

# Greater London Historic Environment Record

## Access and Charging Policy



Historic England

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## Introduction

Historic England maintains the Historic Environment Record for Greater London. The Historic Environment Record (GLHER) is the primary source of information about the historic environment in Greater London. It includes a database that contains more than 91,000 records with information about remains from the prehistoric period to the present day. These provide information on internationally, and nationally designated (World Heritage Sites, conservation areas, listed buildings, registered parks and gardens and scheduled monuments), locally designated and un-designated heritage assets. Full details of the remit and content of the record can be found elsewhere in the GLHER's Information Policy.

The [GLAAS Charter](#) explains how we handle requests for pre-application advice and how GLAAS should be consulted on planning applications; it covers our advice on matters of policy and management of the archaeological resource; and it explains how we maintain the Greater London Historic Environment Record and work in partnerships with others.

This document supports the GLAAS Charter by providing a service description for accessing information held on the GLHER, licencing its information for re-use and options for enhancing the quality of information provided.

### GLHER 'Free to View' Information Searches

Historic England's Greater London Archaeological Advisory Service (GLAAS) offers 'Free to View' access in accordance with the Environmental Information Regulations 2004. To visit the record personally there is a public access desk available with a computer holding the GLHER database and associated Geographic Information System (GIS). Appointments must be booked in advance.

The GLHER can also be viewed free via the Historic Environment portal: the Heritage Gateway <http://www.heritagegateway.org.uk/gateway/> , and through the Archaeological Data Service ArchSearch website (<http://archaeologydataservice.ac.uk/archsearch/basic.xhtml>). These on-line sources do not provide full records of the GLHER database, are only updated periodically, and are not intended or licenced for commercial and planning work.

### GLHER Standard Search and Licence

GLHER data for a specified area can be supplied in digital format accompanied by a licence to re-use it for a specified purpose in accordance with the Re-use of Public Sector Information Regulations 2015. The search will include checking data currency and

updating to include all new 'event' and 'source' records submitted to the GLHER<sup>[1]</sup> within the search area.

The GLHER aims to respond to searches within ten working days, although for large area searches a longer time-frame may be needed<sup>[2]</sup>. Where information is required quickly, a Priority Search can be requested with a response within two working days, although this will be charged at an additional cost and may not be achievable if the data currency check identifies that significant updating is needed.

All our data is supplied under a 12-month data licence, with users entitled to a free 6-month data currency update check on request. If the data currency check identifies that an updated search is necessary then that would be chargeable.

An indicative schedule of charges is set out in section 3 below.

### GLHER Enhanced Data Service

Records can be further enhanced to enable or provide for more sophisticated analysis, interpretation and manipulation. GLHER Enhanced Data Services include the Standard Search plus additional data tailored to customer requirement. This can include but is not restricted to:

- GIS mapping of archaeological excavation areas and borehole locations
- Review and creation of monument records with a short report indicating current interpretations of undesignated heritage assets
- Large area (> 10km<sup>2</sup>) data agreements providing regular updates prioritised to customer needs.

This is a bespoke service which will be individually specified and costed. Where a Standard Search indicates potential for Enhanced Data Services to add significant value this may be drawn to a customer's attention.

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<sup>[1]</sup> Reports held in draft by Advisers and working documents such as interim statements will not be included whilst confidential reports will be identified as existing but the content withheld.

<sup>[2]</sup> The GLHER complies with Environmental Information Regulations which say that information should be supplied as soon as possible and no later than 20 working days from the request except in exceptional circumstances.

## Access Policy

### 1.1 Visiting the Greater London Historic Environment Record

For those wishing to visit the record personally there are a limited number of desks available. The Greater London Historic Environment Record (GLHER) is a database (HBSMR) linked to a computer mapping system (Geographical Information System) for the management of historic environment information.

There is a limited range of additional resources available to visitors, including, historic environment reports, and a small library of London related books.

An appointment must be made in advance in order to ensure that a member of staff is available to show visitors how to locate information and use the GLHER database.

The GLHER is open during the following times: 10am until 4pm, Monday to Friday. The GLHER is located on the fourth floor of Cannon Bridge House. It is accessible for disabled access with prior notice.

The GLHER contact details are:

Email: [glher@HistoricEngland.org.uk](mailto:glher@HistoricEngland.org.uk)

Telephone: 020 7973 3779 or 020 7973 3731

Address: *Historic England*

*4th Floor, Cannon Bridge House*

*25 Dowgate Hill, London, EC4R 2YA*

### 1.2 Requests for Information

For those unable to visit the GLHER personally to carry out their research, information can be emailed or posted. Generally, this information includes:

- An html file, csv, or PDF document of GLHER records
- Details of any designated assets
- Shapefiles of the above for use with GIS for spatial mapping
- Shapefiles of HER GIS data not linked to HER database.

Other formats will be provided, where possible, on request.

To request a remote GLHER Search, please fill in the enquiry form which can be found on the GLHER Webpage or requested directly from the HER team.

Historic England is the copyright holder of the GLHER and must be acknowledged in any reference or summary of the data. Some information held in the GLHER may also be the copyright of others, who must be acknowledged. It is the user's responsibility to ensure that copyright law is not breached.

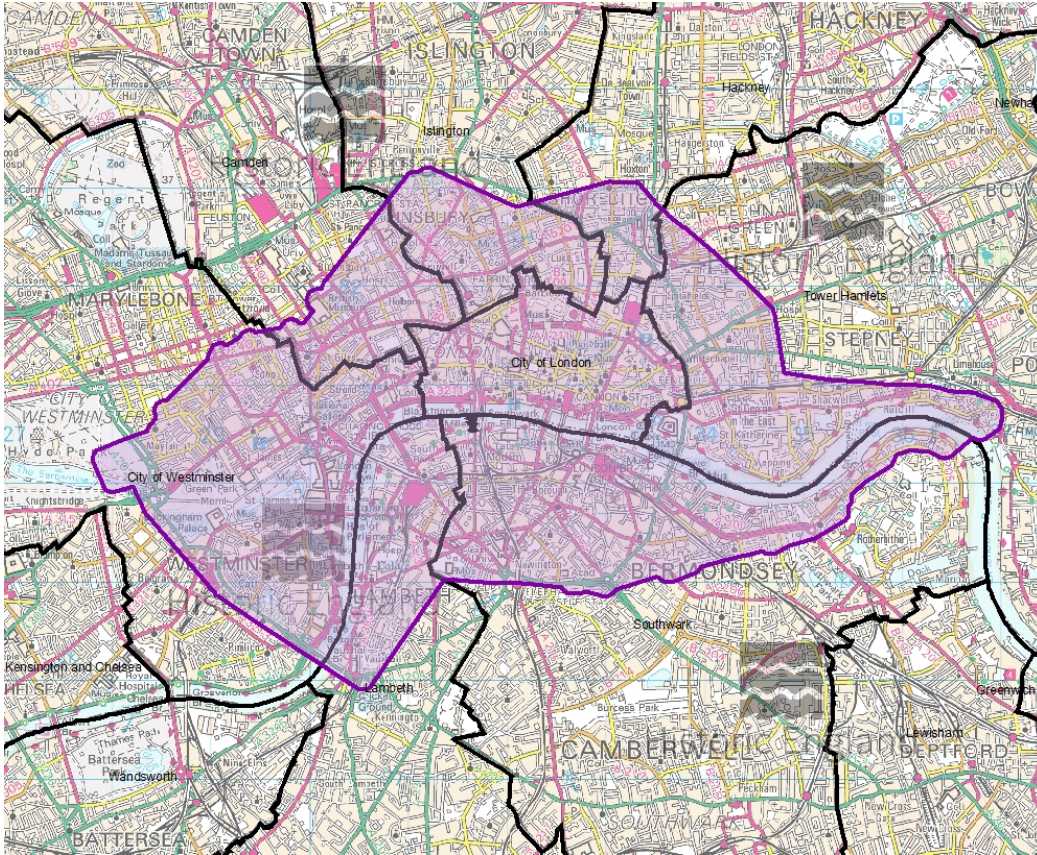
Requests for information may be refused if it is considered that it may be used for any illegal activity. The information supplied may only be used for the purposes of the original request. If information is refused for any reason then a written explanation will be provided.

Performance in dealing with enquiries is recorded and monitored on a monthly basis.

### 1.3 Search Radius for Commercial Users

It is the responsibility of the organisation undertaking a desk-based assessment to ensure that the search area is appropriate to the location and nature of the development.

*Generally we would expect search areas in Inner London to extend 250m – 500m from the site and in Outer London 500m – 1000m. Pre-application consultation with the relevant archaeological adviser can help ensure an appropriate search is run and identify any issues to be addressed.* Overly narrow search areas or arbitrary limits on the number of records returned should be avoided. A search on other data bases, such as the Heritage Gateway, is not an acceptable substitute for a GLHER search and may constitute breach of HE copyright.



GLHER Inner London area marked in purple

#### 1.4 Property Search

If an HER Search is required for a proposed Listed Building Consent Application or for a Heritage Statement relating solely to internal works to a listed building without ground excavation, we will conduct a 'Property Search'. This involves a check of the GLHER to assess whether any records are held, in addition to any designation information, in relation to the property. If we do not hold any relevant records then we will recommend that an HER Search is not necessary, providing that the nature of the proposed works does not change. If we do hold relevant records, then we will conduct a full HER search, but restrict the search radius to the property boundary.

## 2. Condition of Use

Historic England is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Greater London Historic 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.

### 2.1 Guidance for Users

1. Greater London HER users are requested to inform Historic England of the following, in writing or online by submitting the following below:

- (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.

2. The Greater London HER is the copyright of Historic England.

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.

3. Users are requested to inform, and to make their research available to the Greater London HER where new archaeological sites or data are discovered as a result of their work.

4. Users are requested to make appropriate acknowledgement of the Greater London HER in any publication or report which has made use of its data.

5. While efforts have been made to verify the data held in the Greater London HER, Historic England cannot accept responsibility for the accuracy of any particular data and its source.

6. Historic England accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.

7. Historic England 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.

8. Access to all or part of the information requested may be refused in certain circumstances.

8.1 Information may 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 Historic England;
- (c) it is contained in a document or other record which is still in the course of completion

8.2 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 environment affecting anything to which the information relates

9. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.

## 2.2 Complaints procedure

If you have a complaint about the service you have received please contact the Greater London Historic Environment Record directly. If we are unable to resolve the issue to your satisfaction please write to the London and South East Regional Director who will look into and clarify the case:

London and South East Regional Director  
Historic England  
4th Floor  
Cannon Bridge House  
25 Dowgate Hill  
London  
EC4R 2YA  
Email: [London@HistoricEngland.org.uk](mailto:London@HistoricEngland.org.uk)

## 3. Charging Policy

Standard Search charges are for a licence to re-use GLHER information for a defined area for a specified commercial purpose.

Enhanced Data Services are specified on a bespoke basis.

All charges are on a full cost recovery (not-for-profit) basis including the full cost of staff time, including IT costs and administration time. The standard unit for charging purposes is 15 minutes at an hourly rate of £100 plus VAT. Average charges are likely to be in the range of £100- 200 (inc VAT), generally lower in the Outer London boroughs and increasing in the Inner London boroughs. A quote will be provided in each case and must be accepted, and our data licence signed before work can proceed.

The quote will be given as +/- 20% the estimated cost of the search, but no lower than £100 +VAT.



### 3.1 Scale of Charges

- **Standard (10 working Days Turnaround)**
  - A report of the HER database records within the search area
  - GIS shape files
  - Check Monument and Event point data around search area
  - Create full Event database records for any skeleton Event records
  - Create Event GIS polygon records for any skeleton Event records
  - Create full Source database records for any associated skeleton Event records if required

The minimum Standard Search charge will be £100+VAT

- **Priority Searches (2 Working Day Turnaround)**

Where information is required more quickly than our standard 10 day turnaround, a Priority Search can be requested with a response within two working days. This will be charged at an additional cost of £65. A Priority Search may not be achievable if the data currency check identifies that significant updating is needed, or HER staff are unavailable.

- **Enhanced**
  - Standard search, plus the option of:
    - i. Create Trench/Test Pit spatial data, where appropriate
    - ii. Create Event GIS polygons for any sites represented by a point, where appropriate
    - iii. Upgrade existing backlog Event HER database records
    - iv. Create Monument (heritage asset) polygons for sites represented by point data, where appropriate
    - v. Create any new Monument (heritage asset) database records, plus associated GIS records, or amend any existing Monument (heritage asset) database records identified from skeleton Event reports
    - vi. PDF map (records unlabelled)

All fees are subject to review. Correct as at 1st April 2020

### 3.3 Method of Payment

Following the data request an invoice will be sent out to the GLHER user by Historic England at the end of the month. Payments should be made within 30 days, and access to Historic England (chargeable) services may be suspended if payment is not made within this time.