



Redcar & Cleveland Historic Environment Record

Access and Charging Policy

1. Introduction

Content of the Historic Environment Record:

Redcar & Cleveland Borough Council maintains the Historic Environment Record for the Borough of Redcar & Cleveland. The Historic Environment Record (HER) is the primary source of information about the historic environment in the borough. It includes a database that contains more than 3,000 records with information about remains from the prehistoric period to the present day. These provide information on nationally designated (conservation areas, listed buildings, registered parks and gardens and scheduled monuments), locally designated and undesignated heritage assets. Full details of the remit and content of the record can be found elsewhere in the HER's Information documentation.

Mapped data

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

How do I access the HER?

The HER is based at Seafeld House in Redcar. You can get information from the HER in a number of different ways, such as by email: strategic.planning@redcar-cleveland.gov.uk, telephone: 01287 612356 or letter: Seafeld House, Kirkleatham Street, Redcar, TS10 1SP. If you wish to visit in person, you must make an appointment with strategic.planning@redcar-cleveland.gov.uk (tel. 01287 612356). An appointment can normally be arranged within 10 working days (we will endeavour to assist in establishing whether a visit is advisable, but we cannot undertake detailed assessment of the relevance of specific material).

Searching the HER

Historic Environment Record (HER) searches provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records. The HER includes both digital and hard copy information and references to other sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest, other national or specialist sources may contain information not held or indexed.

2. Conditions of Use

Introduction

Redcar & Cleveland Borough Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Redcar & Cleveland HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.

Guidance for Users

1. Redcar & Cleveland HER users are requested to inform Redcar & Cleveland Borough Council of the following, in writing or online:
 - (a) the subject and purpose of their enquiry;
 - (b) the use to which the information will be put; and
 - (c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.
 2. A service charge is made for enquiries to the Redcar & Cleveland HER but this is normally waived for enquiries for non-commercial, educational or personal research, except where searches require extensive work. The costs of paper, printing and other incidental expenses may be charged to all users.
 3. The Redcar & Cleveland HER is the copyright of Redcar & Cleveland Borough Council.

Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.
 4. Users are requested to inform, and to make their research available to the Redcar & Cleveland HER where new archaeological sites or data are discovered as a result of their work.
 5. Users are requested to make appropriate acknowledgement of the Redcar & Cleveland HER in any publication or report which has made use of its data.
 6. While efforts have been made to verify the data held in the Redcar & Cleveland HER, Redcar & Cleveland Borough Council cannot accept responsibility for the accuracy of any particular data and its source.
 7. Redcar & Cleveland Borough Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.
 8. Redcar & Cleveland Borough Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic
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Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.

9. Access to all or part of the information requested may be refused in certain circumstances.

9.1 Information may not be disclosed if:

- (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
- (b) it relates to confidential, internal communications of Redcar & Cleveland Borough Council;
- (c) it is contained in a document or other record which is still in the course of completion

9.2 Information will not be disclosed if:

- (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
- (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates

10. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.

11. Every endeavour is made to respond to enquiries within 10 working days.

3. Complaints procedure

If you have any complaint about the service you have received please contact:

Redcar & Cleveland House,
Kirkleatham Street, Redcar,
Yorkshire TS10 1RT

Customer Services Team on [01642 774774](tel:01642774774) between 9am to 5pm Monday to Friday.

Email: contactus@redcar-cleveland.gov.uk

4. Charging policy

A search fee is normally only made where the enquiry is for commercial or profit-making purposes. This applies to consultations made in person or by telephone, letter, or email. Fees may be waived in certain circumstances. For most other users, such as members of the public and students carrying out personal research, there is no search fee unless the enquiry is particularly complicated or time consuming to deal with. In such cases any charge will be agreed before the work is carried out.

Scale of Charges (fixed rate)

Our current fees for **2025/2026** are:

Item	Fee
HER search and report conducted by RCBC staff (commercial). Response within 10 working days.	£200 first hour, and £50 per subsequent hours (or part thereof). Includes digital data for HER points/polygons and Archaeological Events points/polygons; Historic Landscape Characterisation Polygons and full digital database citations for each record.
HER expedited search and report conducted by RCBC staff (commercial). Response within 2 working days.	£310 first hour, and £80 per subsequent hours (or part thereof). Includes digital data for HER points/polygons and Archaeological Events points/polygons; Historic Landscape Characterisation Polygons and full digital database citations for each record.
HER search by appointment or post conducted by RCBC staff (non-commercial).	Initial first 30 minutes free. £50 per hour thereafter. Additional charges for printing and postage & packaging.

The above charges are not subject to VAT.

All HER users may be liable for incidental expenses such as photocopying, printing, postage etc.

Requests for data will normally be completed within 10 working days unless the size or nature of the query requires a greater time to respond. In such circumstances this will be discussed with the enquirer at the earliest opportunity and a reasonable timetable will be agreed.

All fees are subject to review. Prices correct at 01/04/2025.

Method of payment

For expediency we can take payment by credit/debit card over the phone, alternatively please provide a company Purchase Order No. and your billing address (along with your company number and vat number, if not already registered on our system) for us to issue an invoice.