered to utility companies and statutory agencies.

Charges and timescales are outlined in full in the document ***Planning Archaeology - Guidelines and Charges*** on this web page: www.southampton.gov.uk/planning/heritage/archaeology-planning.aspx

If you need further help before submitting this form, email planning.archaeology@southampton.gov.uk.

A fast-track service is available at a higher fee (please check whether this service is available at any one time).

If your organisation requires a purchase order number or other reference number for payments, this must be given on this form, even if the final charge is not known at this stage.

Which service are you applying for?	
Written Brief for archaeological desk-based assessment	
Written Brief for archaeological fieldwork Charges include approval of the WSI, a single monitoring visit and approval of the report. (Additional charges will be made for further monitoring visits if required, and rechecking of WSIs and reports which fail to meet the required standard.)	
Validation of WSI from a contractor Where a brief has not been requested/supplied. Charges include approval of the WSI, a single monitoring visit and approval of the report. (Additional charges will be made for further monitoring visits if required, and rechecking of WSIs and reports which fail to meet the required standard.)	
Monitoring and report approval only Where a brief and/or WSI was already in place when charges were introduced.	

Report approval only Where a brief and /or WSI was already in place and fieldwork completed when charges were introduced.			
Date service required	(Please allow 10-15 working days.)	Are you requesting a fast track service (within 5 working days) at the higher fee?	Yes/No

User Declaration		
I/we have read the document <i>Planning Archaeology - Guidelines and Charges</i> and agree to pay any charges that may apply as outlined in that document.		
Name	Signed	Date

Privacy Notice. *Southampton City Council will ask you for information to provide this service. We may use it to contact you about this. We will only share your information with other organisations or council departments if we need to. We may also share it to prevent, investigate or prosecute criminal offences, or as the law otherwise allows. Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data, and we can provide a copy if you are unable to access the Internet.*

Please return this form to planning.archaeology@southampton.gov.uk
Or
Planning Archaeologist, Transport and Planning Service, Southampton City Council, Civic Centre, Southampton, SO14 7LY.