

Hampshire Historic Environment Record Centre

Charging Schedule – April 2019

Introduction

The purpose of the Hampshire Historic Environment Record (HER) is to collect, collate, manage and disseminate information about the historic environment of Hampshire, to those who require it, to increase knowledge and understanding of the historic environment, and to enable informed decisions to be made which affect heritage assets.

As a public authority HER has a statutory duty to make environmental information that it holds available to any person that requests it under the Environmental Information Regulations 2004(EIR). However, the supply of information under the EIR does not automatically give the requester of the information the right to re-use that information. Separate permission needs to be obtained from the copyright owner, as set out in the Reuse of Public Sector Information Regulations 2005 (RPSI).

This charging policy is based on the Re-use of Public Sector Information Regulations 2005 (RPSI).

Background to the data held by the Hampshire Historic Environment Record

Data held and produced by the HER is in digital format and is compiled from a wide range of sources, including historic data, published sources, grey literature, personal communication, private projects and study, and casual finds. (Data reported by the PAS is not directly entered on to the HER should be reviewed alongside it). Data standards have been introduced in recent years, but historic data might not comply with standards of accuracy and location. The HER tries to qualify the confidence level of data that has come from particularly older sources but the accuracy of the observation by third parties are not all to the same standard.

The data comprises boundary and attribute data for designated sites taken from the Historic England web site. Whilst the HER can include that data as part of any search results, shape files cannot be supplied and must be acquired from the Historic England web site and subject to their terms and conditions.

The copyright of source material remains with the author not with the HER. The HER copyright relates to the data base only except where the HER has carried out or commissioned original research. In some cases the original source material is held by the HER in a digital format. If it is available and can be provided it will only be supplied in a 'secured' pdf format. This prevents copying or saving. If copyright issues need to be resolved the enquirer must address these directly with the author. Supply of a secured copy by the HER (intended as the equivalent of reading a volume off a shelf) is intended to prevent breach of copyright and supply by the HER does not in any way imply the right to carry out any use that does breach copyright.

Charging Schedule

1. Data requests

Information from the HER in itself is free at point of use however Hampshire County Council reserves the right to charge a licence fee for re-use to contribute towards the cost of collection and dissemination of the data in line with the Re-use of Public Sector Information Regulations 2005 (RPSI).

The fee is a one off charge of £150 + VAT for each reasonable search. A search might be considered unreasonable if it requires extensive data manipulation which the HER might reasonably expect the enquirer to do for themselves or covers an excessively large area not pertinent to the enquiry. Such an enquiry might be refused or additional charges might apply, but both courses of action would be subject to prior discussion to seek a reasonable accommodation to make the enquiry reasonable. See section 6 for where reduced charges may apply.

If no relevant data exists within the search area, then the fee will be waived.

2. Waived Charges

The HER may waive charges to the following individuals and organisations, except where additional costs are incurred which the HER would otherwise be expected to cover:

- Members of the public for non-profit making study, research & local interest projects;
- Students and academics for non-profit making study and research;
- Voluntary non-profit making organisations, community groups, charities & parish councils;
- Schools;
- Local authorities where set out in service level agreements.

Charges may also be waived for the supply of data to projects that are of direct benefit to the work of the HER and promoting the understanding and enjoyment of the historic environment.

3. Supply of data direct to landowners

If HER provides relevant data for landowners land for use within the Environmental Stewardship Schemes charges to recover costs will be applied as set out within the provisions of the relevant scheme.

Where a land owner seeks data for solely private use or solely for the sustainable management of their land they will be exempt from charge.

Where a landowner requests the data to pursue or promote a commercial scheme, such as supporting a planning application (excluding house holder applications) then charges will apply as for enquiries as set out in Section 1.

4. Office visits

A data requester may come into the HER office by prior appointment to examine any electronically held data without charge for inspection even where the re use is commercial. However data supply request made in the office are subject to the charges as set out in Section 1 under RPSI.

5. Standard data searches

The following types of data can be supplied:

- GIS generated maps for a given search area, with supporting data. The maps can be in hard copy, or pdf format. Supporting text/legend will include details of map content.
- Shape files and supporting data, excluding shape files of designated heritage assets derived from Historic England (Scheduled Monuments, Registered Parks and Gardens and Registered Battlefield – these can be download from EH website address).
- Provision of data alone, as hard copy or digital report in pdf format.

6. Provision of digital GIS data

When digital GIS data is provided on a CD ROM or sent by email then a limit on the area of GIS data to be made available will be set at a maximum of one 10km x 10km square (100km²) per request. All requesters will be required to sign a separate data supply agreement which covers use of the data for the limit of the project specified, or for up to one year - whichever is the shorter period.

7. Conditions on Re-use of data

Please refer to the Data Users Declaration at:

<https://www.hants.gov.uk/landplanningandenvironment/environment/historicenvironment/historicenvironmentrecord/requestsearch>