

HER Non-Commercial Request Form

ENQUIRY NUMBER

This form should be used to request information from the Norfolk Historic Environment Record (NHER) for personal or educational research only. The following sections must be completed for your request to be processed:

- Section 1: PERSONAL DETAILS
- Section 2: REASON FOR REQUEST
- Section 3: REQUEST DETAILS – Complete one of either:
 - A. SITE or RECORD SPECIFIC REQUEST
 - B. AREA SEARCH REQUEST
 - C. ADVANCED SEARCH REQUEST
- Section 4: TERMS AND CONDITIONS

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:
Organisation:		
Email:		
Phone Number:		

2. 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:

3. REQUEST DETAILS

Please complete one of the following sections:

- A. SITE or RECORD SPECIFIC REQUEST** (Page 2) Either: *SITES, BUILDINGS or NHER RECORDS, or DOCUMENTS, ILLUSTRATIONS or PHOTOGRAPHS*
- B. AREA SEARCH REQUEST** (Page 3) Either: PARISH SEARCH, VILLAGE SEARCH or RADIUS SEARCH
- C. ADVANCED SEARCH REQUEST** (Page 4)

A. SITE or RECORD SPECIFIC REQUEST

If you are requesting information about a specific site, building, NHER record or document in our collections please complete this section. If you require additional space, please continue in the Additional Information section (3.D.).

SITES, BUILDINGS or NHER RECORDS:

Each entry in the NHER database is called a NHER record and each of these records has a unique NHER number. The NHER number can be found at the top of each record and is sometimes just referred to as the HER number.

NHER Number:		Site Name:	
Building Name/Address:			
Location:			
8-figure National Grid Reference: (NGR) (e.g. TF 9734 1746)		Parish:	

DOCUMENTS, ILLUSTRATIONS or PHOTOGRAPHS:

We call these Sources. In the NHER records they have a Source Number (prefixed with the letters SNF) and they may be referenced in the text of the record using an 'S' Reference number in round brackets, e.g. (S1), (S2), (S3), etc. They also have a full bibliographic entry. If asking for a document, illustration or photograph please complete as many of these details as possible below.

Please note: In most circumstances there will be a fee associated with the supply of high-resolution digital images of illustrations and photographs. A HER Officer can advise you further on this before supplying the image.

NHER Number:		Source Number:	SNF	'S' Reference:	
Source Name/Entry:					
NHER Number:		Source Number:	SNF	'S' Reference:	
Source Name/Entry:					
NHER Number:		Source Number:	SNF	'S' Reference:	
Source Name/Entry:					
NHER Number:		Source Number:	SNF	'S' Reference:	
Source Name/Entry:					

AERIAL PHOTOGRAPHS:

The Norfolk Air Photo Library contains a vast collection of aerial photographs. If you would like to view part of the collection or request a digital copy of an image, please contact the NHER to make an appointment or discuss your requirements. Please email heritage@norfolk.gov.uk Thank you.

B. AREA SEARCH REQUEST <i>If you are requesting information about an area, e.g. a parish or village, or would like information about the area around a named site or point, please complete one search option and indicate any search limiters:</i>		
<input type="checkbox"/> PARISH SEARCH: This returns all NHER Records within a named parish.	Parish Name:	
<input type="checkbox"/> VILLAGE SEARCH: This returns all NHER Records within the approx. area of a named village.	Village Name:	
	Parish Name:	
<input type="checkbox"/> RADIUS SEARCH: This returns all NHER Records within a certain distance of a named site or central point. PLEASE INCLUDE A LOCATION MAP SHOWING THE SITE OR CENTRAL POINT AND APPROXIMATE SEARCH AREA.	Location Description: Site Name and/or NHER Number.	
	Grid Reference: 8-figure NGR for the central point (e.g. TF 9734 1746).	
	Radius: Search distance beyond the site or central point (in meters).	
AREA SEARCH LIMITERS: The area searches above will return <u>ALL</u> NHER records within a specified area. However, additional limiters can be set on a search to restrict what type of NHER records are returned. For example, you may want to exclude buildings or prehistoric records or only include buildings or Roman records. More complex requests should be made via the advanced search option (3.D.).	If there is a limiter that you would like imposed on your area search, please enter it in the relevant box below:	
	Only include:	
	Exclude:	
SEARCH RESULTS: Written database records will be provided in PDF format. Associated map data can be supplied in a format of your choice. Please choose from the following formats:		
GIS datasets: <input type="checkbox"/> MapInfo Tables <input type="checkbox"/> ESRI Shapefiles	<input type="checkbox"/> <input type="checkbox"/>	pdf map These are time-consuming to produce so if your data is complex, we may suggest an alternative. KML file These files can be opened in the free Google Earth Pro app for desktop or laptop computers. They cannot be used on the Google Earth mobile app on mobile phones or tablets.

C. ADVANCED SEARCH REQUEST

If you are requesting a more complex search of the NHER database, please complete the section below. Advanced searches can include requests for:

- finds or sites of a specific type or date/period
- multiple types of find/site or period of find or site
- thematic data, e.g. religious sites or artefacts, runic artefacts, finds depicting boar, etc.
- finds recovered in a specific year or on a specific date
- records related to information you have supplied

SEARCH OUTLINE:

Please outline your research objectives and any search parameters that you would like to set. For instance, the types of find, feature, or site, and the archaeological period and dates that that you are studying. The NHER database is structured around a series of terminologies established by Historic England: the FISH Thesauri ([FISH Vocabularies - FISH \(heritage-standards.org.uk\)](http://FISH Vocabularies - FISH (heritage-standards.org.uk))). Please use these thesauri to describe your search request.

GEOGRAPHIC AREA: Please enter the area that you would like your search to encompass.

<input type="checkbox"/> Norfolk (County Search)	If your search area is <i>NOT</i> defined by a county, district or parish boundary please provide us with GIS files (either MapInfo Tables or ESRI Shapefiles) of your search area or a map showing the study area and appropriate grid references.	
<input type="checkbox"/> District/Parish:		<input type="checkbox"/> Search Area Attached
<input type="checkbox"/> Other:		<input type="checkbox"/> Map Attached

SEARCH RESULTS:

DATABASE CONTENT Written records will be provided as a pdf for all searches. However, the following formats are also available.	<input type="checkbox"/> XML	XML files can be opened in a web browser. Extremely large searches will only be provided as a XML file rather than a PDF. This file type is easier to navigate than a pdf but please note that it does not include as much detail as the standard PDF report.
	<input type="checkbox"/> Excel Tables	We can provide bespoke exports of key database fields. This might include indexing terms in tabular, searchable format such as: <ul style="list-style-type: none">• Monument Types including dates and evidence.• Find Types, including materials, quantities, museum accession numbers, and PAS references.• Event types and details.• Administrative areas (i.e. Parish and District).
MAP DATA Please choose one format. Please note pdf maps are not suitable for advanced search requests.	<input type="checkbox"/> KML file	These files can be opened in the free Google Earth Pro app for desktop or laptop computers. They cannot be used on the Google Earth mobile app on phones or tablets.
	<input type="checkbox"/> GIS: MapInfo Tables	
	<input type="checkbox"/> GIS: ESRI Shapefiles	

D. ADDITIONAL INFORMATION

Please add any supplementary information relevant to your request:

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:

*(Typed/Signed)**(Digital)*

Date:

5. OUTCOME OF APPLICATION (Office Use Only)

Charging Status:

Details:

Signature:

*(Typed/Signed)**(Digital)*

Date: