

Southampton City Council Planning Archaeology Guidelines and Charges April 2024

On 1 April 2023 Southampton City Council introduced charges for a range of services provided by the Planning Archaeologist. Most of these services relate to the implementation of archaeological planning conditions, although not to the separate fee for discharge of planning conditions. The services also relate to developments which fall outside the planning system, including utility pipelines and cables.

Charges will be levied for the production of written briefs for archaeological work (including building recording), the formal checking and approval of submitted Written Schemes of Investigation (WSIs) from consultants and contractors, the monitoring of fieldwork and the approval of reports. Charges will apply for each distinct fieldwork stage. Charges will vary depending on the location and size of the development. The full range of charges that apply from 1 April 2024 is outlined in the table below.

Developers are advised to request a written brief for the archaeological work from the Planning Archaeologist. The written brief will include background information about the site, specific requirements for the project and the Council's standard requirements for all archaeological work in Southampton (the latter are also available on our web site).

Developers will need to commission a suitably qualified archaeological consultant or contractor to prepare a WSI and to undertake the investigation in response to the written brief. The WSI must be approved by the Planning Archaeologist before the investigation is undertaken. A WSI compiled using a written brief as a guide is more likely to be approved quickly. The WSI will need to include the Council's standard requirements for all archaeological work before it is approved. Failure to comply could lead to rejection of the WSI and cause delays to the project.

Developers and contractors should not undertake archaeological work without first contacting the Planning Archaeologist, and without a WSI approved by the Planning Archaeologist. Failure to do so can cause complications or delay in the processing of an application and potentially cause unnecessary costs.

Applying for a service. To request a written brief or other service, please complete the application form on this web page: www.southampton.gov.uk/planning/heritage/archaeology-planning.aspx. Please supply a purchase order number if required by your organisation.

Invoicing. An invoice will be issued with the written brief (or on approval of the WSI if no brief is requested).

For large projects, an invoice will be issued for each stage of the project.

For small projects, a single invoice may be issued on completion of the project, covering all stages of the project, to reduce administration.

Separate invoices will be issued for pre-determination and post determination work.

VAT at the standard rate of 20% is chargeable on all these services.

Timescales

Briefs and WSIs. Requests for briefs or approval of WSIs will normally be processed within 10 working days of receipt of the application form. If this is not possible due to staff leave, we will make all reasonable efforts to carry out the work within 15 working days. A priority "fast track" service (within 5 working days of receipt of booking form) is available for a higher fee; however, we cannot guarantee to always provide this service.

Reports. In general, we aim to send comments within 30 working days of receipt of the first draft of a report, or by negotiation for major projects. Where a faster turnaround is required, we will do everything possible to provide this. However, due to staff shortages, this will not always be possible.

Rechecking of poorly written or highly inaccurate WSIs and reports.

An additional charge will apply if a WSI or report fails to meet required standards, and/or substantive changes are required before it can be approved. The aim of the charge is to improve the standard of

submitted WSIs and reports to speed up the approval process, thereby saving time for other work. Once a WSI or report has been submitted, it is assumed that this charge will be paid if required.

In general, spelling and grammatical errors will be ignored. Allowance will be made for different interpretations of fieldwork results, unless the interpretation favoured in the report is poorly argued and other possible interpretations are not considered. However, the following will be picked up (list not exclusive): incorrectly spelt personal and place names; unclear text; contradictions between the brief and/or WSI and report; factual errors; contradictions between the main text, appendices and figures.

Unsolicited reports.

A charge will be made for the appraisal of an archaeological report submitted for a site with no approved WSI in place. This will also apply to unsolicited reports found on the ADS/OASIS web site.

Contacting the Planning Archaeologist:

Email planning.archaeology@southampton.gov.uk

Telephone 023 8083 2850

Planning Archaeologist, Transport and Planning Service, Southampton City Council, Civic Centre, Southampton, SO14 7LY.

CHARGES FOR PLANNING ARCHAEOLOGY SERVICES

	Full charge, including production of a Brief		Charge where no Brief supplied	
	Charge excluding VAT	Charge including VAT at 20%	Charge excluding VAT	Charge including VAT at 20%
Written Brief for desk-based assessment	£69.36	£83.00		
ARCHAEOLOGICAL WORK RELATING TO THE PLANNING PROCESS				
Preparation of written briefs, monitoring of archaeological work, and validation of documents				
<i>All charges for briefs include validation of WSI, a single monitoring visit (or off-site monitoring via photos/email for watching briefs) and signing off the report.</i>				
<i>(No charges will be levied for work resulting from householder applications.)</i>				
Central Southampton and Bitterne Manor – Local Areas of Archaeologically Potential 8 (all) and 11 (east of Itchen).				
Evaluations & geophysical surveys				
site area <0.1ha	£211.27	£253.52	£176.06	£211.27
site area 0.1 - 0.5ha	£281.69	£338.03	£246.48	£295.77
site area >0.5ha	£422.53	£507.04	£387.32	£464.79
Excavations and/or mitigation (geo-archaeological work & watching briefs)				
site area <0.1ha	£352.11	£422.53	£317.79	£380.28
site area 0.1 - 0.5ha	£704.22	£845.06	£633.80	£760.56
site area >0.5ha	£985.91	£1183.09	£845.06	£1014.08
Watching briefs (standalone)				
All sites	£211.27	£253.52	£176.06	£211.27
Building recording				
single building	£246.48	£295.77	£211.27	£253.52
multiple or complex buildings	£422.53	£507.04	£387.32	£464.79
Additional monitoring visits (charge per visit; usually weekly visits for evaluation, excavation and building recording projects and single visits for archaeological watching briefs) (including off-site monitoring via photos and email for watching briefs)	£135.51	£162.61	£135.51	£162.61
Monitoring post-excavation analysis (per meeting, or approval of assessment report)	£135.51	£162.61	£135.51	£162.61
Validating reports for publication	By negotiation	By negotiation		
Other areas of Southampton				

Evaluations & geophysical surveys				
site area <0.3ha	£211.27	£253.52	£176.06	£211.27
site area 0.3 - 1ha	£281.69	£338.03	£246.48	£295.77
site area >1ha	£422.53	£507.04	£387.32	£464.79
Excavations and/or mitigation (geo-archaeological work & watching briefs)				
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Monitoring post-excavation analysis (per meeting, or approval of assessment report)	£135.51	£162.61	£135.51	£162.61
Validating reports for publication	By negotiation		By negotiation	
Monitoring and report approval Where a written brief and/or WSI was already in place when charges were introduced. (This charge will apply in most cases but will not be levied for smaller sites if the contractor cannot pass on the charge to the developer.)	75% of full fee for Brief/WSI package		75% of full fee for Brief/WSI package	
Report approval Where a brief and /or WSI was already in place and fieldwork completed when charges were introduced. (This charge will apply in most cases but will not be levied for smaller sites if the contractor cannot pass on the charge to the developer.)	50% of full fee for Brief/WSI package		50% of full fee for Brief/WSI package	
ARCHAEOLOGICAL WORK RELATING TO UTILITIES AND OTHER PROJECTS OUTSIDE THE PLANNING SYSTEM				
Preparation of written briefs, monitoring of archaeological work, and validation of documents				
Charges will apply on a case-by-case basis depending on the location, size and extent of the project. (We also offer a consultancy service to utility companies and statutory agencies. See HER User Guidelines and Charges sheet for details of this.)	By negotiation		By negotiation	
Fast track service (Briefs and WSI approval) (Please check whether this service is available.)	Additional 50% on top of above fees		Additional 50% on top of above fees	
Rechecking of poorly written or highly inaccurate WSIs, DBAs and reports (Additional charge for approval)	£59 per hour	£70 per hour	£59 per hour	£70 per hour
Unsolicited reports (Archaeological work that takes place without Planning Archaeologist being consulted and with no approved WSI in place)	£640.20	£768.24		
<i>The charges for preparation of briefs include validation of a written scheme of investigation or proposal from a single contractor. Validation of proposals from more than one contractor will be subject to an additional charge.</i>				
<i>Briefs are valid for work starting within six months of the date of the brief. If there has been no material change a brief can be reissued for a further six-month period. This will be charged at 15% of the original charge for the brief.</i>				