



**Archaeological Information and Advice  
Specification and Charging Policy  
for the Provision of Advice  
(including Planning)**

July 2019

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## Introduction

The Warwickshire County Council Archaeological Information and Advice team (AI&A) maintains the Warwickshire and Solihull Historic Environment Records (HER), and provide advice on the understanding, management, and safeguarding of the Warwickshire and Solihull historic environment.

This document covers charges that will be applied to the advisory service.

The arrangements for the provision of HER data are available [here](#)<sup>1</sup>.

## Advisory Service

The team provides advice on proposals with potential impacts on the historic environment, such as

- Planning
- Agri-environment / Forestry schemes
- Woodland creation and management schemes
- Environmental Impact Assessments (EIAs)
- Utility schemes

The team can also provide advice on other individual schemes where any charging will be on a quotation basis.

Any advice provided is made on the basis of information available at the time and is without prejudice to the determination of any planning application.

The charge levied is based on the size of the development/proposal, and the type of advice provided, as defined below. It should be noted that the charges do not cover the full cost of providing this service, and will be reviewed annually.

The charging policy set out in this document will apply for any consultation received from July 15<sup>th</sup>, 2019.

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<sup>1</sup> <https://www.warwickshire.gov.uk/heraccessandchargingpolicy>

## Planning Advice

The team provide archaeological advice to the following Planning Authorities:

- Warwickshire County Council
- Warwick District Council
- Nuneaton and Bedworth Borough Council
- North Warwickshire Borough Council
- Rugby Borough Council
- Solihull Metropolitan Borough Council

The team provide advice to Stratford District Council planning officers on a case-by-case basis as an independent advisory service.

The charges for historic environment services include:

- pre-application advice on development proposals
- advice on archaeological evaluation
- advice on appropriate archaeological mitigation, if necessary.

### Charges – Table 1

	Pre-application	Evaluation	Mitigation
Work on existing dwelling including extension or alterations to building fabric	£25	£0	£0
1 residential unit	£100	£200	£200
2-9 residential units or residential sites <0.5ha. Other development <0.5ha. Small scale wind turbine developments <three turbines in total.	£150 (does not include comments on draft EIA*)	£300	£450
10-49 residential units or residential sites 0.5-2ha. Other developments 0.5-2ha in size. Wind turbine developments consisting of 3 turbines.	£300 (including comment on draft EIA*)	£400 (includes 1 site visit)	£550 (includes 2 site visits)
50-199 residential units or residential sites 2-4ha. Other development 2-4ha in size.	£400 (including comment on draft EIA*)	£600 (includes 1 site visit)	£800 (includes 2 site visits)
200+ residential units or residential sites 4+ ha. Other development 4+ ha in size. Other development 4+ha in size. Wind turbine 4+ ha in size. Wind turbine developments with more than 3 turbines. Quarries or mineral extraction sites. Linear projects e.g. roads, pipelines, railways.	On request	On request	On request

\*Environmental Impact Assessment

All costs are exclusive of VAT

In those instances where large scale development is being brought forward in phases, a charge will be levied for each phase where a new brief or specification is required.

Charges will normally be made for each element of archaeological work, for example, an evaluation followed by mitigative fieldwork will result in two charges, however, where more than one technique is used as part of a distinct phase of work, for example geophysical survey followed by trial trenching as part of an archaeological evaluation, a single charge will be made even if these are subject to separate Written Schemes of Investigation. If there is a significant delay between elements of that phase of work (>6 months), and revised documentation is required, an additional charge may be levied.

Subject to resources, a Priority Service may be provided. This will incur an additional 75% fee to that detailed above. This is only available on written agreement in advance.

The charges outlined in Table 1 include a defined number of site visits; where more are required an additional charge of £125 per visit may be levied, for example when these are at the request of the developer in order to 'sign off' parts of the site.

Service Level Agreements (SLAs) may be considered, subject to separate negotiation and resources. SLAs are to be agreed in the spirit of a 'memorandum of understanding'. In this instance they may outline actions to agreed timescales and may be used with regard to single or multiple applications.

## Service Specification

### *Pre-application advice*

The purpose of the pre-application advice is to advise an enquirer of any historic environment issues which may be encountered progressing a development proposal to determination, and what further steps are recommended in order to address those issues. A formal written response will be provided.

That advice may include recommending that further specialist assessment and/or archaeological evaluation be undertaken by a separate body. Where further archaeological work is necessary, further advice on the scope of that work may be provided for an additional charge, as set out below.

Advice may also include recommending that the enquirer contact other bodies in relation to matters not covered by the AI&A team, for example where Scheduled Monument or Listed Building Consent is required.

Where further detailed archaeological work is not considered necessary, a letter will be provided by the Archaeological Information and Advice team which can be submitted with the planning application with the objective of satisfying any validation criteria relating to archaeology<sup>2</sup>.

A written response will be provided which includes:

- an outline of the archaeological potential of the site
- whether, based on the information available, the proposed development is likely to have a significant archaeological impact.

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<sup>2</sup> In some instances a further historic environment assessment may be necessary to satisfy any requirements relating to non-archaeological historic environment issues, for example where a proposal may impact a Listed Building or Conservation Area. In those instances it is recommended that advice be sought from the relevant Planning Authority and/or their Conservation Officer(s).

- whether further assessment is necessary in order to determine whether or not a proposal is likely to have an archaeological impact and/or the scale of that impact.
- where the potential archaeological impact is adequately understood, whether that impact can be mitigated by an appropriate programme of archaeological work secured by a planning condition, or, if not, any specific fundamental concerns which may have implications for the development.
- Indicate whether other heritage experts, should be consulted on the proposal, for example Historic England, Local Planning Authority Conservation Officers.

Works undertaken during the course of providing pre-application advice **may** include:

- an appraisal of the data held by the Warwickshire Historic Environment Record, and, on occasion, a rapid appraisal of other local sources (e.g. historic maps).
- a meeting and/or site visit.

A formal response will normally be provided within 15 working days of receipt of the consultation **and** payment of fee (see below), unless otherwise agreed.

### **Archaeological Evaluation**

An archaeological evaluation may be necessary where further archaeological information is needed in order to ascertain the archaeological potential of a site. This may be pre-application, pre-determination, or, occasionally, secured by a condition upon planning consent. The scope of that work should be discussed in advance with the AI&A team.

Works undertaken during the course of providing advice on the evaluative work to be undertaken **may** include:

- production of a brief outlining the archaeological work to be undertaken. This will provide clarity to any archaeological contractor(s) approached by the developer on the work required, and help ensure that any approached can tender for the work on an equal footing.
- checking of any Written Scheme of Investigation (WSI, aka Project Design) prior to its formal submission to the Planning Authority.
- site visits to monitor any archaeological work undertaken as necessary. The charges outlined in Table 1 include a defined number of site visits; where more are required an additional charge of £125 per visit may be levied.
- checking of any archaeological reports produced.
- provide initial advice on whether, based on the results of the evaluation, the proposed development may have an archaeological impact and if it will, whether that impact can be mitigated by an appropriate programme of archaeological work secured by a planning condition, or, if not, any specific fundamental concerns which may have implications for the development.

Formal responses to each phase of work will normally be provided within 15 working days of receipt of the relevant information/consultation **and** payment of any fees due (see below), unless otherwise agreed.

### **Mitigation**

Where a development may have an impact on archaeological features, and there is sufficient archaeological information available to enable the scale of that impact to be assessed, it will be necessary for a strategy to be developed to mitigate any such impacts. That strategy may include archaeological fieldwork, and/or the preservation *in situ* of archaeological features.

The strategy should be discussed in advance with the AI&A team.

Whilst we would encourage the development of the mitigation strategy, including the scope of any archaeological work necessary, at the earliest opportunity, the fieldwork component of the work is typically undertaken post-consent.

Works undertaken during the course of providing advice on developing an appropriate strategy to mitigate any potential archaeological impacts **may** include:

- production of a 'brief' outlining the archaeological work to be undertaken. This will provide clarity to any archaeological contractor(s) approached by the developer on the work required, and help ensure that any approached can tender for the work on an equal footing.
- checking of any Written Scheme of Investigation (WSI, aka Project Design) prior to its formal submission to the Planning Authority.
- site visits to monitor any archaeological work undertaken as necessary. The charges outlined in Table 1 include a defined number of site visits; where more are required an additional charge of £125 per visit may be levied.
- checking of any archaeological reports produced.

Formal responses to each phase of work will normally be provided within 15 working days of receipt of the relevant information/consultation **and** payment of any fees due (see below), unless the casework is unusually complex. In those instances, a revised timetable for response will be provided at the earliest opportunity.

# Environmental Impact Assessment (Agriculture / Forestry) Appraisals

The EIA regulations protect rural land in England that's uncultivated or semi-natural from changes in agricultural activities that might cause damage by:

- increasing productivity
- physically changing field boundaries

Uncultivated land is land that has not been cultivated in the last 15 years by:

- physical means, such as ploughing or an activity that breaks the soil surface
- chemical means, such as adding fertiliser or soil improvers

Semi-natural land includes priority habitats, heritage or archaeological features, or protected landscapes. It's usually land that hasn't been intensively farmed, such as unimproved grassland or lowland heath.

To find out more about these regulation please visit the Government webpages [here](#)<sup>3</sup>

Historic Environment information and advice is required by Natural England when it considers Environmental Screening Reports. The AI&A team provide a discretionary advisory service to inform a screening report.

The charge levied is based on the size of the scheme and the type of advice provided, as defined below. It should be noted that the charges do not cover the full cost of providing this service, and will be reviewed annually.

## Charges

(1) Application area 0-30ha	£150
(2) Application area 31-75ha	£200
(3) Application area 76-150ha	£250
(4) Application area 150ha +	£400

All costs are exclusive of VAT

## Service Specification

Works undertaken during the course of providing this advice will include:

- an appraisal of the data held by the Warwickshire Historic Environment Record, and, if necessary, a rapid appraisal of other local sources (e.g. historic maps).
- a site visit if necessary.

A formal written response will be provided which includes:

- provision of Historic Environment Record data for the application site and an appropriate area around it. This will typically be 500m, however, this may vary if considered appropriate by the staff member assessing the site.
- an outline of the archaeological potential of the site.
- whether, based on the information available, the proposed works are likely to have a significant archaeological impact.
- whether further assessment is necessary in order to determine whether or not the proposed works are likely to have an archaeological impact and the scale of that impact.

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<sup>3</sup> <https://www.gov.uk/guidance/eia-agriculture-regulations-apply-to-make-changes-to-rural-land>

- where the potential archaeological impact is adequately understood, whether that impact can be mitigated.
- indicate whether other heritage experts, should be consulted on the proposal, for example Historic England, Local Planning Authority Conservation Officers.

It is expected that the majority of users of this service will require maps in jpeg format (i.e. in a digital image format). GIS data can be provided on request.

The advice may include recommending that further specialist assessment and/or archaeological evaluation be undertaken by a separate body. Where further archaeological work is necessary, further advice on the scope of that work may be provided for an additional charge, on a quotation basis.

## Woodland creation and management schemes

Historic Environment information and advice is a requirement for Forestry Commission planting and/or felling licence applications. The AI&A team provide a discretionary advisory service that can form part of any forestry commission (or equivalent) scheme submission.

The charge levied is based on the size of the scheme and the type of advice provided, as defined below. It should be noted that the charges do not cover the full cost of providing this service, and will be reviewed annually.

### Charges

(1) Application area 0-30ha	£150
(2) Application area 31-75ha	£200
(3) Application area 76-150ha	£250
(4) Application area 150ha +	£400

All costs are exclusive of VAT

### Service Specification

Works undertaken during the course of providing this advice will include:

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- a site visit if necessary.

A formal written response will be provided which includes:

- provision of Historic Environment Record data for the application site and an appropriate area around it. This will typically be 500m, however, this may vary if considered appropriate by the staff member assessing the site.
- an outline of the archaeological potential of the site.
- whether, based on the information available, the proposed works are likely to have a significant archaeological impact.
- whether further assessment is necessary in order to determine whether or not the proposed works are likely to have an archaeological impact and the scale of that impact.
- where the potential archaeological impact is adequately understood, whether that impact can be mitigated.
- indicate whether other heritage experts, should be consulted on the proposal, for example Historic England, Local Planning Authority Conservation Officers.

That advice may include recommending that further specialist assessment and/or archaeological evaluation be undertaken by a separate body. Where further archaeological work is necessary, further advice on the scope of that work may be provided for an additional charge, on a quotation basis.

It is expected that the majority of users of this service will require maps in jpeg format (i.e. in a digital image format). GIS data can be provided on request.

# Arrangements for Obtaining Advice and Making Payment

## Payment Methods

- Over the phone
- BACS
- Cheques payable to Warwickshire County Council (please include with your submitted plans etc)
- Invoice available on request

Please note: payment will need to be received prior to any part of the service being started.