

Southampton City Council Historic Environment Record User Guidelines and Charges April 2024

The Southampton Historic Environment Record (HER) is the main index to information on all aspects of the historic environment of the modern city of Southampton. The HER database includes archaeological sites, find spots, monuments and historic buildings. It also includes national and local designations such as listed buildings, locally listed buildings, scheduled monuments, conservation areas and historic parks and gardens. The HER also includes a library of archaeological reports, books, journals, historic maps and photographs.

Although every reasonable effort is made to ensure the accuracy of HER data, the record is not definitive and the accuracy of any piece of information should be verified from the original source. Information on national designations such as listed buildings and scheduled monuments should be verified with Historic England, and users should ensure that allowance is made for the curtilage of such designations. The absence of data in certain areas should not be taken as an absence of archaeological features: it may be that they have yet to be discovered. In addition, the HER is not a complete record, and a significant backlog of data awaits entry onto the database.

The HER contains some data about archaeological finds and artefacts, however the main source of information about finds from archaeological investigations is the city council's museums service (museums@southampton.gov.uk).

Charging policy

Charges apply for commercial use, to cover staff time taken to process an enquiry and related overheads.

Some paid-for services are offered to non-commercial users. Otherwise, there will normally be no charge for students, members of the public and local archaeological and historical societies. Charges will apply for large or complex enquiries which require more than two hours of staff time. If such a charge applies, we will contact you before processing your enquiry.

For all enquiries, charges are made for photocopying, printouts, CDs, DVDs and postage.

(See table below for the full range of charges for HER services.)

Where charges apply, an invoice will be issued after the HER service has been supplied. Purchase order or other reference numbers required for payments must be given in the completed HER Enquiry Form (see below).

VAT. VAT is not chargeable on basic HER data searches, or on other HER services if provided as part of the HER data search. VAT at the standard rate of 20% is chargeable on photocopies.

Access policy

We accept initial enquiries by phone, email or post. However, all HER users must supply the information set out in the **HER Enquiry Form** in writing prior to using the HER. This enables us to process enquiries as efficiently and effectively as possible, and to monitor the use of the HER. **HER data will not be provided until a signed copy of this form has been received by us.**

Timescales. Enquiries will normally be processed within 10 working days of receipt of the HER Enquiry Form, but this cannot always be guaranteed. We will make all reasonable efforts to process your enquiry within 15 working days. For commercial users, where information is urgently required, a priority "fast track" service (within 5 working days) is available for double the standard fee; however, we cannot guarantee to provide this service at all times.

For complex or poorly structured consultations or where the purpose of the enquiry is unclear or potentially harmful, we reserve the right to request a written project design setting out the aims and objectives of the study along with a reasoned justification and specification for the information sought in order to assess the practicality of the request and its workload implications. The service reserves the right to decline to process excessively complex or poorly structured enquiries. Access may also be denied where there is reasonable

cause to believe that supplying the information would endanger the archaeological or built heritage or where there has been a previous failure to comply with these guidelines.

Where a commercial user requests that an enquiry be treated in confidence, this will be respected.

HER data is normally supplied by email as digital files (further details below). In certain circumstances we can supply paper printouts at an additional cost.

Office visits are generally discouraged. However, if necessary, you can make an appointment to discuss your enquiry with a member of staff, or to consult the HER library. A charge will be levied for this. In some cases, we may require you to visit the office. The office is open during normal office hours, by prior appointment only. It will not always be possible to arrange visits at short notice. Meetings may also be arranged over Microsoft Teams. Please let us know in advance if you are a wheelchair user or have other particular accessibility requirements, so that we can meet your needs.

Part of the Southampton HER is online on the **Heritage Gateway web site** www.heritagegateway.org.uk. However, users should contact the HER for the most up-to-date and complete information. Data derived from Heritage Gateway must not be used for commercial purposes and will not be acceptable for use in detailed desk-based studies associated with development proposals and general planning matters.

Some HER data on nationally and locally listed buildings, scheduled monuments, conservation areas, registered parks and gardens and Local Areas of Archaeological Importance is available free-of-charge on the Southampton City Council web site at www.southampton.gov.uk/planning/heritage/default.aspx and associated pages, with links to interactive maps on MapSouthampton, the corporate GIS.

Conditions of use

HER data shall be used only by the user and for the purposes specified on the HER Enquiry Form. Written consent must be obtained for any other use of the data, or for its dissemination to a third party.

HER data must not be used for purposes which may result in unlawful damage to archaeological sites, historic buildings or historic landscapes.

HER data will be supplied for use within a certain specified time period after which it must be destroyed.

HER data is the copyright of Southampton City Council. The Southampton Historic Environment Record should be suitably acknowledged as the source of the information on all reports and other documents produced using HER data.

HER data contains information derived from various sources, some of which are covered by copyright. Such information shall only be reproduced if the original source is fully acknowledged. No drawings, photographs or maps contained within the HER data can be reproduced without the express consent of the copyright or reproduction right holder being first obtained.

Copies of reports, documents or other publications produced using HER data will be made available to the HER, to be accessible to other HER users on the same terms contained here.

Users will be expected to inform the HER of new sites or information which comes to light as a result of their research, or of any apparent inaccuracies found in the data.

HER data is usually supplied with a **licence agreement** covering the above conditions of use. Misuse of the information provided will result in the user being denied access to HER information in the future.

HER data types and formats

The HER contains monument, event and designations data. Designations data includes nationally and locally listed buildings, scheduled monuments, conservation areas, registered parks and gardens, and local areas of archaeological potential. For most non-commercial enquiries only monument data and perhaps event data will be needed. All designations data is freely available to view on the city council web site www.southampton.gov.uk/planning/heritage/default.aspx.

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.

(The HER licence agreement includes a clause about OS licences, so you should only request GIS data if one of the above applies.)

The HER uses the QGIS GIS software. GIS files are provided as shape files by default, although other GIS formats can be provided on request.

HER mapped data is best viewed in GIS software. For users without GIS software, we can supply a PDF record distribution map, although some detail is lost when viewing the data in this way. A PDF map also takes longer to prepare than GIS data, and if (as is usually the case) there are many records in the search, the map will not normally 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 this will take much longer to produce thereby increasing the charge payable (this service may not be available during busy times).

CSV files of basic Monument and Event data can be supplied for use in Excel or importing into MS Access.

Data can be provided in other file formats, for instance Excel or Access, although these will take longer to produce (service may not be available during busy times).

Contacting the HER:

Email her@southampton.gov.uk,

Telephone 023 8083 2850

Mail Historic Environment Record Officer, Transport and Planning Service, Southampton City Council, Civic Centre, Southampton, SO14 7LY.

CHARGES FOR HER SERVICES		
	Full charge (ex VAT)	Full charge (VAT at 20% applies on some services)
Basic HER Search:	<i>Charge for commercial enquiries</i>	
Includes PDF text records and GIS mapping data for a range of record types, guidance as to HER backlog, and advice on other available maps and sources for research. (If PDF maps are required, these need to be specifically requested, and whether or not record labels are required.)		
Standard search (within 15 working days of receipt of HER Enquiry Form)	£59 minimum charge (one hour @ £59 per hour), thereafter by the half hour	No VAT
Priority "fast track" search (within five working days of receipt of HER Enquiry Form) (please check whether this service is available at any one time)	£117 minimum charge (one hour @ £117 per hour), thereafter by the half hour	No VAT
<i>Requests for grey literature to be sent by email or CD may be subject to charging at the above rates.</i>		
<i>A request for additional information for a completed search (eg a change of search radius/area or inclusion of data previously excluded at the request of the enquirer) will be treated as a new search requiring a new completed Enquiry Form and charging.</i>		
Single Asset HER Search / HER Consultation Report (Related to potential or actual planning applications for listed buildings, buildings in conservation areas and other small properties – householder and commercial. The report will include summary information about the location and extent of known heritage assets - designated and undesignated - and any archaeological issues.)	<i>Charge for householder and commercial enquiries</i>	
Standard search (within 15 working days of receipt of HER Enquiry Form)	£69 set fee	No VAT
Priority "fast track" search (within five working days of receipt of HER Enquiry Form) (please check whether this service is available at any one time)	£139 set fee	No VAT

Additional HER Services: (NB: These services will only be available if other work pressures allow.)	Charge for all users	
Office Visit (Note that an additional charge for staff time may be made for late cancellation with less than 24 hours' notice, or failure to cancel a pre-arranged office visit.)	£59 per hour	No VAT
HER Enhancement This service is offered in addition to the basic HER search. It includes the completion of basic event records and GIS trench data for all event records in search area, where this information is available in reports. Monument records will not be completed. (A list of backlog events is provided with the basic HER search. However, the enhancement service may mean that contractors do not need to check reports that have not been incorporated into the HER.)	£69 set fee	No VAT
Enhanced HER search for local groups (eg for Neighbourhood Planning and Conservation Area Appraisals) (HER data, selected historic maps, images, etc in HER Archive, and advice on other sources, and on archaeological potential.)	£213 (or negotiable depending on size of area)	No VAT
Utility companies and statutory agencies - Consultancy Service. Basic HER search and advice on archaeological implications of work proposals. (For very large projects we may advise you to employ an archaeological consultant to do a desk-based assessment and request a full HER search.) (An archaeological contractor will need to be employed to carry out any fieldwork that we recommend.) (Separate charges apply relating to the production of Briefs, and the approval of written schemes of investigations and reports. See Planning Archaeology User Guidelines and Charges sheet for details.)	£69 set fee for small-scale / contained projects. £139 set fee for longer routes.	No VAT
Photocopying and printing	16 pence per sheet	Standard rate VAT
CDs, DVDs and postage	At cost	