

TABLE OF FEES AND CHARGES

with effect from 1 April 2026



Hampshire
County Council

(includes VAT where applicable; items with no VAT are marked in blue)

Archives

Service	Description	Amount
Express service NEW	Additional charge (above service charge)	£25
Research by staff	Look ups Restricted records research	£21 (half an hour max) Price on application
In person – physical copies	Photocopying/mf printouts Prints of web pages Concession rates do not apply	£1.50 per A4 or A3 30p per page
In person – self-service photography	Web, fiche/film, search room sources Archives, per session/day Discount card – 5 sessions Discount card – 10 sessions Depositor rate (own material only)	Free £16.00 £60 £100 Free
Remote requests - Copy estimates and photography	Estimates for copying Photography Copies/photos, print and post	£42 per hour (half hour min) £42 per hour (half hour min) £50 per hour (half hour min)
Other copying	AV copying (includes rights research) AV depositor rate (own material only) External commissions – standard rate (including AV) External commissions – commercial rate (including AV)	£58 per hour (min) £29 per hour (min) £50 per hour (min) £58 per hour (min)
Certified copies Includes p&p	Baptism certificate Certified transcript, copy with certification, letter of confirmation	£39 £39
Pre-digitised documents includes p&p if required Ex Cathedral	Tithe map and award, etc Set of 192 pipe rolls Set of bishops' registers Cathedral documents	£30 £1000 £400 Price on application
Facility fees for use of images in publications, etc	Does not include charge for copy Commercial use Non-commercial use	£58 per hour (min charge) £29 per hour (half hour min)
Events	Group talks/visits Group workshops, etc Online events Behind the Scenes tour Workshops, etc Archive Ambassador training day	£58 per hour £58 per hour £8-£15 per ticket £15 per person £15 per person £50 per person
Venue hire 10% discount for block booking/ Partners	Weekdays 9.00am to 5.00pm Weekdays, off peak to 10pm Saturdays 9.00am to 4.00pm	Conference/Cinema £45/£55 per hour £55/£75 per hour £55/£75 per hour
Other hire	Search room or reception (alone)	£45 per hour

	Search room or reception (in addition)	£35 per hire
Consultancy	Archivist: external collections Conservator: external collections	£58 per hour £58 per hour plus materials
Filming and recording	TV/radio company visit Still image used by TV company	£100 per hour (£200 min. charge) £58 per hour (min charge)
WFSA facility fees	Licensing film Single use licence – commercial UK Rest of World Multiple use licence – commercial (unlimited and non-exclusive) UK: 5 year/10 year Rest of the World: 5 year/10 year Educational (non-broadcast) – 5 year Licensing sound	£6 per second £12 per second £12/£24 per second (min 30 secs) £18/£30 per second (min 30 secs) £6 per second 50% of film charges (min 30 secs)

Introduction

Hampshire Archives service is free for members of the public to visit, and free to consult the archive documents held in its safe keeping. Fees and charges apply to copying of documents, along with any research in documents which is done on behalf of remote customers. Fees and charges are also applied to additional services such as talks, workshops and other events, venue hire, fees for reproduction in publications and broadcast and for professional consultancy. A review of fees and charges is made annually in the autumn. The last review was implemented on 1 April 2025. The service analyses and benchmarks its pricing structure against comparable neighbouring archive services; its charges are generally higher than those of its neighbours.

Summary of changes to fees and charges

The majority of our fees and charges will increase by 4-5% with two exceptions: charges for printouts from microfilm increasing 50% to £1.50 and charges for copying of records held outside our own collections increasing by 21%. Our most requested service is for copying in its various forms. For visitors, most copying charges will remain the same except for microfilm printouts which will be increased 50% to £1.50 per copy to reflect the greater cost of the materials and maintenance of equipment. For remote customers, searching and copying charges will increase 5% from £40 to £42 per hour. Charges for physical copies that need posting, will increase 4% from £48 to £50 per hour. Charges for copies of audiovisual (AV) material will increase by 4% from £56 to £58 per hour (minimum charge, half rate for depositors of AV material). Charges for copy commissions of externally-held records will increase 21% from £48 to £58 per hour. This increase will ensure prices align better with the rates of commercial competitors. The statutory fee for a baptism certificate will increase 5% from £37 to £39 (Church of England table of parochial fees which came into effect from 1 January 2026). Certified copies of other documents will also increase 5% to £39. Facility fees (researching copyright and other rights) will increase 4% from £56 to £58 per hour (half this rate for non-commercial requests). Licensing for reproduction of film and sound archives, and film companies filming archives will remain unchanged. Charges for group events will increase 5% while single tickets for events will remain the same. Venue hire charges remain unchanged. Charges for archive consultancy and conservation work will increase by 4% from £56 to £58 per hour (minimum charge).