

**Cambridgeshire County Council  
Historic Environment Team  
Charging Schedule 2019-20**

These charges will be implemented from 1 April 2019 and reviewed annually. All charges and fees are net of VAT.

**1) Development Management: District Council Applications**

	<b>Category 1 (Small)</b>	<b>Category 2 (Medium)</b>	<b>Category 3 (Large)</b>	<b>Category 4 (Major)</b>	<b>Category 5 &amp; 6 (Strategic)</b>
<b>Pre-Application Enquiry</b>	To be quoted at £75 per hour				
<b>Stage 1: Evaluation</b>	£195	£550	£795	£1470	By negotiation or PPA
<b>Stage 2: Investigation</b>	£395	£1050	£1600	£2230	By negotiation or PPA

**Notes**

- Definitions of the categories are in Appendix 1.
- These charges reflect a routine level of involvement with projects of these sizes. Exceptions may apply dependent on unique site circumstances at the direction of HET. Where variations are necessary, all parties will be advised as soon as is feasible.
- Pre-Application enquiry responses will consist of a considered formal view of the archaeological implications by the officer sent in email form.
- Stage 1 & 2 responses will include the following products:
  - Discussion with the Applicant and/or their agents on the archaeological significance and impact of the scheme.
  - Brief issued for the direction of a responding Written Scheme of Investigation
  - The HER search (incl. GIS files) appropriate for the scale of work.
  - Progress visits or meetings, and a summary response, copied to the planning authority, if required.
  - An appropriate number of site visits, to be agreed. Additional or urgent visits may levy extra charges.
  - Checking of reports and outcomes prior to formal submission to the planning authority.
- Additional involvement such as repeat site visits and follow up letters will incur an additional fee rate of £75 per hour of staff time, or £495 per day, plus travel costs/other expenses incurred (typically pool car costs or mileage reimbursement).
- These charges apply for development proposals within Cambridgeshire only.

## 2) Historic Building Recording

This is applied where a programme of work is deemed to require detailed recording of standing fabric. This can be a piece of work by itself or an additional requirement on a programme of archaeological work.

Where Historic Building Recording is required alongside wider archaeological work, this will be included in the above documentation and costs. Where the recording is standalone the following service and monitoring charges will be assessed on a case by case basis using the levels set out in [‘\*Understanding Historic Buildings: a Guide to Good Recording Practice\*’](#) (Historic England, 2016) incurring a charge of £75 per hour of staff time.

## 3) Development Management: County Matters Applications

Cambridgeshire County Council charges for pre-application advice for these schemes. HET charges are incorporated into a wider payment schedule. Details of these charges can be obtained from the council’s website. Post-consent monitoring and regulation of archaeological programmes for County Matters applications is charged according to the criteria on page 1 of this document.

## 4) Historic Environment Record Searches

Where undertaken separately, a search includes HER data (GIS data and pdf reports of records) with a basic, indicative plan of the search area. Further detailed, labelled plans can be provided but this will incur an additional fee rate of £75 per hour of staff time.

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

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 £75. The additional charge will not be levied if we cannot meet the 48 hour period.

## 5) Archaeological Archive Storage

An initial combined charge to cover accessioning and uplift, together with a fee to provide for long term storage. This charge will consist of a minimum charge per archive with additional fees per box: archive, documentary or Stewart®. Further details can be found in the County Council's archive deposition guidance available from CHET.

Minimum Charge: £50

Deposition Charge: £15 per box

Storage Charge: £65 per box

**Archaeological Archive Storage will increase from 2020. Please note that the deposition charge will increase to £100 (£30 deposition charge and £70 storage charge). This will apply to all projects commencing from 1<sup>st</sup> April 2020.**

## 6) Reviewing and accessing Archaeological Archive

Requests to view or examine archive may be subject to a handling charge, please contact CHET for further details. If the request is part of a commercial or funded project, it will be subject to a charge.

## 7) Preparation of small Archaeological Archive

CHET provides a service to complete the final aspects of archive preparation (limited to 10 or less boxes per complete archive) which incurs a fee rate of £75 per hour of staff time. This service can include the cataloguing, barcoding and strapping of archive boxes ready for deposition. Archive material must be cleaned, sorted, labelled and boxed before CHET can complete the remaining tasks for deposition. More information on the preparation of archive can be found in our guidelines [here](#):

CHET can supply suitable 'bulk' archive boxes (brass wire-stitched, acid free cardboard) pre-prepared with 25% bagged plastazote chipped padding at £5+VAT per box (limited to 10 or less boxes per complete archive).

## APPENDIX 1: Categories of Development

The County Council's development categories 1- 6 are defined as follows:

### Category 1 Proposals - Small Scale

- Proposals for up to 5 residential units
- Proposals for between 100 and 500 sqm of commercial floor space
- Proposals for Small Mixed use developments of up to 2 dwellings and 300 sqm commercial use floor space

### Category 2 Proposals - Medium Scale

- Proposals for between 6 and 50 residential units
- Proposals for between 500 and 1,000 sqm of commercial floor space
- Proposals for Medium Mixed use developments of up to 24 dwellings and 500 sqm commercial use floor space

### Category 3 Proposals - Large Scale

- Proposals for between 51 and 100 residential units
- Proposals for between 1,000 and 2,000 sqm of commercial floor space
- Proposals for Large Mixed use developments of up to 49 dwellings and 1,000 sqm commercial use floor space

### Category 4 Proposals - Major Scale

- Proposals for between 101 and 250 residential units
- Proposals for between 2,000 and 5,000 sqm of commercial floor space
- Proposals for Major Mixed use developments of up to 70 dwellings and 2,000 sqm commercial use floor space

### Category 5 Proposals\* - Strategic

- Proposals for 251 and 1,000 residential units
- Proposals for 5,000 sqm and 25,000 sqm commercial floor space
- Proposals for Complex Mixed use developments of more than 199 dwellings and 5,000 sqm commercial use floor space.

### Category 6 Proposals - Planning Performance Agreements.

- Proposals for 1,000 or more residential units
- Proposals for 25,000 sqm or more of commercial floor space
- Proposals for Complex Mixed use developments of more than 400 dwellings and 25,000 sqm commercial use floor space.

\* The following types of development will also be considered as Category 5 projects. Please contact us directly to discuss proposals of this nature.

- Energy Schemes
- Infrastructure projects e.g. roads, pipelines and railways
- Quarries
- Change of Land Use