



Guidance for users and schedule of  
charges for commercial enquiries

# Essex Historic Environment Record

April 2019– March 2020



## Introduction & service specification

The Essex Historic Environment Record (HER) is a complex GIS- based database, and associated material, containing information on a wide range of buildings, monuments, find spots, places, and landscapes of archaeological, architectural, artistic or historic interest. Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be completed e.g. 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 up-dated and enhanced, but the absence of a record should not be relied upon as indicating an absence of heritage significance at any given location. Other national specialist sources may contain information not currently held or indexed.

For personal research core HER information may be found online at [www.heritagegateway.org.uk](http://www.heritagegateway.org.uk). This data will only include a summary of the full HER, and should not be relied upon to be complete or up-to-date. HER searches undertaken in support of planning applications, and for other commercial purposes, must be directed to the Historic Environment Advisors at Place Services. To use the HER for personal research please contact Place Services to discuss your requirements.

HER searches take two forms:

- Remote searches that involve the supply of digital data by Places Services.
- HER visits that involve a personal visit to view the HER.

**Non-commercial HER searches**

For non-commercial HER searches, a discretionary charging policy applies. Non-commercial enquirers should contact Place Services to discuss their requirements.

**HER visits**

HER visits must be booked in advance and are only necessary in order to view material available in hard copy only. Our Historic Environment Advisors will endeavour to assist in establishing whether a visit is required, but are unable to undertake a detailed assessment of the relevance of any particular data or information.

**Remote searches**

Place Services aims to respond to HER search requests within 10 working days. Where a rapid turnaround is required a priority search is normally available with a response within three working days, although this will be charged at an additional cost. All HER search requests must be made by e-mail to: [historicensevironment@essex.gov.uk](mailto:historicensevironment@essex.gov.uk) or in writing to:

Essex Historic Environment Record  
Place Services  
Essex County Council  
County Hall  
Chelmsford  
Essex  
CM1 1QH

A quote will be provided, and must be accepted, before work can proceed.

**Charges**

Charges are levied for a licence to re-use HER information for commercial purposes, and planning applications. The level of charge depends on the number of records within the search area. The schedule of charges is set out in Table 1, on the next page.

**Data format**

Data supplied will be in the following formats:

- Monument and Event Records (PDF report)
- Map data as ArcGIS shapefiles (Monument polygons, polylines and points; Event polygons and points) will incur additional costs
- Historic Environment Characterisation (PDF report) Provision
- PDF copy of Essex HER map data
- Aerial photographic NMP plots (rectified hand and/or digitized plots)
- PDF copies of specific reports within the study area.

**Designated Heritage Assets**

Contractors and consultants wishing to obtain bulk copies of spatial data for designated heritage assets are encouraged to obtain the definitive datasets from Historic England. These can be down-loaded from: <http://services.historicengland.org.uk/NMRDataDownload/> Conservation Area documents can be obtained from the relevant District or Borough councils' websites.

Information that can be accessed (where held in the HER) includes:

- Designation documents
- Oblique and vertical aerial photos
- Relevant historic mapping; geological maps
- Photographs of Heritage Assets
- Published sources
- Contractors' and other fieldwork reports (these are largely available as PDF files)
- Conservation/Management plans.

| Table 1 Schedule of charges for commercial enquiries  |                  |
|---|------------------|
| Service/Data type   | Charge           |
| Standard Search (up to 75 records)  | £75.00           |
| Extended Search (75 to 150 records)   | £150.00          |
| Large scale/complex search (> 150 records)  | Request a quote  |
| Additional material   |                  |
| Provision of each requested PDF plan showing HER data at a suitable scale*  | £75.00 each      |
| Provision of PDF of NMP cropmark data within search area  | £75.00 each      |
| Provision of NMP cropmark data as GIS files<br>NB. This service is only available for certain locations in Essex  |                  |
| Provision of additional shape files for HLC data and HEC data   |                  |
| Provision of additional shape files for designated and non designated data such as conservation Areas, SM, LB Registered Parks and Gardens  |                  |
| Digital Photography** Up to 5 images.<br>Additional digital photography will be charged   | £75.00           |
| PDF copies of specific reports within a study area (for up to 5 reports)  | £75.00           |
| Priority search (3 working day turnaround – supplement to above)  | £105.00          |
| Provision & licensed use of ECC copyright images for publication  | £52.00 per image |
| HER visit for commercial purposes<br>Any request for data made at the time of the visit will be charged as per the above schedule   | £75.00 per hour  |
| Quotes will always be provided and must be agreed before the work commences. Please note that VAT is not chargeable on any HER searches<br>* Depending on the amount of information required, extent of geographic area and number of records within the search area, more than one PDF maybe required. This will be discussed with the enquirer when a quote is prepared.<br>** Digital photography must be supplied under licence, for the use within a specified project. A license must be signed and returned before images are supplied. The images supplied as part of an HER search must not be published without prior permission, and may incur a further publication charge. |                  |

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