

HER Non-Commercial Request Form

ENQUIRY NUMBER <i>(office use only)</i>
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Please use this form to request digital copies or extracts of information held in the Norfolk Historic Environment Record database and archives.

Please e-mail your completed form to heritage@norfolk.gov.uk.

1. PERSONAL DETAILS

Information sharing and data protection statement:

This data is being collected for the purpose of processing this request and will not be used for any other purpose. NCC will not share this information with third parties. Contact details will be retained for a period of three years, after which they will be destroyed.

For more information on how Norfolk County Council deals with your personal data, please see our [General Privacy Notice](#).

Name:	Address:
Organization:	
Email:	
Phone Number:	

2. REQUEST DETAILS (PLEASE DESCRIBE YOUR SEARCH REQUEST)

A. Type of service:

HER Search (Database extract)	Document Supply
Archive Search	Image Supply

B. Search Parameters:

Subject (Search parameters such as Period/Feature/Object types and required datasets):

Geographical extent (District/Parish, Radius around a central National Grid Reference, Map attached):

Format for supply of digital mapping (choose one):

PDF	GIS MapInfo Tables	GIS shapefiles
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C. Document or Image Details:

Please include the relevant NHER reference number, document reference number ("SNF"), or catalogue number where known. Attach a separate document where necessary.

3. REASON FOR REQUEST

The Norfolk Historic Environment Service has a policy of charging developers and their agents, consultants, and contractors to consult the Historic Environment Record for commercial purposes or to reproduce images or digital data. Charges may be waived for enquiries related to non-commercial, educational, or personal research; except where such enquiries require extensive work and officer time.

Please describe the reason for your request in order to help us evaluate whether a charge is necessary.

Details:

4. TERMS AND CONDITIONS

Users of the Records are bound by the following Terms and Conditions:

Many of the documents in the Records are protected by copyright and other intellectual property rights, and duplication or sale of all or parts of these documents is not permitted.

In addition, the user undertakes:

1. To use and make personal copies of any documents within the Records only for the purpose(s) stated above.
2. To obtain written permission for any other use.
3. To give access to any copies of documents in the Records, in whole or in part, only to third parties who have obtained permission to use them.
4. To acknowledge in any publication, whether printed, electronic, internet-based or broadcast, based wholly or in part on the records, Norfolk County Council and the original depositor(s), illustrator(s) or photographer(s).
5. To supply free of charge to Norfolk Historic Environment Record one copy of any published work based wholly or substantially on the records (or copies as required by a Planning Brief).
6. To notify Norfolk Historic Environment Record of any errors discovered in the records.
7. To accept that Norfolk County Council bears no legal responsibility for the accuracy or comprehensiveness of the records, and Norfolk County Council accepts no liability for indirect, consequential, or incidental damages or losses arising from use of the records.

I have read and accepted the Terms and Conditions outlined above.

Signature:	Date:
<i>(Typed/Signed)</i>	<i>(Digital)</i>

5. OUTCOME OF APPLICATION (Office Use Only)

Charging Status:

Details:

Signature:	Date:
<i>(Typed/Signed)</i>	<i>(Digital)</i>