

# Oxfordshire Historic Environment Access and Charging Policy

## 1. Access to Oxfordshire HER

### Content of the Historic Environment Record:

Oxfordshire County Council maintains the Oxfordshire Historic Environment Record for the county of Oxfordshire. The Historic Environment Record (HER) is the primary source of information about the historic environment in the county; however Oxford City maintains its own HER which is separate from that maintained for the county. It includes a database that contains more than 65,000 records with information about remains from the prehistoric period to the present day. These provide information on nationally designated (listed buildings, registered parks and gardens, registered battlefields and scheduled monuments), and undesignated heritage assets. Full details of the remit and content of the record can be found elsewhere in the HER's Information Policy (available from the HER Officer).

### Mapped data

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

### How do I access the HER?

The HER is based at County Hall, New Road, Oxford, OX1 1ND. You can get information from the HER in a number of different ways, such as by letter, [email](#), or telephone (07741 607816). Consultation of limited HER sources is possible, but rooms must be found within Speedwell House or County Hall. Notice is needed for booking these rooms, available between 9am and 4pm weekdays. Most of the information has been digitised, however, so there is little need to visit the HER.

### Opening times

The HER is accessible during the HER Officer's working hours: Monday to Friday, 8:15am to 16:15pm. To contact the HER Officer, please email: [archaeology@oxfordshire.gov.uk](mailto:archaeology@oxfordshire.gov.uk) or call 07741 607816. The HER Officer can advise if other county services can be visited to get the relevant information related to the HER request.

### Searching the HER

The Oxfordshire Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records. Shapefiles sent to the HER should include any buffer area, and if multiple features are involved, these should be merged so a single feature is produced.

The HER includes primarily digital, with limited hard copy information and archival material (i.e, monographs and hard bound reports). Information is generally

provided in digital format, usually as GIS shapefiles and pdf reports. Other formats, such as pdf maps, .csv files or XML can be made available on request. The HER Information Services Policy details specific access provision and is available on request from the HER Officer.

Oxfordshire County Council reserves all rights of Copyright which are owned in the material provided. Please note that permission to use the HER may be refused or limited in certain circumstances.

Reference can be made by the HER Officer to sources held outside the HER, and to other OCC teams holding this data. The HER is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest, and it is possible that other national or specialist sources may contain information not held or indexed in the HER.

Delivery of HER consultation data is within 20 working days, the same window used for planning responses.

## 2. Conditions of Use

Oxfordshire County Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Oxfordshire County Council HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the User Guidelines outlined below. Users will need to complete, sign and return to the HER Officer the User Declaration Form at the end of the User Guidelines, before HER data will be supplied. Acceptance of the signed form by Oxfordshire HER grants the user licence to use the data in accordance with the terms and conditions for a period of 12 months. A 6-month refresh of data can be supplied on request (new charges may apply where significant officer time is required but will be advised and agreed in advance).

### User Guidelines

- All HER users will inform the HER Officer in writing of the purpose and location of their inquiry and the use to which the information is to be put (see **User Declaration** below).
- Users will respect the HER Officer's right to withhold information, either because it is deemed confidential or because of the requirements of the Data Protection Act. However, the HER Officer will not withhold information without reasonable cause.
- Where an enquirer requests that the HER Officer treat an inquiry in confidence, this will be respected (subject to the Freedom of Information Act). Similarly, HER users will not pass on information in an irresponsible or unethical manner.
- Although every reasonable effort is made to verify information contained within the HER, it is accepted that such records are not definitive since the HER is compiled from a variety of often-unchecked sources. The Oxfordshire HER is enhanced and corrected as new information becomes available but cannot be accountable for the accuracy of all information contained within it.

- All users have a responsibility to inform the HER Officer of new sites or information that comes to light as a result of their research. Copies of/access to the completed research should be made available to the HER Officer.
- Oxfordshire County Council reserves all rights of copyright, which are owned in the material provided. Dissemination to a third party without the written consent of the HER Officer is a breach of that copyright and subsequent requests for information may be refused. Information supplied shall be used for the purposes specified only and shall not be retained after that use has finished.
- All users of the HER will agree in writing to abide by these guidelines using the **User Declaration** form, whether the request is made in person, by telephone, email, or by letter.

### Privacy Notice

We collect personal information in order to provide Historic Environment Record information. We are responsible by law for decisions relating to the security and use of your personal information. If your information is to be used for purposes such as planning and improving services, your information will be anonymised. We may share your personal information with colleagues in our admin team for the purpose of raising invoices. Oxfordshire County Council collects, processes, stores and disposes of personal data in accordance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA2018) and any other relevant legislation that governs the use of personal data. The council's Data Protection Policy can viewed [online](#), or can be requested by email [dataprotectionofficer@oxfordshire.gov.uk](mailto:dataprotectionofficer@oxfordshire.gov.uk) or by telephone 01865 792422.

### Complaints procedure

If you have any complaint about the service you have received please contact: Richard Oram, Archaeology Team Lead at [richard.oram@oxfordshire.gov.uk](mailto:richard.oram@oxfordshire.gov.uk)

## User Declaration

*I, the undersigned, in using the HER confirm I have read the Access and Charging Policy and understand and accept that:*

- The User Guidelines above must be complied with. In particular, Oxfordshire County Council holds copyright of the compiled HER information. No further reproduction of the information will be allowed from any copy of the original supplied. Dissemination to a third party without the written consent of the HER Officer is a breach of that copyright and subsequent requests for information may be refused. Information supplied shall be used for the purposes specified only and shall not be retained after that use has finished.
- It is accepted that the HER is not definitive since it is compiled from a number of sources, often unchecked. Information provided reflects the state of the records on the date the information was extracted. Oxfordshire County Council cannot be accountable for the accuracy of all information contained within; information on any errors or enhancements are welcomed by the HER Officer.
- There may be information concerning sites of archaeological interest that is not yet recorded in the HER. Users need to inform the HER Officer of new sites or information that they uncover from their research.
- Oxfordshire County Council HER Officer shall have the right to withhold any information because of its confidentiality or because of the requirements of the Freedom of Information Act (2000).
- HER information may not be reproduced in reports and if HER information is used to produce reports or publications (including dissertations), the Oxfordshire County Council HER must be acknowledged as a source.
- The information obtained from the HER will be used only for the purpose stated in the User Declaration.

**Name:**

**Date:**

**Signature:**

**Phone No:**

**Organisation:**

**Pur Order No:**

**Address:**

**Purpose of enquiry:**

**Preferred outputs:**

**\*\* Please note that mapped data received through this request CANNOT be reproduced because of OS copyright and license restrictions.**

Please return completed form to: County Archaeology, County Hall, New Road, Oxford, OX1 1ND or [archaeology@oxfordshire.gov.uk](mailto:archaeology@oxfordshire.gov.uk)

### 3 Charging policy

Charges are levied for a licence to re-use HER information for a specified commercial purpose. The level of charge depends on the number of monument records within the search area. Charges are not usually levied for private or academic research, although the council reserves the right to recover costs if appropriate.

HER searches in Oxfordshire consist of GIS-based designation and characterisation data and are provided for DBA assessments, contextual data for Post Excavation Assessments, and for Academic studies. The data is provided digitally, so visiting the HER in person is not normally necessary.

Consultations will be based on separate areas, so that multiple areas within a request - even those within a single parish - will be handled as separate chargeable consultations.

The HER Officer aims to respond to all requests within 20 working days. Where a shorter turnaround is required a priority search may be available, subject to officer availability, with a response within 3 working days.

#### Scale of charges for Commercial Users

(All fees are subject to review. Prices correct at 1 April 2022).

**Standard search** (up to 200 monument records, regular search area). Typically 2km radius in rural areas, 500m radius in dense urban areas.

**Large, Complex or Bespoke Searches** Unusually large, irregular or complex searches involving over 200 monument records, >2km, or two hours of officer time will be individually costed, typically at £50 per 50 monuments records or based on a day rate for reduced outputs. (nB: the priority search option is not available for these searches).

#### Summary of charges for Commercial Users

Standard Search	£140
Priority search (subject to availability)	£70 supplement to above
Large/Complex Search	£Contact HER officer for quote

#### VAT

No VAT is charged

#### Invoicing

Following the consultation, the HER Officer sends off information including a Purchase Order number to our external Finance Group (IBC) based in Hampshire County Council. The IBC team then invoices the HER user. Payment for the HER search is to be returned directly to Oxfordshire County Council's main account and can be paid by electronic funds transfer (BACS), credit or debit card, or direct debit. Cheques are not preferred.