



Cornwall & Scilly Historic Environment Record Charging Policy

15/02/2017 v3.1

Strategic Environment

Current Document Status			
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Responsible officer	Francis Shepherd, HER Officer	Review date	25/05/2018
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Version History			
Date	Version	Author/Editor	Comments
15/08/2017	3.1	Emma Trevarthen	

Document retention	
Document retention period	5 years in electronic copy

Summary

The effect of development on the historic environment is a material planning consideration, for which national policies and procedures are set out in National Planning Policy Framework 2012

Cornwall Council's Environment Service maintains the Historic Environment Record (HER) for Cornwall and the Isles of Scilly and provides conservation and countryside advice to Cornwall Council and the Council of the Isles of Scilly.

Cornwall Council has an approved policy for charging for historic environment services covering the recovery of costs related to the preparation and supply of information held in the HER and licensing of its commercial re-use

There are exemptions to the charging for HER information. These would normally include non-commercial research undertaken by the general public, students, charities and trusts.

Distribution

Cornwall Council staff; archaeological contractors; public.

Context

Background

The HER is a public register and charges are not made for self-service access to the information held on it.

Proportionate and reasonable charges are levied for complex search requests and commercial consultations, typically development-related, where the recovery of staff costs incurred in locating, retrieving and extracting the information is warranted and where the re-use of it involves commercially exploiting it. We calculate the charges through an hourly rate and VAT is added for the services provided.

Costs will also be made for photo-copying and the production of reports in permanent formats.

Charges will always be agreed before the commencement of any work.

Fees may be waived for private researchers, students and occasionally in certain other circumstances.

All HER users must accurately inform the HER team of the purpose of their enquiry and the use to which the information provided will be put, so that

we can determine whether or not a charge is appropriate. The nature of the enquiry will also determine the level of detail and type of data that we provide, so it is important that enquirers provide as much information as possible.

Objectives

The intent of the Charging Policy is to set out the reasons for a requirement for the recovery of costs related to the preparation and supply of information held in the HER and licensing of its commercial re-use. It is also intended to explain the scale of charges, which parts of the service will prompt a charge and any exemptions.

Scope

The policy covers charges for: commercial and non-commercial consultations of the HER; requests for grey literature; paper reproduction of HER data and the supply of photographs held in the HER collections.

Where applicable, HER charges are in line with those for services at Cornwall Record Office.

The policy also provides information relating to copyright restrictions and re-use of data.

Policy details

HER searches will typically provide the following information in paper and/or digital formats:

A full report of the Historic Building, Site and Monument records within the search area

A full report of Event records within the search area

Spatial data based on aerial photograph transcription from the Cornwall and Scilly Mapping Project

A list of Historic Landscape Character types and descriptive texts

A list of statutory designations (Scheduled Monument, Listed Building, World Heritage Site, Conservation Area, Historic Park and Garden, Battlefield Site, Designated Wreck, Protected Military Remains)

HER records and reports can be made available digitally, in common formats such as MS WORD, Excel or PDF etc. Maps can be made available as digital images (eg. JPG, TIF, PDF) or as GIS data. Photographs can be made available as digital images (JPG, TIF). Please note that, as opposed to the provision of electronic GIS data, the extra time it usually takes to

prepare bespoke maps (in paper or digital image formats) is likely to increase the charge made.

Commercial Consultations

Standard Search of the HER (response within 10 working days): £75.00 per hour + VAT

Non-commercial Consultations

For non-commercial consultations a discretionary charging policy applies. Charges may be waived where there is a clear benefit in terms of conservation, enhanced information returned to the HER or educational benefit. Charges will normally be reduced or waived for students, young people, retired or unemployed persons.

Unpublished reports (grey literature)

(Only available where copyright is held by Cornwall Council)

As PDF via Email: no charge

As PDF on CD: £2.50 per CD

Printouts and photocopies: per side, A4 or A3: £1

Aerial Photographs

Images will be supplied in digital format at 300dpi.

Supplied on CD/Email: £8.00 per image plus £2.50 per CD

Hardcopy: £8.00 per image plus the printout rate per sheet as above

Commercial reproduction fee per image: £50.00

Listed Building photographs

The HER manages an incomplete collection of photographs from the late 1980s taken during the survey of Listed buildings across Cornwall. These were originally housed by the District Councils and their cataloguing is ongoing. A fee of **£15 per image including VAT** is charged for the retrieval and supply of each image.

Copyright

Users must abide by all copyright restrictions pertaining to data held in the HER. Users are required to sign the HER User's Declaration Form (see Appendix 1).

If Ordnance Survey maps are included in your search, then they are for reference only and require copyright permission from The Ordnance Survey for any reproduction. When Ordnance Survey derived data is supplied, the

requestor will be asked to sign an OS End User Licence. This licence is supplied and processed by Cornwall Council's GIS team.

Information supplied shall be used only by the user and for the purposes specified in the enquiry. Written consent must be obtained for any other use of the data and for its dissemination to a third party. We reserve copyright of all material supplied by the HER and such copyright must be acknowledged by the user.

The sources referenced in the HER records, particularly Event records, may require permission from the copyright holder for reproduction. The copyright holder is usually a third party, not the HER. In these instances, the onus is on the end user to obtain permission for reproduction from the relevant person(s) or organisation.

The HER accepts no responsibility for any user making unauthorised copies of such documents. In some instances the HER has been granted permission by the copyright holder to provide a copy of a source for reference only. In these instances, you must not copy, pass on or publish that source without permission from the copyright holder.

The HER Online

There is no charge for access to the online HER as available via the Heritage Gateway (<https://www.heritagegateway.org.uk/gateway/>)

Interactive Mapping

(<https://www.cornwall.gov.uk/community-and-living/mapping/>)

Grey literature reports and projects which have produced large quantities of spatial data, such as the Historic Landscape Characterisation Assessment can be viewed via the Archaeology Data Service:

www.archaeologydataservice.ac.uk

However, online information is not licensed for commercial use; it is updated quarterly and cannot be considered current or fully up-to-date.

Walks and Talks

Members of the HER team are occasionally asked to deliver external talks for local interest groups. There is a flat fee of £50 per talk.

Terms and conditions

All of the above charges are exclusive of VAT chargeable at the standard rate in place at the time of the request for advice. Cheques are to be made payable to Cornwall Council.

Charges incurred for Historic Environment Record searches will be invoiced on completion of the work. We require the full name and address of the person or company paying the bill. If you are an agent working on behalf of a client and they will be paying us directly, then we need the client's full name and billing address. An email and telephone number would also be appreciated in case we need to contact you about the payment.

The Council reserves the right to waive the fee for charitable organisations and community groups.

The information held by the HER falls within the ambit of the Environmental Information Regulations 2004 under the terms of Article 2(1) of the Directive. Some parts of the HER are subject to the Freedom of Information Act 2000.

The supply of information under EIR does not however give the person who receives the information an automatic right to re-use the information in a way that would infringe copyright.

Policy management

The Strategic Environment Service is responsible for implementing and managing this policy.

Breaches and non-compliance

Breach of copyright: legal action taken against Cornwall Council

Failure to provide correct data: inadequate evidence provided to consultants; subsequent incorrect planning advice

Correct fees are not applied: loss of staff time, material expenses incurred

Evaluation and review

This policy is subject to annual review. Adjustment to the policy may be necessary as a result.

Document information

Contacts

Policy prepared by Strategic Environment Team, Neighbourhoods Directorate

Further information

www.cornwall.gov.uk/her

Alternative formats

If you would like this information in another format please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: **0300 1234 100** email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk

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