



Southampton Historic Environment Record - Enquiry Form

Please read the Southampton HER *User Guidelines* before completing this form.
Please complete in as much detail as possible, continuing on a separate sheet if necessary.

Your Details

Name	
Organisation	
Address	
Post Code	
Email	
Telephone	

Your Enquiry

Reason / purpose of enquiry	(eg: place of study; name of course or project; undergraduate dissertation; desk-based assessment; private research; general background information, etc. Please mention all reports or publications you intend to produce.)		
Subject of enquiry	(eg: areas, locations, periods, site types. Please be as specific as possible.)		
Address / National Grid Reference	(Please give the address and, for large sites, an 8-figure grid reference for the centre of your search area. If you are unsure how to provide a grid reference, please attach an annotated map.)		
Date information required	(Please allow at least 10 working days.)	Are you requesting a priority search (within 2 working days)?	Yes/No
For how long will you need to keep the HER data?			
Do you require the data for commercial purposes?	Yes/No		
If yes, on whose behalf are you acting?			

Data types and formats:

The HER contains several different data types (listed below). For most non-commercial enquiries only monument data and perhaps event data will be needed. All designation data is freely available on the city council web site www.southampton.gov.uk/s-environment/historicenvironment/.

Data is normally supplied as PDF files for text records with associated GIS mapping files.

GIS data can only be supplied if:

- You or your organisation are working on contract to Southampton City Council
- You or your organisation has a current OS licence to OS mapping for Southampton.

(You will be required to sign a licence agreement which includes a clause about OS licences, so you should only request GIS data if one of the above applies.)

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It is easiest for us to supply GIS data as MapInfo files. If you need GIS data in another format, please state which format.

For those without access to GIS, we can supply a record distribution map as a PDF. However if there are a large number of records, the distribution map will not be labelled with the record numbers. Instead, grid references will be provided and a grid included on the map, to help you find each record. For charged enquiries, a fully labelled distribution map may be provided on request, although please be aware that this will take longer to produce and the charge will be greater.

In certain circumstances data can also be provided in other file formats, for instance Excel or Access, although these may take longer to produce.

Please be clear about your requirements. This will reduce the time taken to answer your enquiry.

What data types do you require? (Please tick as appropriate.)

- Monument records for archaeological sites and findspots.	
- Monument records for standing buildings and structures (all or some?)	
- Event records	
- Designations records for:	
- Listed buildings	
- Locally listed buildings	
- Scheduled monuments	
- Conservation areas	
- Registered parks and gardens	
- Local areas of archaeological importance	

What data formats do you require?

Southampton Historic Environment Record User Declaration

I/we have read the Southampton HER *User Guidelines* and agree to abide by them.

Name	Signed	Date
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Southampton City Council will only use your information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

For more detail about how we handle your personal data please see our privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

Please return this form to:

**Ingrid Peckham, Historic Environment Record Officer, Historic Environment Team, Planning and Sustainability, Southampton City Council, Civic Centre, Southampton, SO14 7LS.
Email: her@southampton.gov.uk**

FOR OFFICE USE:			
Consultation No		Photocopies	
Handled by		Charge	
Date		Payment received	
Officer Hours		Receipt sent	