

Tees Archaeology Charging Policy

Valid 01/04/2024 to 31/03/2025



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/8422/data_protection_policy_%E2%80%93_may_2023

For our **Equality and Diversity** policy please follow this link https://www.hartlepool.gov.uk/downloads/file/8607/hbc_equality_diversity_and_inclusion_policy_-_agreed_march_2023%C2%A0

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 up to 1km radius – 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.	£140
Priority search of the HER up to 1km radius – as above with 2 working day turn-around, subject to staff availability.	£280
Search of the HER over 1km from central point or if the search takes longer than 1 hour to process.	£280
Priority search of the HER over 1km radius – as above with 2 working day turn-around, subject to staff availability.	£415
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)	£160
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 - 100 residential units or 4ha – 8ha)	£320
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 – 100+ residential units or over 8ha)	£530
Monitoring of archaeological work in the field – price per visit (includes travel time). This charge is normally waived for householder developments.	£80
Screening advice for utility companies/developers	£80

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.

Archive deposition will be charged by residential units, development size, or number of boxes, whichever is greatest, i.e. if a development is less than 4ha and has 7 boxes of archive material, it will be charged at a rate of £270.

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 or 1-5 boxes)	£130
Deposition of project archive - (major development – 10-100 residential units or 4-8ha or 5-10 boxes)	£270
Deposition of project archive - (major development – 100+ residential units or 8ha+ or 10+ boxes)	£425

From the 1st April 2024 all project archives, regardless of the date commenced, will be charged according to the current scheme laid out above.

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

Tees Archaeology reserve the right to reduce and/or waive charges as deemed appropriate.

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)	£425
Archaeological project work & Educational Activities (per day) - e.g. provision of archaeological workshops	£320
Provision of a talk to local group (1hr) and the same charge for every subsequent hour	£65

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

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