Heritage Services brings together, and keeps up to date, information about the historic environment in North Yorkshire. We hold a geospatial archive (GIS and database) along with an archive of paper and digital sources including maps, photographs and reports. North Yorkshire Council encourages access to information, and Heritage Services will, where possible, make this information available to help people look after their environment, to use and enjoy, and provide learning opportunities for all.

# Requesting Information from the Historic Environment Record - Non-Commercial Enquiries

Please use this form to request HER data for the purposes of private study or research and reuse of that information. We aim to respond to all enquiries within 20 working days. **There is not normally a charge for work related to private study or research. In the rare exceptions where there may be a charge, you will always be notified before any work takes place.** More information on our Fees Policy and Access to Information Policy is available upon request. Where information is requested for reuse the information will be provided in an open and machine-readable format as far as possible. Before requesting HER data, please make sure you have read and understood our Reuse of Data License (Annex 2).

If you have any queries, please contact the HER officer on 01609 532331 or email archaeology@northyorks.gov.uk. Please fill out **all** areas within the yellow boxes (excluding the GIS Area of Search section if not applicable).

# Types of information available within the Historic Environment Record (HER) includes:

Provision available digitally with this HER Request Form:

* Monuments, Events, Historic Landscape Characterization (NYC ©)
* Historic England Register of Historic Battlefields, Register of Historic Parks and Gardens, Scheduled Monuments, Listed Building descriptions, World Heritage Site Information and National Mapping Programme data (Historic England ©)

HER supporting archive; provision available physically (please book to see this):

* Hard copy and digital collections including fieldwork reports, maps, photographs, correspondence (please note the intellectual property rights for the majority of these items lies with third-parties, therefore digital provision may not be possible but it’s worth checking)

This information can be requested from the Council and made available for reuse under ROPSI. A request for HER information will lead to the provision of data from our Geospatial archive with integrated database. Heritage Services may also provide guidance and interpretation to help you understand information where deemed appropriate by the Council. Where applicable and possible, you will be informed about the quality of the data, its accuracy, and the methods of collection and analysis, so that you can make your own interpretation of the information.

Whilst every reasonable effort is made to provide useful information, the Council is not responsible for the accuracy or completeness of information derived from other sources and not directly verified by its Historic Environment Record staff.

# Data Request Form and License

Most estimates are £177.50 for the majority of standard searches which take over an hour but less than two hours; however quotes will be given prior to starting the search. This is broken down into £25 per full hour (a further £25 will be charged for each additional hour with a pro-rata calculation for part hour) +£140 Re-use of Data License. **This does not apply to private study or research, but where there are rare exceptions you will be notified prior to any work taking place.**

I have read and understood the guide to requesting access to Heritage Services information.

|  |  |
| --- | --- |
| **Name (‘The Licensee’):**  |       |
| **Dated** |       |
| **Email Address** |       |
| **Telephone number:** |       |
| **Address (if posting is required)** |       |
| **Reason for search**[ ]  Academic Research[ ]  Research Project[ ]  Community Archaeology Project[ ]  Personal Interest/Private Research[ ]  Other – Please specify here:       |

|  |  |
| --- | --- |
| **Please describe the information you require here\*:**      \*Further space to type can be found at Annex 1 (page 5). Hint for searches: we have over 32,000 records in our database. If you can provide us with as much detail as possible, this will help us identify those records that will be of most of use to you. You can narrow a search down by many criteria, including date (e.g. Roman), location (e.g. Parish), and method of investigation e.g. ‘excavated sites only’, ‘geophysical survey only’.Anglo-Saxon/Saxon domestic/agricultural buildings, such as houses, shieling huts, halls, kitchens/bakehouses, latrines and barns/granaries. I am after such buildings in a number of contexts, such as settlements, single buildings, shielings, agricultural centres and monasteries etc. I am after buildings dated from approximately AD 500 to 1100 (early medieval period). |  |
| **Area of Search**If your search is for a particular geographical area such as a parish, district or grid square(s) then please describe this below. If you can attach a location map to your covering email or letter, this will help to speed up your enquiry.        |  |

# Area and Subject of Search:

# Datasets Required:

|  |  |
| --- | --- |
| © North Yorkshire Council | © Historic England |
| [ ]  Monuments | [ ]  Scheduled Monuments |
| [ ]  Events | [ ]  Designated Battlefields |
| [ ]  Historic Landscape Characterisation | [ ]  Historic Parks and Gardens |
|  | [ ]  Conservation Areas |
|  | [ ]  Listed Buildings  |
|  | [ ]  National Mapping Programme data (we are licensed to provide this only as an A4 PDF) |

**The format you will receive the data in is defaulted as PDF reports and PDF maps, however if you require another format or are able to send and receive GIS data for your search, please complete the next section. If not, please make sure you have read the rest of the form and filled out the Reuse of Data part on page 4 before sending it back to** **archaeology@northyorks.gov.uk** **.**

# GIS Area of Search (only if required):

Please complete **one** of the following area search sections. All National Grid references must be at least **6 figures** (accurate to 100m).

|  |  |
| --- | --- |
| **Please tick one option** | **Description** |
| [ ]      m radius about NGR:       | e.g., 1km radius about SE12345678  |
| [ ] Search area shown on attached map | Central NGR for area shown is:       |
| [ ] Search area is supplied as GIS data | Central NGR for area shown is:       |
| [ ]      m radius about attached GIS data | Central NGR for area shown is:       |

*GIS DATA is accepted in MapInfo Tab file or ESRI Shape Files ONLY.*

# Requested Format for Data Returned:

|  |  |
| --- | --- |
| 1. Spatial Data - Please supply map data back as (select **one** only)\*:
 | 1. Please supply database information back as (select **one** only)\*\*:
 |
| [ ]  ESRI Shapefiles | [ ]  xml database extract |
| [ ]  MapInfo Tab Files | [ ]  PDF Reports |
| [ ]  PDF Maps | [ ]  Paper Reports |
| \*Other GIS formats may be available, please contact the HER Officer to discuss | *\*\*Please note* that large data requests (i.e. those where it is not feasible to create a pdf document) will be supplied as GIS data output with database information as xml (viewed in a web browser). |

# Request for reuse of HER data licence

|  |
| --- |
| **If you are requesting HER data and wish to reuse it, please state clearly below the purpose for which you wish to reuse it (e.g., Dissertation; Local Society Study; Publication; Historic England Study; Community Archaeology Project etc.)** |
|       |
| **Re-use of HER data will only be granted subject to the conditions in annex 2 (and following payment of the License Fee if applicable). Please sign below to confirm that you have understood and agree to the license terms and conditions in annex 2.** |
| **Authorised Signatory :** |       | **Date:**       |

**Please return this completed form to:** archaeology@northyorks.gov.uk or by post to: Historic Environment Record, North Yorkshire Council, Growth Planning and Trading Standards, BES, County Hall, Northallerton, DL7 8AD

|  |
| --- |
| **Please describe the information you require here\*:**      \*Hint for searches: we have over 32,000 records in our database. If you can provide us with as much detail as possible, this will help us identify those records that will be of most of use to you. You can narrow a search down by many criteria, including date (e.g. Roman), location (e.g. Parish), and method of investigation e.g. ‘excavated sites only’, ‘geophysical survey only’.Anglo-Saxon/Saxon domestic/agricultural buildings, such as houses, shieling huts, halls, kitchens/bakehouses, latrines and barns/granaries. I am after such buildings in a number of contexts, such as settlements, single buildings, shielings, agricultural centres and monasteries etc. I am after buildings dated from approximately AD 500 to 1100 (early medieval period). |

# Annex 1: Area and Subject of Search continued:

# Annex 2: Charges, Privacy Notice and Complaints Procedure

Charges

The Council is entitled to apply a charge for the provision of information under the EIRs. Such charges will be calculated in accordance with the Council’s EIR charging policy which is available upon request.

Where reuse of information is also requested, the Council may also be entitled to apply additional charges, such as a Licence fee, in certain circumstances. Where this is applicable, you will be advised of any additional fees prior to any information being provided to you.

The Council may, where it considers it appropriate, waive any fees it is entitled to charge for access or reuse of Heritage Services information.

Privacy Notice

The data protection legislation law of May 2018 aims to protect people’s privacy further, and it applies to all public bodies, businesses and other organisations that process personal data. The legislation comprises the General Data Protection Regulation (GDPR) 2018 and the new Data Protection Act (DPA) 2018.

North Yorkshire Council is a ‘Data Controller’ as defined by Article 4(7) of the General Data Protection Regulation (GDPR). In the course of carrying out relevant tasks including, but not exclusively, the processing of private and commercial archaeological data requests the following personal information will be processed: Full name, Address, Telephone Contact Details, E-mail Address and Reason for Search.

Your data is collected so we can deliver, manage, and check the quality of services that we offer, investigate complaints or concerns raised by you or other individuals; and assist with the research and planning of council services. This is in accordance with the lawful bases for processing set out in Article 6 of the GDPR, *(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

The information collected is for internal use only and not shared with third parties. All records relating to archaeological search requests from commercial units will be retained for 6 years. Following this, all data will be destroyed with the exception of search location, date, nature of query and company name will be held for statistical purposes for perpetuity. All records relating to archaeological search requests from members of the public will be kept for 1 year. Following this, all data will be destroyed with the exception of search location, date and nature of query will be held for statistical purposes for perpetuity.

Complaints Procedure

If you are in any way dissatisfied with the way in which your request for information, or your request to reuse information, has been handled, you have the right to appeal. The appeal is a two-stage process.

Stage 1): You are able to ask for an internal review by a senior Council officer by writing to the Information Governance Manager at infogov@northyorks.gov.uk or Information Governance Manager, Internal Audit Service, County Hall, Northallerton, DL7 8AL.

The Corporate Director Strategic Resources will appoint an officer who was not involved with the original decision to conduct the internal review. The officer will evaluate your request, the information held by the Council, any fee charged and the response which was sent to your request. You will then be informed of the outcome of the review in due course.

Stage 2): Following the stage 1 internal review, if you remain dissatisfied, you can seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner

Wycliffe House

Water Lane, Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545 745

Email: casework@ico.org.uk