

**Isle of Wight  
Historic Environment Record  
Access and Charging Policy**

**Isle of Wight County  
Archaeology and Historic Environment  
Service**

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<b>Title</b>	<b>Isle of Wight Historic Environment Record Access and Charging Policy</b>
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## **1 Introduction**

The Isle of Wight Council maintains the Historic Environment Record for the Isle of Wight. The Historic Environment Record (HER) is the primary source of information about the historic environment of the Isle of Wight. It includes a database that contains more than 15000 records with information about remains from the prehistoric period to the present day. These provide information on nationally designated (conservation areas, listed buildings, registered parks and gardens and scheduled monuments), locally designated, and undesignated heritage assets in the terrestrial, coastal and marine zone. The HER also includes Historic Landscape Characterisation (HLC) data, and records of archaeological events such as excavations and surveys.

### **1.2 Mapped data**

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

### **1.3 How do I access the HER?**

The HER is maintained by the Isle of Wight Archaeology and Historic Environment Service which is based at the Westridge Centre in Ryde. You can get information from the HER in a number of different ways, including by letter, email, telephone, or through the Service's web page, or you can make an appointment to visit in person.

#### **1.3.1 Opening times**

Access to the Isle of Wight Historic Environment Record is available by prior appointment only. The HER is open from 10.00 am to 4.00 pm, Monday to Friday. Access may be restricted at times to allow essential maintenance and enhancement to be undertaken. Enquirers are requested to book visits in advance and should be aware that it will not always be possible to arrange visits at short notice. It is aimed to process straightforward written enquiries within 14 days of receipt, but this may not be possible with complex enquiries. The Service reserves the right to decline to process excessively complex or poorly structured enquiries.

#### **1.3.2 Facilities**

If you choose to visit the HER in person we have a work space available for you to use. The HER Officer will assist you and make you familiar with the equipment if you choose to use it. There is a range of additional resources available to visitors, including hard copy maps, archaeological reports, aerial photographs, local and some period journals and an archaeological library.

### **1.4 Searching the HER**

Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records. The HER includes both digital and hard copy information and references to other sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of

heritage interest, other national or specialist sources may contain information not held or indexed.

Enquirers must supply the information set out in the HER user's declaration form prior to obtaining access to the HER.

Access may be denied where there is reasonable cause to believe that supplying the information would endanger the archaeological heritage or where there has been a previous failure to comply with these guidelines. Confidential information will not be disclosed.

Users must abide by all copyright restrictions pertaining to data held in the HER. Information supplied shall be used only by the user and for the purposes specified on the HER enquiry registration form. Written consent must be obtained for any other use of the data and for its dissemination to a third party. The Isle of Wight Council reserves all rights of copyright which are owned in the material provided and such copyright must be acknowledged by the user.

Users will be expected to inform the HER of new sites or information which comes to light as a result of their research. Copies of, or access to, the completed research should be made available to the HER within 6 months of completion.

## **2 Charging policy**

A search fee is normally only made where the enquiry is for commercial or profit-making purposes. This applies to consultations made in person or by telephone, letter, email or through the website. The fee is to cover staff time and will vary according to the nature of the enquiry. Fees may be waived in certain circumstances. For most other users, such as members of the public and students carrying out personal research, there is no search fee unless the enquiry is particularly complicated or time consuming to deal with. In such cases any charge will be agreed before the work is carried out.

### **2.1 Scale of Charges**

The current rate for HER service is £70 plus VAT for the first hour and £30 per hour thereafter. Commercial searches taking less than an hour will be charged a fee of £30 plus VAT unless they produce negative results in which case the charge will be waived. Users who are charged will be invoiced.

Requests for data will normally be completed within 14 working days unless the size or nature of the query requires a greater time to respond. In such circumstances this will be discussed with the enquirer at the earliest opportunity and a reasonable timetable will be agreed. We do not offer a priority search service.

These rates are subject to review. Prices correct at 31 March 2021.

### **2.2 Agricultural Environment Scheme Enquiries**

In addition to charging for enquiries made for commercial purposes, we also charge for enquiries made as part of the Countryside Stewardship scheme run by Natural England. The charges have been set out in agreement with Natural England and the Association of Local Government Archaeology Officers (ALGAO) and are based on the size of the holding.

The current rates are as follows:

**Countryside Stewardship Higher Tier:**

<b>Application Area</b>	<b>Rate</b>
0-30 hectares	£52
31-75 hectares	£105
76-150 hectares	£210
150 hectares upwards	£420

**Countryside Stewardship Mid Tier:**

<b>Application Area</b>	<b>Rate</b>
0-30 hectares	£35
31-75 hectares	£70
76-150 hectares	£140
150 hectares upwards	£280

The current agreed response time for consultations under the Countryside Stewardship Scheme is 20 working days.

For more information regarding Countryside Stewardship please consult your local Natural England office or visit

<https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>

**2.4 Method of payment**

Following the enquiry an invoice will be sent out to the HER user by the Isle of Wight Council. Details about how to pay for the HER search will be provided with the invoice. When visiting in person and photocopying is the only charge, payment is normally requested on receipt.