

Tees Archaeology Charging Policy

Valid 01/04/2019 to 31/03/2020



Historic Environment Record (HER)

These charges apply to commercial users of the Tees Archaeology HER which covers the unitary authorities of Hartlepool and Stockton-on-Tees. The charges are permitted under Section 93 of the Local Government Act 2003 and 'The Reuse of Public Sector Information Regulations' 2005.

Information regarding **GDPR** can be found at https://www.hartlepool.gov.uk/downloads/file/4670/data_protection_policy_-_august_2018

For our **Equality and Diversity** policy please follow this link https://www.hartlepool.gov.uk/downloads/file/2834/equality_and_diversity_policy_-_updated_march_2017

Searches of the HER by members of the general public or researchers are not normally subject to a fee unless substantial staff time is required.

The Schedule of Charges is as follows:-

Search of the HER – includes 1 hour of staff time; digital data for HER points/polygons and Archaeological Events points/polygons; Historic Landscape Characterisation Polygons; full digital database citations for each record; and an appointment at the Tees Archaeology office to view supporting documents such as aerial photographs and historic maps where available. Searches will be delivered within 10 working days.	£125
Priority search of the HER – as above with 2 working day turn-around, subject to staff availability.	£250
Search of the HER – if the search takes longer than 1 hour to process then an additional hourly charge will be made. This will be charged in half hour units.	£125
HER Public Search - after 1 st half hour.	£25

The above charges are exempt from VAT.

Development Management

These charges apply to the provision of archaeological planning advice in relation to commercial development projects within the unitary authorities of Hartlepool and Stockton-on-Tees. The charges are permitted under Section 93 of the Local Government Act 2003.

Charges will normally be levied for each distinct scheme of archaeological work, e.g. a pre-determination evaluation comprising a geomagnetic survey followed by trial trenching will incur a single charge (whether or not there are separate briefs/Written Schemes of Investigation for each archaeological technique).

If a second phase of work is required e.g. a mitigation phase then this would incur an additional charge.

The Schedule of Charges is as follows:-

Preparation of a brief for a scheme of archaeological works/agreement of archaeological contractors Written Scheme of Investigation/agreement of archaeological contractors report (householder development – domestic extension or single dwelling)	No Charge
Preparation of a brief for a scheme of archaeological works/agreement of archaeological contractors Written Scheme of Investigation/agreement of archaeological contractors report (minor development – 2-10 residential units or less than 4ha)	£125
Preparation of a brief for a scheme of archaeological works/agreement of archaeological contractors Written Scheme of Investigation/agreement of archaeological contractors report (major development – 10+ residential units or over 4ha)	£250
Monitoring of archaeological work in the field – price per visit (includes travel time). This charge is normally waived for householder developments.	£75
Screening advice for utility companies/developers	£75

The above charges are subject to VAT at the current rate but do not include it.

Deposition of Archaeological Archives

Tees Archaeology provide an archaeological store for both Hartlepool and Stockton-on-Tees Borough Councils. The following one-off charges will be made for receipt of archives. The charge is made to allow for the long term curation, documentation and provision of access to the material.

Deposition of project archive - (householder development – domestic extension or single dwelling)	£0
Deposition of project archive - (minor development – 2-10 residential units or less than 4ha)	£125
Deposition of project archive - (major development – 10+ residential units or over 4ha)	£250

The above charges are subject to VAT at the current rate but do not include it.

Provision of Staff time for Project Work, Consultancy and Talks

Tees Archaeology are able to offer commercial services covering a broad spectrum of archaeological activities. Please contact us for further information.

Our basic rates are set out below but additional charges may be made for specific projects:-

Project Management / Specialist Service (per day)	£350
Educational Activities (per day) - e.g. provision of archaeological workshop to a school	£250
Provision of a talk to local group	£50

The above charges are subject to VAT at the current rate but do not include it.

Miscellaneous Charges

The following charges are largely for materials and copying charges

A4 black and white photocopy or printout	£0.10
A3 black and white photocopy of printout	£0.20
A4/A3 colour printout	£0.60
CD-ROM (for provision of digital data)	£0.60

The above charges include VAT at the current rate (20%).