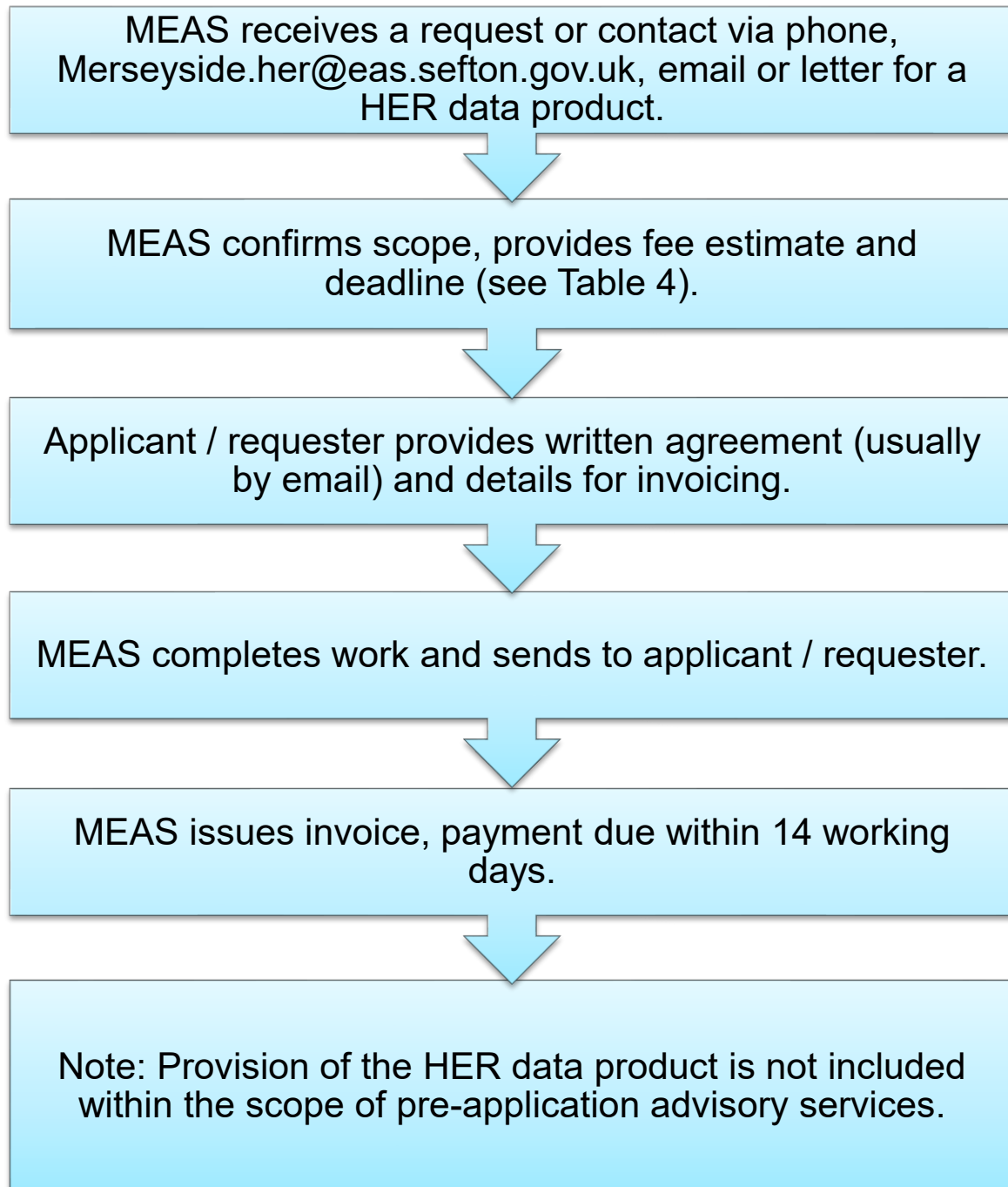


## I Want a Historic Environment Record (HER) Data Product / Search

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



**Table 4 – Merseyside Historic Environment Record data product (search)**

<b>Historic Environment Record data product (search)</b>	<b>Description</b>	<b>Standard of Service</b>	<b>Charges</b>
Desk Based Data products: Merseyside Historic Environment Record	Data products and services as per <a href="#">Charging Policy Appendix 2.2</a> and are restricted to Knowsley, Liverpool, Sefton, St. Helens and Wirral. The procedure that we follow is set out in <a href="#">Appendix 1.5</a> .	7 working days from written acceptance of quotation by requester.	As per MHER published Charging Policy ( <a href="#">Appendix 2.2</a> )

## **Merseyside Historic Environment Record Products and Services Charging Policy**

### **Commercial users**

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the Merseyside Historic Environment Record (HER) data products and services (the products and services) as set out in the schedule below. The licence provides permission to reproduce the Merseyside HER data for commercial purposes (such as commercial advice, services and/or publications) restricted solely to that specific, unique Merseyside HER commercial enquiry. The permission excludes use or interpretation of those data for any other commercial purpose or commercial uses whatsoever.

For the avoidance of doubt, the licence fee, which includes a contribution to the cost of Merseyside HER database assembly, data collection, and database maintenance or database management relates solely to the licence for the re-use and interpretation of those data for unique commercial purposes.

**Standard data product fee is £265.00 (excl. VAT).** This includes: a standard report of all designated and non-designated heritage assets along with information on previous archaeological interventions within the specified search area. Also provided are GIS files for these HER entries.

**HER Rapid Site of Building Check Service – £100.00 (excl. VAT).** This includes a simple check of the HER, to confirm the presence of HER entries within a specified area or the existence of an entry for a given building or site.

Data searches will normally be scheduled, and products supplied within 7 working days following confirmation of quotation acceptance e.g. through email. Current service turnaround is typically same day.

## **Bespoke Products and Service Level Agreements**

- **Bespoke Products** - Please contact us for complex searches and large area searches e.g. for strategic and linear projects. A bespoke rate is to be agreed on a case-by-case basis priced according to scope, complexity, area and urgency. This may also include a Service Level Agreement. Note: MEAS data products and services rates are used for guidance only;
- **Service Level Agreements** - please contact Merseyside HER to discuss annual or multi-year rate covering bespoke/strategic level service provision and data access.

## **Access to Non-Digital Material**

Access to non-digital Material – maximum free access 1 hour then charged at **£60.00 (excl. VAT)** per hour or part of.

## **Non-commercial users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary heritage conservation or archaeological organisations and local societies and other organisations. Enquirers may be asked to provide credentials.

We may reduce or waive charges for information to *bona fide* inquirers, who will use the data for non-commercial purposes except where a significant amount of staff time and/or resources are required for an enquiry.

**Guideline fee rates are approximately 50% of commercial rates listed above, subject to data use and type of requester. Minimum fee of £90** charged (equivalent to 1.5 hours).

## **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

## **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time within a year and shall normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Merseyside HER at: [Merseyside.her@eas.sefton.gov.uk](mailto:Merseyside.her@eas.sefton.gov.uk)*