

Tees Archaeology Charging Policy

Valid 01/04/2026 to 31/03/2027



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 [GDPR and Safeguarding Policy | Hartlepool Borough Council](#)

For our **Equality and Diversity** policy please follow this link [hbc-equality-diversity-and-inclusion-policy-agreed-march-2023](#)

We are happy to support local researchers and members of the public. To that end, we will provide up to two HER searches free of charge per year to community groups and individuals.

The Schedule of Charges is as follows:-

Search of the HER up to 1km radius, including 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.	£154
Priority search of the HER up to 1km radius – as above with 2 working day turn-around, subject to staff availability.	£308
Search of the HER over 1km from central point.	£308
Priority search of the HER over 1km radius – as above with 2 working day turn-around, subject to staff availability.	£458
Any staff time over 1 hour will be charged at the following rate per half hour.	£30
HER Public Search, after 1 st half hour.	£30

The above charges are exempt from VAT.

Please note: payment is required within 30 days of the invoice date.

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

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.

New to 2025: Agreement of the final report for each stage of work is now chargeable for projects starting on or after 1st April 2025. (A FINAL report is classed as the last report on any site - whether for building recording, a negative evaluation, archaeological monitoring, or full excavation report.)

NEW to 2025:

Contractors are strongly advised not to undertake any form of archaeological site work in connection with a planning application without first contacting Tees Archaeology.

This is to ensure any associated investigations are of the appropriate form and scale. Failure to do so can cause complications or delays in the processing of an application and potentially cause unnecessary costs for your client.

If an unsolicited report is submitted in such circumstances, then analysis and appraisal of it will incur a charge of: **£500**.

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

Please note: payment is required within 30 days of the invoice date.

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

The Schedule of Charges is as follows:

<i>Development Type</i>	<i>Approval of a Written Scheme of Investigation submitted by a contractor</i>	<i>Approval of Final Report</i>
Household development (domestic extension / single dwelling)	No Charge	£26
Minor development (0-1.9ha)	£105	£210
Larger development (2-9.9ha)	£210	£315
Substantial Development (10-24.99ha)	£315	£420
Extensive Development (25-49.99ha)	£420	£525
Major Development (50ha+)	£525	£630

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

Please note: payment is required within 30 days of the invoice date.

Building Recording

<i>Historic England Building Recording Level</i>	<i>Approval of WSI</i>	<i>Approval of Report</i>
1	£26	£26
2	£52	£52
3	£79	£79
4	£105	£105

Meetings

Monitoring of archaeological work in the field – price per visit (includes travel time). This charge is normally waived for householder developments £85

Screening advice

For utility companies/developers £85

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

Please note: payment is required within 30 days of the invoice date.

Forestry (based on Forestry Commission proposals, dated June 2023)

[TemplateLetters LocalHistoricEnvironmentServices forApplicantUse v1.0.odt](#)

Recommended local historic environment service fee to proposers for providing information and advice on non-designated heritage assets recorded in the local Historic Environment Record and local historic landscape characterisation.

Payment Bands	Proposal area	Fee to proposer for information	Fee to proposer for advice	Maximum fee to proposer for information and advice
A	Local historic environment declines to comment	No need to provide information	No charge	No charge
B	0-4.99ha	£100	£95	£195
C	5ha-50ha	£130	£130	£260
D	50ha+	£130	£195	£325

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

Please note: payment is required within 30 days of the invoice date.

For projects which commenced before 01.04.2025, 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)	£176
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)	£353
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)	£584
Approval of a WSI for an Historic England Level 1 Building Record	£52
Approval of a WSI for an Historic England Level 2 Building Record	£105
Approval of a WSI for an Historic England Level 3 Building Record	£157
Approval of a WSI for an Historic England Level 4 Building Record	£210

All 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 £298.

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)	£143
Deposition of project archive - (larger development – 10-100 residential units or 4-8ha or 5-10 boxes)	£298
Deposition of project archive - (major development – 100+ residential units or 8ha+ or 10+ boxes)	£468
NEW to 2026: Archives not submitted in line with the archival policy will be charged for repackaging or other necessary works at the following rate per hour.	£50

This change in charging was introduced on 1st April 2025. They apply to all project archives, regardless of the date commenced.

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)	£468
Archaeological project work & Educational Activities (per day) - e.g. provision of archaeological workshops	£353
Provision of a talk to local group (1hr) and the same charge for every subsequent hour	£70

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

Please note: payment is required within 30 days of the invoice date.

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

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%).

