

Archaeology Charging Schedule (last reviewed April 2019)

Charging has been introduced to ensure that we have the resources to allow the continued provision of the service. Local Planning Authorities do not currently make any contribution to the costs of archaeological consultation process in relation to planning applications.

The Local Government Act 2003 and the Localism Act 2011, gives local authorities the power to charge. We are bound to ensure that income from any charges does not exceed the costs of providing the service. The charging schedules below will be reviewed annually.

Development Management

Suffolk County Council Archaeological Service does not charge for initial pre-application advice. However, we do charge for our expertise in quality controlling archaeological work to ensure compliance with national and local planning policy, and this document sets out those charges. The charges also apply to any developments which fall outside local planning authority decision making such as utility pipelines, cables and national infrastructure projects. There are no charges for most community led projects.

What you need to know

- A brief remains valid for one year.
- A brief will usually be provided within 15 working days from application.
- On request, a 'fast track' brief can be provided within 5 working days for an additional 50% charge on the standard tariff.
- Comments on standard reports are usually made within 30 days of submission of the relevant documentation (by negotiation for major projects).
- Approval of a submitted WSI will usually be completed within 15 working days. Where a WSI or report fails to meet required standards and / or substantive changes are required additional charges are made at the standard rate of £60 per hour.
- All charges in the Schedule are exclusive of VAT @ 20%.

What you need to do

A [brief request form](#) must be completed for all projects (including charitable/ community projects). You will be sent an invoice from Suffolk County Council with your brief.

What is included in the charge?

The charge is inclusive of: production of the project brief, review of the Written Scheme of Investigation (WSI), monitoring of the fieldwork and scrutiny of the report to ensure that planning requirements are fulfilled. The number of monitoring site visits per category is included in the table below, any additional visits required can be charged at the standard rate of £60 per hour plus travel costs.

Any development sites within a historic urban core as defined by the HER will incur an additional 25% charge to the amounts in the table below.

An administration charge of £30 will be added when invoices are submitted with incorrect information.

The planning advice charges do not include any searches of the Historic Environment Record – please see below for charges relating to the HER.

Planning Advice Charges

Charging Category	Description of work	Pre-app advice	Monitoring	Evaluation	Max. no. of site visits included	Excavation	Max. no. of site visits included
1a	Development of a historic building (demolition and/or conversion)	<p>Pre-app advice, before a brief is commissioned by the developer, is free of charge (complex sites are charged on a case-by-case basis).</p> <p>Meetings & site visits at developers request charged at: £60/hr + travel costs.</p>	£75	n/a	n/a	n/a	n/a
1b	Development is a single dwelling, garage/cart lodge, extension or other small development		£75	£120	1	£180	1
2	Development is between 2 and 10 dwellings or covers less than 0.5ha in area		£75	£240	1	£360	2
3	Development is 11 dwellings or more or between 0.5ha and 5ha in area		n/a	£600	2	£900	3
4	Development is between 5ha and 10ha in area		n/a	£900	3	£1,500	4
5	Development is between 10ha and 20ha		n/a	£1,500	4	£2,100	5
6	Development is over 20ha and/or a major infrastructure project, a significant linear project (pipeline, road, or cable route) or quarry	Contact the Team to discuss your scheme and obtain a quote					

If you have any queries, please contact us using the details above.

Historic Environment Record Searches

The Suffolk County Council Archaeological Service has a policy of charging developers and their agents, consultants and contractors to consult the Historic Environment Record (HER) for commercial purposes or to reproduce digital data derived from the HER.

A [data request form](#) must be completed before a search will be undertaken.

The standard response time for a standard search is 10 working days. Priority searches can be undertaken within 5 working days for double the standard fee.

A HER search comprises reports on requested HER datasets provided by email in PDF format, as well as exported HER mapping in GIS or PDF format. Reproduction rights for HER mapping are included in the search fee.

HER charges cover the staff time to service an enquiry, and include time taken to extract the relevant datasets and prepare reports, mapping and data.

The following charges apply for commercial searches:

Description of Work	Charge (ex VAT @ 20%)
Standard Search (up to a 2km radius) - 10 working days Commercial visit to HER (includes 1 hour of staff time)	£120
Priority Search (up to a 2km radius) - 5 working days	£240
Bespoke search (searches greater than a 2km radius or for a major infrastructure project, a significant linear project (pipeline, road, or cable route) or quarry or within a historic urban core.	Contact HER team for a quote

A further charge of £60 to cover staff time will be added where PDF maps are requested.

HER searches are normally free of charge for educational enquiries and for community-led projects. Please contact the HER team to discuss HER searches for funded research projects for which a charge may be necessary.

If you have any queries, please contact us using the details above.

Archaeological Archive Storage

When considered appropriate the Suffolk County Council Archaeological Service can provide permanent storage for archaeological archives. The current charges are listed below and include the administration costs associated with deposition as well as a contribution towards long term storage:

Description	Charge (ex. VAT @ 20%)
Each Bulk Finds Box (weight no more than 6kg)	£50
Each Small Finds Box	£50
Each Paper Archive Box	£50

The cost of transfer and any insurance for objects during transfer will be the responsibility of the depositor.

The Suffolk County Council Archaeological Service reserves the right to refuse to accept archives which do not meet the current published guidelines, or to charge additional fees to cover the cost of repackaging, stabilisation and administration as appropriate.

Link to current guidelines:

<https://www.suffolk.gov.uk/assets/culture-heritage-and-leisure/suffolk-archaeological-service/Archive-Guidelines-for-Depositors-2017.pdf>

Data Protection and GDPR

Suffolk County Council Data Protection Statement can be found by following this [link](#).

If you have any queries, please contact us using the details above.