



## **The Winchester Historic Environment Record Access and Charging Policy**

### **1. Introduction**

#### **Content of the Historic Environment Record:**

Winchester City Council maintains the Winchester Historic Environment Record (HER), the primary source of information about the historic environment for the city and district of Winchester, including that part which lies within the South Downs National Park. It includes a database that contains information about remains from the Palaeolithic through to the present day. This includes information on nationally designated heritage assets (Listed Buildings, Scheduled Monuments, Conservation Areas, Registered Parks and Gardens, and a Registered Battlefield), as well as locally designated and non-designated heritage assets. HER records cover buildings and other structures, earthworks, landscape features, natural features and buried remains as well as former heritage assets which may have been destroyed or may only be known from documentary sources. The HER incorporates and continues to update the Winchester Urban Archaeological Database, originally compiled between 1997 and 1999, and is supported by a range of additional material including a small library, unpublished archaeological reports (grey literature), historic maps and aerial photographs.

#### **Mapped Data**

The HER 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. 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 the city council offices in Colebrook Street, Winchester. You can obtain information from the HER in a number of different ways, such as by letter, email or by submitting an online enquiry form.

Summary information of HER Monument Records (buildings, find spots and monuments), is available on the Heritage Gateway



([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)). However, as this data only includes summary information from one dataset within the HER and is updated only periodically, it is not suitable for use in connection with commercial enquiries.

### **Opening times / facilities**

The HER operates Monday to Friday, 9am – 4pm and whilst supporting documentation, for example, such as aerial photographs and unpublished reports can be made available at the city council offices by appointment, HER searches are largely undertaken remotely and the results emailed or posted out.

Please note that unpublished archaeological reports held only in hard copy format are currently held in an off-site storage location and retrieval may take several days.

### **Searching the HER**

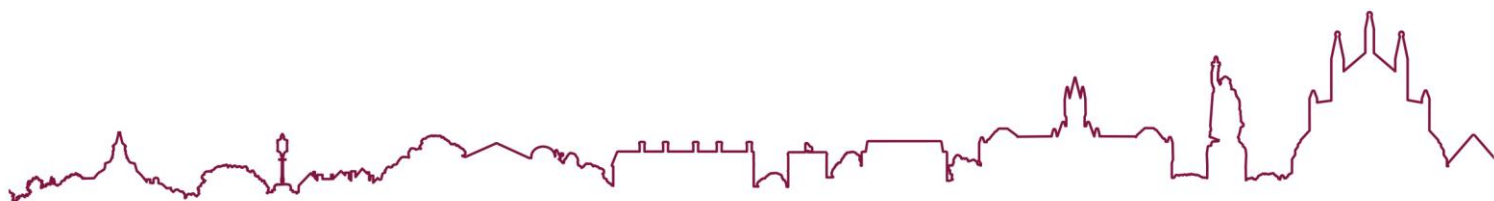
HER searches provide information selected from the HER database, normally for a defined area, although bespoke searches are also undertaken for particular periods or types of heritage asset; these bespoke searches are often undertaken for research purposes. The HER includes both digital and hard copy information and acts as a signpost to other information sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest; other national or specialist sources may contain information not held or indexed or indeed any given area may contain currently unknown heritage assets.

HER data can be provided in a variety of formats, including (for HER data), .pdf documents, XML files and csv files (generally for specific aspects of the raw HER data; data requirements will be discussed as appropriate). HER mapping can be provided as .pdf documents, ESRI shapefiles or .dxf files. Please specify which formats you require HER data to be sent when submitting your enquiry.

## **2. Conditions of Use**

### **Introduction**

Winchester City Council is committed to the protection, conservation and enhancement of the Historic Environment. In order to ensure that information from the Winchester HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.



## Guidance for Users

1. Winchester HER users are requested to inform Winchester City Council of the following, in writing:
  - a) the subject and purpose of their enquiry;
  - b) the use to which the information will be put; and
  - c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.

Enquiries can be submitted either by:

- emailing a completed Winchester HER enquiry form and associated User Declaration (available here <https://www.winchester.gov.uk/historic-environment/archaeology/archaeology-and-the-historic-environment-record>) to [tmatthews@winchester.gov.uk](mailto:tmatthews@winchester.gov.uk) or,
  - by submitting an online enquiry [https://www.winchester.gov.uk/forms/showform.asp?fm\\_fid=216](https://www.winchester.gov.uk/forms/showform.asp?fm_fid=216).
2. A service charge is made for enquiries to the Winchester HER but this is normally waived for enquiries for non-commercial, education or personal research, except where searches may require extensive work.
  3. The Winchester HER is the copyright of Winchester City Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
  4. Users are requested to inform, and to make their research available to the Winchester HER where new archaeological sites or data are discovered as a result of their work.
  5. Users are requested to make appropriate acknowledgement of the Winchester HER in any publication or report which has made use of its data.
  6. While efforts have been made to verify the data held in the Winchester HER, Winchester City Council cannot accept responsibility for the accuracy of any particular data and its source.
  7. The boundaries of Scheduled Monuments and other designated sites shown on any maps provided by the HER have been provided digitally by Historic England and are intended to act as a guide only. For definitive information on



Scheduled Monuments and other designated sites the enquirer should visit <https://www.historicengland.org.uk/listing/the-list/> for more information.

8. Winchester City Council accepts that there may be a need to treat certain enquiries in confidence. Equally the HER expects that users will not pass on information in an irresponsible or unethical manner.
9. Winchester City Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.
10. Winchester City Council will not withhold information without reasonable cause<sup>1</sup>, however access to all or part of the information requested may be refused in certain circumstances.
  - 10.1 Information may be not be disclosed if:
    - a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
    - b) it relates to confidential, internal communications of Winchester City Council;
    - c) it is contained in a document or other record which is still in the course of completion.
  - 10.2 Information will not be disclosed if:
    - a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
    - b) its disclosure would increase the likelihood of damage to the historic environment affecting anything to which the information relates;
11. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.
12. Every endeavour is made to respond to enquiries within 10 working days.

## **Complaints Procedure**

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<sup>1</sup> All HER information is supplied pursuant to the provisions of the Freedom of Information Act 2000, Environmental Information Regulations (2004), the General Data Protection Regulations and Data Protection Act (2018) and Section 141(1) of the Local Government Act 1972.



If you have any complaint about the service you have received, please follow the Council's complaints procedure which can be found here:

<https://www.winchester.gov.uk/about/contact-us/complaints>

### 3. Charging policy

A search fee is normally only made where the enquiry is for commercial or profit-making purposes. The fee is to cover staff time and will vary according to the nature of the enquiry. Fees may be waived in certain circumstances. For most other users, such as members of the public and students carrying out personal research, there is no search fee unless the enquiry is particularly complicated or time consuming to deal with. In such cases, any charges will be agreed before the work is carried out.

#### Scale of charges

The current rate for the HER enquiry service is **£99.00 per hour (inclusive of VAT)**, with additional time over the initial hour charged on a half hour basis.

Users who are charged will be invoiced and a Purchase Order reference should be included in the enquiry request where applicable.

Requests for data will normally be completed within 10 working days unless the size or nature of the query requires a greater time to respond. In such circumstances this will be discussed with the enquirer at the earliest opportunity and a reasonable timetable will be agreed.

These rates are subject to review. Prices correct at 6 April 2022.

### 4. Privacy Notice

Any personal information that you supply in connection with an HER enquiry will only be used to enable Winchester City Council to process your information request and, in connection with commercial enquiries, for invoicing purposes. Further information on how Winchester City Council uses personal information can be found on our website <https://www.winchester.gov.uk/about/privacy-policy>.

Once an enquiry has been completed and the matter closed, any personal information will be destroyed within 2 years of the date of the enquiry.

We will not share your details with any third party.



### *Access and Charging Policy Version Control*

v1 (draft) prepared by	Tracy Matthews (Archaeological Officer)	April 2020
v2 (final) prepared by	Tracy Matthews (Archaeological Officer)	16/04/2020
Checked by	Rachel White (Joint Head of Historic Environment)	
Authorised by	Julie Pinnock (Service Lead, Built Environment)	
v3 reviewed by	TM (amendments: 3% fee increase)	16/04/2021
v4 reviewed by	TM (amendments: 3% fee increase and addition of information on data format availability)	05/04/2022
Next review date		05/04/2023

