



Southampton City Council
Historic Environment Record - Enquiry Form

Please read the Southampton HER *User Guidelines and Charges* before completing this form.
Please complete in as much detail as possible, continuing on a separate sheet if necessary.
If insufficient details are provided, there may be a delay processing your enquiry.

Your Details

Name	
Organisation	
Address	
Post Code	
Email	
Telephone	

Your Enquiry

Reason / purpose of enquiry	(eg: place of study; name of course or project; undergraduate dissertation; desk-based assessment; private research; general background information, etc. Please mention all reports or publications you intend to produce.)
Subject of enquiry	(eg: areas, locations, periods, site types. Please be as specific as possible.)
Address / National Grid Reference	(Please give the full site address and, for large sites, an 8-figure grid reference for the centre of your search area. If you are unsure how to provide a grid reference, please attach an annotated map.)

For how long will you need to keep the HER data?	(Usually one year)
Do you require the data for commercial purposes? Yes/No	
If yes, on whose behalf are you acting?	
Purchase order or reference number (if required)	

Charges apply for all services for commercial users. For non-commercial users, charges apply for some services. Please check the scale of charges and timescales in the ***HER User Guidelines and Charges*** document on the HER web page www.southampton.gov.uk/her. For commercial users, a fast-track service is offered at double the standard fee (please check whether this service is available at any one time). If in doubt, email her@southampton.gov.uk. By signing and submitting this form, you are agreeing to pay any charges that apply.

Data types and formats are explained in the *HER User Guidelines and Charges* document. Please make clear your requirements. This will reduce the time taken to answer your enquiry, and therefore the charge levied (if applicable). Variations in precise data requirements may be made by subsequent email.

If your organisation requires a purchase order number or other reference number for payments, this must be given on this form, even if the final charge is not known at this stage.

HER SERVICES (please tick all that apply):			
Basic HER Search (<i>charge applies to commercial users only</i>)			
What HER data types do you require?			
- Monument records for archaeological sites and findspots.			
- Monument records for standing buildings and structures (all or some?)			
- Event records			
- Designations records for:			
- Listed buildings			
- Locally listed buildings			
- Scheduled monuments (Note, this differs from national dataset)			
- Conservation areas			
- Registered parks and gardens			
- Local areas of archaeological importance			
What data formats do you require?			
PDF text records (provided with all searches)			
CSV files (only available for basic monument and event data, in addition to PDFs)			
MapInfo GIS files			
Shape GIS files			
CAD files (DXF or DWG)			
PDF distribution maps (not labelled)			
PDF distribution maps (labelled)			
Other (please specify)			
Paper			
Single Asset HER Search / HER Consultation Report (<i>charged service for commercial users and householders</i>) (<i>will include all relevant data types</i>)			
Other HER Services (<i>Charges apply to all users. Please check whether the service is available at any one time.</i>)			
Office visit			
HER Enhancement Service			
Enhanced HER search for local groups			
Consultancy service to utility companies and statutory agencies. Advice on archaeological implications of work proposals, including basic HER information. (This should be sufficient in most cases. For very large projects we may advise you employ an archaeological consultant to do a desk-based assessment and request a full HER search.)			
Date information required	(Allow 10-15 working days.)	Are you requesting a fast-track search (within 5 working days) at the higher fee? (Commercial users only.)	Yes/No

Southampton Historic Environment Record User Declaration		
I/we have read the Southampton HER <i>User Guidelines and Charges</i> and agree to abide by them, and to pay any charges that may apply as outlined in that document.		
Name	Signed	Date
Privacy Notice. <i>Southampton City Council will ask you for information to provide this service. We may use it to contact you about this. We will only share your information with other organisations or council departments if we need to. We may also share it to prevent, investigate or prosecute criminal offences, or as the law otherwise allows. Our Privacy Policy (http://www.southampton.gov.uk/privacy) explains how we handle your personal data, and we can provide a copy if you are unable to access the Internet.</i>		
Please return this form to her@southampton.gov.uk Or Historic Environment Record Officer, Transport and Planning Service, Southampton City Council, Civic Centre, Southampton, SO14 7LY.		