

Tees Archaeology Access and Charging Policy

About the Tees Archaeology HER

Content of the Historic Environment Record

Tees Archaeology maintains the Historic Environment Record for the boroughs of Hartlepool and Stockton-on-Tees. The Historic Environment Record (HER) is the primary source of information about the historic environment in the boroughs. It includes a database that contains 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. Full details of the remit and content of the record can be found elsewhere in the HER's Information/Recording Policy (in preparation).

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 as points, and in some cases polygons. 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.

Searching the HER

The HER is based at the Tees Archaeology office in Hartlepool. You can request information from the HER by completing and returning the search order form below, either by email to janice.adams@hartlepool.gov.uk or by post. Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be carried out 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 taken as indicating a lack of heritage interest, as other national or specialist sources may contain information not held or indexed.

Visiting the HER

The HER does not have regular opening hours and if you wish to visit in person you must make an appointment with janice.adams@hartlepool.gov.uk (tel. 01429 523458). An appointment can normally be arranged within 10 working days (we will endeavour to assist in establishing whether a visit is advisable but we cannot undertake detailed assessment of the relevance of specific material). We have a work space and photocopier/scanner available for you to use and a range of additional resources including collections of published books, journals, society publications such as bulletins and newsletters, grey literature, photographs including aerial photographs, and historic maps.

Complaints procedure

If you have any complaint about the service you have received please contact robin.daniels@hartlepool.gov.uk (tel. 01429 523454).

PLEASE RETURN ALL THE PAGES OF THIS FORM IN ORDER TO COMMISSION YOUR SEARCH

Conditions of Use

Tees Archaeology is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Tees Archaeology HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.

Guidance for Users

1. Tees Archaeology HER users are requested to inform Tees Archaeology of the following:
 - (a) the subject and purpose of their enquiry and the use to which the information will be put;
 - (b) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.
2. A service charge is made for enquiries to the Tees Archaeology HER, but this is normally waived for enquiries for non-commercial, educational or personal research, except where searches require extensive work. The costs of paper, printing and other incidental expenses may be charged to all users.
3. The Tees Archaeology HER is the copyright of Tees Archaeology. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
4. Users are requested to inform, and to make their research available to the Tees Archaeology HER where new archaeological sites or data are discovered as a result of their work.
5. Users are requested to make appropriate acknowledgement of the Tees Archaeology HER in any publication or report which has made use of its data.
6. While efforts have been made to verify the data held in the Tees Archaeology HER, Tees Archaeology cannot accept responsibility for the accuracy of any particular data and its source.
7. Tees Archaeology accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.
8. Tees Archaeology reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of Tees Archaeology is a breach of copyright. Information supplied shall be used for the specified purposes only.
9. Access to all or part of the information requested may be refused in certain circumstances.
 - 9.1 Information may not be disclosed if:
 - (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
 - (b) it relates to confidential, internal communications of Hartlepool Borough Council or Stockton-on-Tees Borough Council;
 - (c) it is contained in a document or other record which is still in the course of completion.
 - 9.2 Information will not be disclosed if:
 - (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
 - (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates.
10. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.
11. Every endeavour is made to respond to enquiries within 10 working days.

Tees Archaeology HER search order form

If you require any assistance in completing this form please call the office on 01429 523455 or email janice.adams@hartlepool.gov.uk. If your search is urgent or complex or you qualify for a waived service charge (see Guidance point 2 above) please **contact us** to discuss your requirements before ordering. If your search relates to an academic research project please refer to the ALGAO advice note at <http://www.algao.org.uk/subject/her>.

Please indicate the **purpose** of your search (see Guidance point 1 above):

Please indicate the **type** of search you require:

- Standard search (within 10 working days) - £130 Priority search (when available - within 2 working days) - £260 Search for the purpose of (please select):

Please **define your search area**:

Search around a centre point:

I have attached an annotated map

The National Grid Reference is

With a radius of (e.g. 1km)

Search of a defined area:

I have attached an annotated map

I have attached a GIS shapefile

I require a buffer around the area shown of (e.g. 1km)

Search by period, monument type, object type etc. (please specify):

Please indicate what **data** you require:

HER data

Events data

Historic Landscape Characterisation data (report available at <http://www.northyorks.gov.uk/article/25498/Can-I-download-the-historic-landscape-character-report-as-a-PDF>)

(Database results are sent as a Microsoft Office Access file. If you do not have Microsoft Office Access the tables in the file can be opened using Microsoft Office Excel.)

Please indicate the format in which you would like to receive **map results**:

- GIS shapefiles OR PDF (printable)

I have read the Tees Archaeology Access and Charging Policy (you must tick this box and one of the boxes below to commission your search)

- I understand that this search is subject to a fee OR Tees Archaeology has agreed to waive the service charge

Your details

Name:

Company / Organisation:

Address:

Email:

Telephone:

Purchase Order number (must be provided):

*****PLEASE NOTE PAYMENT IS DUE WITHIN 30 DAYS OF THE INVOICE DATE*****