

Rachel Salter: HER Officer
033 022 26453 (Direct)
Rachel.Salter@westsussex.gov.uk

Don Baker: Team Manager
033 022 26439 (Direct)
don.baker@westsussex.gov.uk

Environment and Heritage,
Residents' Services Directorate
www.westsussex.gov.uk
County Hall
Chichester
PO19 1RQ
01243 777100



Historic Environment Record (HER):

HER Search Threshold Guidance for Archaeological Notification Areas (ANAs)

This guidance document is for the West Sussex Archaeological Notification Areas (ANAs) and sets out the recommended thresholds for when a Historic Environment Record (HER) search is considered appropriate. This guidance does not include Chichester District.

The boundaries of the ANAs have been provided to the West Sussex Districts and Boroughs and the South Downs National Park Authority in both GIS format and accompanying PDF report.

The thresholds are linked to the ANAs which hold information regarding the potential for, as well as known, heritage assets.

West Sussex County Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the West Sussex County Council 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.

For achieving sustainable development, the National Planning Policy Framework (NPPF) states within chapter 12: 'Conserving and enhancing the historic environment' that:

128. In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. **As a minimum the relevant historic environment record should have been consulted** and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation or archaeological works.

Please also refer to the National Planning Policy Framework Planning Practice Guidance:

<http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/>

Paragraph: 010 Reference ID: 18a-010-20140306

Paragraph: 007 Reference ID: 18a-007-20140306

Paragraph: 041 Reference ID: 18a-041-20140306

Archaeological Notification Area Definitions

RED:

An HER Search is required.

The area is a very sensitive area for Archaeology, where new building(s), ground excavation or landscaping may have major adverse impact on nationally important and other significant archaeological sites.

Thresholds for **RED Area** apply. **Consult an archaeological adviser for advice.**

AMBER:

An HER Search is required.

The area is a sensitive area for Archaeology, where new building(s), ground excavation or landscaping may have adverse impact upon an archaeological site/sites, depending upon scale and exact location of development.

Thresholds for **Amber Area** apply. **Consult an archaeological adviser for advice.**

Threshold Criteria

When assessing whether a planning application requires an HER Search, the following thresholds should be applied, depending on which category the application falls into.

There are three main categories:

1. Householder Application
2. Residential Development
3. Non-Residential or Mixed Use Development

1. Householder Application (for Works or Extension to a Dwelling)

A proposed development or scheme that **would** be subject to the West Sussex Threshold Guidance for a Householder Application as detailed below:

- Any below ground activity adjacent to/within the curtilage of a Listed Building e.g. for an extension.
- Any activity within Scheduled Ancient Monument or Registered Park or Garden. Any ground excavations, landscaping or building of a new above ground structure, path or slab of any kind within a Scheduled Ancient Monument requires Scheduled Monument Consent in writing from the Secretary of State for Culture, Media and Sport before works commence. This Consent is quite separate from, and is NOT replaced or superseded by, planning permission or Listed Building Consent: Historic England (formerly known as English Heritage) can advise.
- Any below ground activity within a **RED** Archaeological Notification Area.

An HER Search is **NOT** required for internal alterations e.g. replacement of windows or loft conversion.

With regard to proposed works to a Listed Building or a building within the curtilage of a Listed Buildings, a Heritage Statement may be required by the relevant District or Borough. This should be undertaken by a Heritage professional.

2. Residential Development

A proposed development or scheme that **would** be subject to the West Sussex Threshold Guidance for Residential Development as detailed below:

Within a **RED** Archaeological Notification Area:

- 1 or more new or replacement Units.
- Any activity within a Scheduled Ancient Monument. Any ground excavations, landscaping or building of a new above ground structure, path or slab of any kind within a Scheduled Ancient Monument requires Scheduled Monument Consent in writing from the Secretary of State for Culture, Media and Sport before works commence. This Consent is quite separate from, and is NOT replaced or superseded by, planning permission or Listed Building Consent: Historic England (formerly known as English Heritage) can advise.
- Any below ground activity within a Registered Park or Garden.
- Any below ground activity within a Historic Town Centre or Historic Church or Churchyard.

Within an **AMBER** Archaeological Notification Area:

- 5 New Units or more

Outside of an Archaeological Notification Area:

- 10 or more units

3. Non-Residential or Mixed Use Development

A proposed development or scheme that would be subject to the West Sussex Threshold Guidance for Non-Residential Development as detailed below:

Within an Archaeological Notification Area regardless of designation colour:

- Any development over 0.2ha in area

Outside of an Archaeological Notification Area:

- Any development over 0.5ha in area

Guidance for Requesting a Search

- HER searches will only be undertaken on receipt of a Planning Application *Request for Information form* via the WSCC HER web page:
http://www.westsussex.gov.uk/living/environment_and_planning/environment/historic_environment_record.aspx#
- A central Grid Reference (e.g. map ref. TQ 213 052), Postcode and/or a plan detailing the site boundary must be included with the form.
 - For a Householder search request:
If only a central grid reference or postcode is supplied a 250m radial search, centred on the building/grid reference, will be undertaken as a minimum search area. If a larger area is required then this needs to be specified on the Request for Information form.
 - For a Residential, Non-Residential or Mixed Use Development search request:

If only a central grid reference or postcode is supplied a 1km radial search will be undertaken as a minimum search area. If a larger or smaller area is required then this needs to be specified on the Request for Information form.

- If a site boundary plan is provided then a buffer search of the boundary will be undertaken. This will be a minimum of 1km unless stated otherwise.

A negative return, i.e. no previously reported archaeological sites or finds, should not be taken as an indication of the absence of heritage assets. Charges still apply.

West Sussex Historic Environment Record does not provide analysis or interpretation of the HER information.

Scale of Charges

The current rate for the HER service is charged per hour or part thereof and there is a minimum fee per enquiry of **£230 plus VAT** for a priority search or **£145 plus VAT** for a standard search or **£90 plus VAT** for a Householder search. Users who are charged will be invoiced.

Our current fees are:

For a Full or Element HER search*

1. For a Householder search (subject to the West Sussex Threshold Guidance for when an HER search is required) **£90 plus VAT** at the current rate. This reduced rate applies in acknowledgement of a householder's direct support to the County Council through their Council Tax payments. Should the search be for **1 dwelling or more**, the Priority/Standard HER search costs apply.
2. For a **Priority** HER search (three working day turnaround) **£230 plus VAT** at the current rate for the first hour of work or part thereof, and then at **£115** for any additional hour(s) or part thereof.**
3. For a **Standard** HER search (10 working day turnaround) **£145 plus VAT** at the current rate for the first hour of work or part thereof, and then at **£72.50** for any additional hour(s) or part thereof.

A request made for additional information for a completed search i.e. a change of search radius/area or an inclusion of data that was previously excluded at the request of the enquirer, will be classed as a new search and would be subject to a completed 'Request for Information' form and charging. Requests for scanned Grey Literature to be sent either by email or CD may be subject to charging at the rates specified above and will be assessed on a case by case basis.

All fees are subject to review. Prices correct at 06 April 2016.

*The contents of a full HER search are listed on the HER web page

http://www.westsussex.gov.uk/leisure/explore_west_sussex/history_of_west_sussex/historic_environment_record.aspx

**There may occasionally be circumstances, due to the absence of the HER Officer or Assistant (arising from annual leave or staff sickness) that it will not be possible to provide a Priority Search Service.

Definitions for Categories of Development

Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015:

- **Major development :**

“major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

- **Householder application :**

“householder application” means—

- (a) an application for planning permission for development for an existing dwelling/house, or development within the curtilage of such a dwelling/house for any purpose incidental to the enjoyment of the dwelling/house; or
- (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include an application for change of use or an application to change the number of dwellings in a building;

- **Minor development:**

Development that is not a major development or a householder development as defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015:

- 1-9 dwellings / under half a hectare
- Office / light industrial - up to 999 m²/ under 1 hectare
- General industrial - up to 999 m²/ under 1 Hectare
- Retail - up to 999 m²/ under 1 hectare
- Gypsy/traveller site - 0-9 pitches

Rachel Salter
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