

Cambridgeshire Historic Environment Record

User guidance

Purpose of the CHER

The aim of the CHER is to bring together information about the archaeology, historic buildings and historic landscapes of the county of Cambridgeshire for everyone's benefit. It is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area. Using the information contained in the CHER can help public understanding and enjoyment of the local historic environment. The CHER originally developed as a planning control tool, to identify where historic remains are likely to be affected by development and although this is still the most frequent use of the CHER, its remit includes land-use planning and conservation initiatives, as well as supporting research, tourism, education and local history projects.

Users of the CHER

The professional and public user groups that the CHER aims to serve include:

- Cambridgeshire County Council colleagues
- Planners & Conservation Officers at the five District Councils in Cambridgeshire
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academic researchers
- Students
- Teachers and educators
- Local societies and groups
- Local and national Museums
- Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

Consultation Policy

The CHER tries to be responsive to the needs of existing users, to be proactive in identifying potential new users and to seek out and overcome any barriers that may exist to using the record.

To these ends the CHER maintains a log of the enquiries we receive. We do not record personal information but we do record the type of enquiry and the reason for it. The resulting data will be regularly reviewed to inform the development of the service.

Access Statement

The CHER makes every effort to ensure that all users are able to use this publicly available service. All users must be treated fairly, with respect, dignity, and understanding by anyone working for, or on behalf of the CHER, without prejudice and discrimination.

How do I get information from the CHER?

You can request information from the CHER in a number of different ways. You can write, email or telephone your enquiry to the CHER team at Shire Hall in Cambridge, or make an appointment to visit in person.

Alternatively, a subset of the CHER is available on the Heritage Gateway: www.heritagegateway.org.uk.

Opening Times

Monday - Friday	9:00am – 4:00pm (by appointment)
Saturday- Sunday	closed

The CHER is closed on public holidays.

Address

Historic Environment Team
Environment & Commercial Services
Place and Economy
Mail box SH1011
Shire Hall
Cambridge
CB3 0AP

Contact Details

Phone: 01223 728564

Email: HistoricEnvironmentRecord@cambridgeshire.gov.uk

Services available at the CHER office

- A desk at which visitors can work
- Access to photocopying
- Access to the CHER's reference collection of hard-copy maps/photographs/reference works/journals/reports
- Expert supervision and guidance

In addition the CHER offers:

Deaf/hearing impairment

- Written information about the CHER and search data (in written and plan form) that can be provided with advance notice

Visual impairment

- Hand-held magnifier
- Digital text or data can be produced in a variety of colours and fonts
- Paper records can be supplied as enlarged photocopies
- Limited amounts of information can be read aloud to users

Disabled access

- Ground floor location
- Wheelchair access
- Access lift and ramp provided
- Doors sufficiently wide enough for wheelchair access

Learning difficulties

- HER Officers available to interpret information and explain technical terms
- Use of accessible language where possible

Non-English language speakers

- Written information about the CHER can be provided in advance for users to obtain translations
- Photocopies of paper records can be supplied for users to take away and obtain translations

Schedule of charges

It is free to use the CHER for personal and academic research.

We aim to respond to all enquiries within 10 working days.

Commercial enquiries incur a charge.

Details of the CHER charging policy can be found here:

<https://www.cambridgeshire.gov.uk/archaeology>

CHER strongly recommends that a standard search of 1km around a proposed development area is carried out.

Charge by search area for commercial enquiries:

Up to 350 hectares	£100
351 hectares to approximately 1,250 hectares	£150
1,251 hectares to approximately 5,000 hectares	£200
Larger requests by negotiation	

Priority searches (i.e. answered within 48 hours where possible) incur an additional charge of £65. The additional charge will not be levied if we cannot meet the 48 hour period.

A standard search enquiry will produce CHER data (GIS and pdf records) and a basic plan of the search area. Further detailed, labelled plans can be provided on request.

Access to information

CHER is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the CHER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry. Please note that permission to use the CHER may be refused or limited in certain circumstances.

Access to information held with the CHER is regulated by the Freedom of Information (The Stationery Office 2000), the Data Protection Act (HMSO 1998) and The Environmental Information Regulation 2004 (The Stationery Office 2004).

The CHER is the copyright of Cambridgeshire County Council. Some information held in the CHER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.