

# HER Commercial Request Form

ENQUIRY NUMBER
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Please use this form for all commercial requests, including fieldwork event numbers, HER database searches, and archive requests.

Please complete the form as fully as possible or there may be a delay in processing your request.

Email your completed form to [heritage@norfolk.gov.uk](mailto:heritage@norfolk.gov.uk).

1. PERSONAL DETAILS	
Name:	Purpose of Research:
Company:	Purchase Order Number:
E-mail:	<i>* <b>Chargeable</b> requests will not be processed without this number. If you do not have a purchase order system please use your site code.</i>
Phone Number:	
Address:	Invoice Address: (If different from postal address)
<b><i>Information sharing and data protection statement:</i></b>	
<p>This data is being collected for the purpose of processing this request. The data will be retained as evidence that you have agreed to the terms and conditions of use of our records.</p> <p>From time to time, we may contact customers who have used our services within the past 18 months to advise of changes to our services and charges. If at any point in time you do not want to receive these communications please email <a href="mailto:heritage@norfolk.gov.uk">heritage@norfolk.gov.uk</a> to let us know.</p> <p>For more information on how Norfolk County Council deals with your personal data, please see our <a href="#">General Privacy Notice</a>.</p>	

2. REQUEST DETAILS	
<b>A. SERVICES AVAILABLE (Tick one or more)</b>	
<input type="checkbox"/> Event Number * Please attach a location plan <i>Complete sections:</i> 3 - Site Details 8 - Terms and Conditions	<input type="checkbox"/> Single Site Search <i>Complete sections:</i> 3 - Site Details 4 - Search Radius 5A - Mapping Type 8 - Terms and Conditions <b>Please note this is only available as a Standard service type.</b>
<input type="checkbox"/> HER Search (Monument Data) <i>Complete sections:</i> 2B- Service Type 3 - Site Details 4 - Search Radius 5A - Mapping Type 8 - Terms and Conditions	<input type="checkbox"/> Assisted Research Visit <i>Complete sections:</i> 6 - Documents and Images 8 - Terms and Conditions <b>Please include as much detail as possible.</b>
<input type="checkbox"/> HER Event Data <i>Complete sections:</i> 2B- Service Type 3 - Site Details 4 - Search Radius 5A - Mapping Type 8 - Terms and Conditions	<input type="checkbox"/> Digital Texts (Documents and Reports) <i>Complete sections:</i> 6 - Documents and Images 8 - Terms and Conditions <b>Please include as much detail as possible.</b>
<input type="checkbox"/> HLC Search <i>Complete sections:</i> 2B- Service Type 3 - Site Details 4 - Search Radius 5A - Mapping Type 8 - Terms and Conditions	<input type="checkbox"/> Digital Images (Including Aerial Photographs) <i>Complete sections:</i> 6 - Documents and Images 8 - Terms and Conditions <b>Please include as much detail as possible.</b>
<input type="checkbox"/> Historic England NMP Air Photo Transcriptions <i>Complete sections:</i> 2B - Service Type 3 - Site Details 4 - Search Radius 5B - Mapping Type 8 - Terms and Conditions	<input type="checkbox"/> Other <i>Complete sections:</i> 7 - Additional Information 8 - Terms and Conditions <b>Please include as much detail as possible.</b>
<b>B. SERVICE TYPE (Tick one)</b>	
<input type="checkbox"/> Standard (10 working days) Minimum charge £100.00. <i>This charge includes the first hour of officer time.</i>	<input type="checkbox"/> Priority (2 working days) Minimum charge £200.00. <i>This charge includes the first hour of officer time.</i>

3. SITE DETAILS	4. SEARCH RADIUS
Site Name:	<input type="checkbox"/> 50m buffer (single site search only) <input type="checkbox"/> 250m (urban areas only) <input type="checkbox"/> 500m <input type="checkbox"/> 1km <input type="checkbox"/> Other: <input type="checkbox"/> Search area attached <b>*GIS table preferred. Any other format will require additional officer time to create a search area.</b>
Type of Investigation: Other:	
Start Date:	
Consultation Number: CNF	
Location (NGR): Please provide a 10-figure grid reference (plus the letter prefix) or a full easting and northing.	

5. MAPPING TYPE (Only tick one per section)	
<b>A. HER SEARCH AND/OR HLC SEARCH (Mapping)</b>	<b>B. ENGLISH HERITAGE NMP EXTRACT (Mapping)</b>
<input type="checkbox"/> PDF Map <input type="checkbox"/> MapInfo Tables <input type="checkbox"/> Esri Shapefiles The following items may incur additional officer time charges: • PDF maps for large search areas or dense archaeology • Making multiple selections	<input type="checkbox"/> AutoCAD <input type="checkbox"/> MapInfo Tables** <b>Please select version of AutoCAD.</b> **Please note: AutoCAD is the native format of the data and conversion to GIS will require additional officer time.

## 6. DOCUMENTS AND IMAGES

The Norfolk Historic Environment Service (NHES) maintains several collections of paper and photographic archive materials which support the Historic Environment Record and other NHES departments.

These include:

- The NHER Archive (known as Secondary Files)
- The Norfolk Air Photo Library (NAPL)
- The NHES Reference Library

Our NHER Archive is currently being digitised and much of this material can be provided digitally. Major categories of items have now been systematically added to our database Source Records and can be requested via this form by referencing the "SNF" reference number found in your HER Monument Record PDF and any other identifying information. However, some categories such as Finds Descriptions are not yet represented, so please contact us to enquire about details of any sites you would like to investigate in detail.

Examining the Norfolk Air Photo Library usually requires making an appointment to visit our offices, but if you're pressed for time or are only interested in a small number of images referenced within the HER Records you can also use this form to request digital copies of specific images.

**Please note that charges are levied for officer time required to retrieve and/or scan images and documents. Please see page 5 for details of image reproduction fees. For bulk requests please contact us for a quotation.**

*Please list the documents and/or images you are requesting.*

<b>NHER NUMBER or GRID REF</b>	<b>DESCRIPTION</b>	<b>VIEW (VISIT)</b>	<b>DIGITAL COPY</b>

## 7. ADDITIONAL INFORMATION

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## 8. ACCESS TO RECORDS: 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:

or

## 9. OUTCOME OF APPLICATION (Office Use Only)

This request will be charged:

Copyright statement to be used for digital material provided:

Signature:

Date:

or

## Norfolk Historic Environment Record (HER) Charges Effective as of 1 April 2018

DIGITAL DATASETS		
<p>The Historic Environment Service has a policy of charging developers and their agents, consultants and contractors to consult the Historic Environment Record for commercial purposes. <b>If you are consulting the HER digital datasets for any other purpose some charges may be waived.</b></p> <p>Charges are levied for officer time required to service an enquiry, in person or remotely. The fees may include staff time to extract electronic information from the HER database or other digital datasets, to provide assistance with use of the records, and to retrieve or replace documents or photographs from the HES archives.</p> <p>Digital data curated by the HER is provided on a one year licence. After one year the data must be destroyed and a new search is required.</p> <p>Data formats are dependent on the dataset. Available datasets include:</p> <ul style="list-style-type: none"> <li>• HER Monument Data (PDF database records, mapped extent as GIS files or PDF)</li> <li>• HER Event Data (PDF database records, mapped extent as GIS files or PDF)</li> <li>• National Mapping Programme Cropmark and Earthwork Transcriptions (AutoCAD or GIS files)</li> <li>• Historic Landscape Characterisation (HLC) Data (PDF summary report, mapped extent as GIS files)</li> </ul> <p>Please allow for a minimum of 30 minutes of officer time to retrieve each dataset.</p> <p>*Please note: If an Assisted Research Visit is requested at the same time as an HER Search the officer time fees may be combined in one invoice. However, this is only applicable if the HER Search and the Assisted Research Visit are carried out within a 4-week period.</p>		
<b>Standard Dataset Search</b> (10 working days)	Minimum charge - Includes up to 1 hour of officer time Additional officer time - Charged per hour	£100.00 £50.00
<b>Priority Dataset Search</b> (2 working days)	Minimum charge - Includes up to 1 hour of officer time Additional officer time - Charged per hour	£200.00 £100.00
<b>Large Projects</b>	For large infrastructure projects or areas 8,000 hectares (5km radius) and above please contact us for a quotation.	
<b>Single Site Search</b>	This is for a search of a single property and curtilage or a rural site of no more than 150 acres (60 hectares) with a buffer of up to 50m. There is a set fee for this search service, which will return all HER Monument Data and identify all available HER archive material for those sites.	£50.00
<b>Assisted Research Visit</b> (Archives)	Minimum charge* - Includes up to 1 hour of officer time Additional officer time - Charged per hour	£100.00 £50.00

NHER ARCHIVES		
All items are supplied by file transfer. If this is not possible items can be supplied on CD and a £2.50 fee for postage and packaging will be applied.		
<b>Images</b>	This fee applies to all requests for digital copies of images held by the Norfolk Historic Environment Service. Copies are provided for personal use only. <i>For bulk requests please contact HER staff for a quotation.</i>	First image    £12.00 Additional images    £6.00 each
<b>Image Reproduction</b> <b>(Publication - academic journals excluded)</b>	This fee applies to provision of high-resolution digital copies of NCC copyright images for reproduction in books, part works, journals, periodicals, slides, newspaper articles and magazines. <i>Please ask for details of fees for other media.</i>	Per image    £50.00