



# HEREFORDSHIRE HISTORIC ENVIRONMENT RECORD GUIDANCE AND DATA REQUISITION

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## INTRODUCTION

Herefordshire's Historic Environment Record (HER) is a publically accessible data service containing the most comprehensive available information on the historic environment of Herefordshire. It is a multifaceted system built around a GIS (Geospatial Information System) Database. This database allows access to information on: all known heritage assets, including buildings and belowground remains; records of heritage activities, such as interventions and surveys; supporting documents which contain published and unpublished works; aerial photography; and a range of historic mapping. Records in the HER can range from nationally important monuments (protected by law), destroyed sites, locally important sites and all forms of designation areas. This being the case not every site held on the HER is of significance. Data in the HER may not always be accurate and it is ongoing work to re-evaluate and improve the data contained within it.

The HER plays an important role in planning decisions informing the recommendations made by heritage professionals within the planning policy framework, as well as enriching research in Herefordshire's historic environment.

## REQUESTING DATA

HER data is available to all members of the public. Most data is available either on the Herefordshire Through Time Website (<http://herefordshire.gov.uk>) or the Heritage Gateway ([heritagegateway.org.uk](http://heritagegateway.org.uk)). In some instances a more detailed search may be required and in this case an HER enquiry request must be made.

If you are conducting research be aware that the results of an HER search are designed to be a starting point, not a complete record. The sources mentioned in the full reports should be consulted in order to fully understand the nature of the archaeology in your search area. We recommend that you visit the HER once you have received your search results to consult the sources mentioned, along with other general information that we may hold.

The standard HER request is done through a spatial search based upon a grid reference or an area supplied by you, which will then provide information on all records within that area. The standard searches are done with a 500m<sup>2</sup> or 1km<sup>2</sup> buffer (dependent upon your requirements), unless it has been otherwise negotiated. If your search is within Hereford's Area of Archaeological Importance (AAI) then the buffer will be reduced to 250m<sup>2</sup> due to the sheer volume of results this can produce (such wider searches can also be considered to be superfluous given the extensive detailed information that exists). Some searches maybe thematic in nature and these require specific information for us to carry out the required search (such as a monument type and/or a time period).

With your enquiry a report will be supplied detailing the HER information in a PDF. This report can be accompanied by spatial data supplied as either GIS shapefiles or PDF maps showing the location of heritage assets.

An absence of archaeological sites in a particular area should not necessarily be interpreted as an absence of archaeology. It may be that archaeology has not been found in an area because there has been very little work done there.

## CHARGING POLICIES AND RATES

Herefordshire does charge for the provision of data, this is for the time and costs incurred in supplying information. We charge at the standard rate of £70 (+VAT) per hour. The minimum charge is for 1 hour, and subsequent time is charged for every additional half hour. This charge also includes digital mapping licence and a follow up consultation in order to facilitate a visit to the HER to view specific sources or Aerial Photographs related to your initial enquiry. Charges will also be incurred for any printing or photocopying at 10p for an A4 sheet and 20p for an A3 sheet.

We aim to provide a response within 10 working days; we can provide a priority search at one to two days turnaround at double the total charge (£140 (+VAT) minimum charge). This is dependant on staffing levels and this does mean we are sometimes unable to offer this service.

Visits to the HER can be made by appointment only and are subject to staff availability. If significant staff time is required an additional charge will be made.

Fees are usually waived for private researchers, students and occasionally in other circumstances.

Before submission of an HER enquiry, please contact the HER with the scope and purpose of the enquiry and also how the data will be used so that we can determine the appropriate charge. Before a HER search is carried out we will supply a quote which must be approved. Along with this, we will also supply a consultation number, please use this when communicating with the HER.

If your enquiry or search relates to planning and development, we require you to consult the Archaeological Advisor, Julian Cotton (jcotton2@herefordshire.gov.uk 01432 383350) before HER information can be provided. This ensures that the archaeological advisor is aware of the proposed scheme and has agreed that the search area requested is appropriate.

To make a request to the Herefordshire HER please fill in a HER Enquiry form and sign the Licence Agreement. These can be found on the website (<http://www.herefordshire.gov.uk>) or emailed if requested.

## GUIDELINES FOR ACCESS

The HER is considered an evolving database, and we are constantly endeavoring to improve the records as more information comes to light, however, the data has been through many changes since its inception over 30 years ago and records can be created from a vast array of sources. As such, the records vary greatly in their detail and accuracy. We cannot accept responsibility for the accuracy of any information supplied and the user must accept that information may be outdated or inaccurate. We require that all users provide us with any new information that they obtain during the course of their research - by sending at least one hardcopy and a digital file, for fieldwork or grey literature we require the report to be uploaded to OASIS ([oasis.ac.uk](http://oasis.ac.uk)). When a site boundary or the archaeology is sufficiently complicated, it is useful for the survey or boundary file to be submitted to the HER or uploaded to OASIS. This greatly helps the accuracy in recording heritage assets or activities.

We will provide details of Scheduled Ancient Monuments (SAM), along with maps showing their locations. The boundaries shown on our maps are intended to be a guide only and the precise location of any SAM must be obtained from Historic English. It should also be noted that work cannot be carried out within the boundary of a Scheduled Ancient Monument without consent from English Heritage. This includes non-intrusive works.

## Event Numbers

Prior to any work inside the Historic Environment (e.g. watching brief, building recording, excavation), please contact the Historic Environment Record for an HER Event Number, this number should be requested prior to the submission of a WSI. This Event number uniquely identifies the work inside the county and is used to help manage archaeological data. This event number should be quoted on all correspondence (including WSIs), archive and publication work afterwards.

## Submitting HER Data

Once your work inside Herefordshire's Historic Environment is complete, all reports and data should be submitted to the HER, it does not matter what is the origin of the work, it can be from development, personal research or local history group investigations. Submitting your data and research to the HER helps improve the knowledge of Herefordshire's Historic Environment and allows the data to be incorporated into the overall historical record. This is especially useful to aid further research, highlight work or have your findings included in the planning process.

To submit reports or data please e-mail [herenquiries@herefordshire.gov.uk](mailto:herenquiries@herefordshire.gov.uk) or submit hard copies to the HER at Herefordshire Archives and Records Centre (HARC). We also encourage the uploading of your work to the ADS through OASIS. Doing this allows a greater visibility to your work.

## CONTACT

The Herefordshire HER is part of Herefordshire Archaeology and is located at: Herefordshire Archive and Record Centre, Fir Tree Lane, Rotherwas, Hereford, HR2 6LA.

To make an HER enquiry; [htt.herefordshire.gov.uk](http://htt.herefordshire.gov.uk) and email [herenquiries@herefordshire.gov.uk](mailto:herenquiries@herefordshire.gov.uk).

To speak to the HER Officer; [liam.delaney@herefordshire.gov.uk](mailto:liam.delaney@herefordshire.gov.uk), 01432 260130.

To speak to the Archaeological Advisor; [jcotton2@herefordshire.gov.uk](mailto:jcotton2@herefordshire.gov.uk), 01432 383350.

## LICENCE AGREEMENT, TERMS AND CONDITIONS

1. HER data is provided for the sole use of the licensee for the purposes specified and will not be passed on to third parties or used for other purposes than that for which it was supplied. The HER data should not be used for purposes which damage archaeological sites, historic buildings or historic landscapes. Misuse of the information provided may result in the licensee being denied access to HER information in the future.
2. The use of the HER data is normally licenced for 6 months. Requests to extend the licence period must be made not less than 10 working days before the expiry of the licence. It is the responsibility of the licensee to ensure that updated information is obtained from the HER where there is a significant delay between the supply of HER data and the production of a report.
3. On expiry of the licence period the licensee will erase all copies of the HER data held in digital form. The licensee must provide written confirmation to the HER that this has been carried out within 5 working days of the expiry of the licence.
4. The data is the copyright of Herefordshire Council and should not be reproduced in the public domain without the written permission of the HER, except as an abstract in documents explicitly covered by the licence agreement. The HER should be suitably acknowledged as the source of the information. Where GIS data is supplied, the data was created using an underlying Ordnance Survey map base. Ordnance Survey copyright should be acknowledged by the addition of the following copyright statement on any maps produced using the data:  
  
This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Herefordshire Council Licence No. 10024168. Additional Information © Herefordshire Council.
5. The license does not permit the reuse of any historical mapping provided; this is purely for research purposes.
6. The licensee will inform the HER of any new sites or information that comes to light as a result of the research. Submission should be in the form of a hardcopy (mailed to the HER) and a digital copy (preferably uploaded through OASIS). NB this does not supersede any requirements for the provision of reports as stipulated in any briefs for archaeological work provided by Herefordshire Council's Archaeological Advisor.
7. Whilst every effort is made to ensure the accuracy of HER data, Herefordshire Council bears no legal responsibility for the accuracy or comprehensiveness of the data provided and accepts no liability for indirect, consequential or incidental damages or losses arising from use of the data.
8. The boundaries of designated heritage assets (e.g. Scheduled Monuments, Listed Buildings, etc.) shown on any maps provided by the HER have been provided digitally by Historic England and are intended to act as a guide only. For definitive information on designated heritage assets the enquirer should contact Historic England and/or consult the National Heritage List for England.
9. Failure to comply with any of the terms and conditions of this agreement will be construed as a breach of these terms and conditions and will result in the immediate termination of the licence. On receiving notification that a licence has been terminated the licensee will immediately erase or otherwise destroy all copies of the HER data. The licensee must provide written confirmation to the County Archaeological Service that this has been carried out within 5 working days of the termination of the licence.
10. Herefordshire Council retains its right to use legal proceedings to protect its copyright.