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West Sussex County Council: Advice on Woodland Creation Schemes for Archaeological and Heritage Impacts: Advice and Charging

The West Sussex County Council Historic Environment Team (WSSC HET) claim service charges for archaeological advice for a Woodland Creation Planning Grant. We will provide the information detailed below in order for you to meet your stage 1 checklist.

If known at this stage, it would be helpful if you could provide a statement covering your proposed tree planting scheme, any fencing, road or open spaces proposed as well as expected machinery required for creation in order for us to determine the below ground impact.

Funding up to £1,500 can be requested to assist with Stage 1 checklists ([Woodland Creation Planning Grant - GOV.UK \(www.gov.uk\)](#)).

We will provide an Historic Environment Record (HER) search within a 500m buffer of the proposed area(s) that would contain a record of all the known recorded archaeological evidence. The information consulted includes data from the following archaeology and historic conservation datasets:

- HER database entries.
- Listed Buildings.
- Scheduled Monuments.
- Registered Park/Garden of Special Historic Interest in Sussex.
- Historic Towns (as defined by the Sussex Extensive Urban Survey Project) if relevant.
- Conservation Areas.
- Archaeological Notification Areas.
- Historic Landscape Characterisation.

The results will be in pdf format and Geographical Information System (GIS) shapefiles.

We will also provide an enquiry response that will consist of a considered formal view of the archaeological implications in accordance with Environmental Impact Assessment guidance for Forestry by the County Archaeologist or the Historic Environment Records Officer.

Consultation Charges

(Breakdown in Appendix One at the end of the document)

Where no archaeological mitigation is necessary, a consultation report will be produced which will consist of an assessment of the historic environment, both designated and un-designated, and a brief report or statement in summation. This will be charged at **£218.00 plus VAT**.

Where archaeological recording or other mitigation measures are recommended, the following will be provided:

- data from the HER for a 500m buffer of the boundary of the proposed works
- the County Archaeologist's report to provide a considered formal view of the archaeological implications for an archaeological contractor.

This will be charged at a minimum **£456.00 plus VAT**. This cost includes a full HER search (20 working day turnaround) and a minimum of 2 hours of the County Archaeologist's time.

More complex requests requiring additional time beyond the two hours will be charged at **£120.00 plus VAT** for each additional hour or part thereof.

The Advice

The advice may, typically, cover the following outcomes:

- 'no archaeological recording action necessary...'
- 'some limited monitoring and recording required (to be specified in a written scheme of investigation [WSI] for a 'watching brief') ...'. The WSI should be prepared by an archaeological contractor and agreed with WSCC.
- 'archaeological recording (appropriate for proposals where known heritage assets¹ will be affected and again subject to/specified by a WSI) ...'. The WSI should be prepared by an archaeological contractor and agreed with WSCC.
- 'take measures to avoid/ protect a known or designated heritage asset ...'

Any follow-up advice (including advice on the suitability of a WSI prepared by an archaeological contractor) will be charged at an additional **£120.00 per hour plus VAT**.

Separate Requests

Should an HER search and/or a considered formal view of the archaeological implications be requested separately, they will be subject to individual fees as follows:

For a **Full HER** search ONLY²:

1. For a Priority HER search (three working day turnaround) **£337.00 plus VAT** at the current rate for the first hour of work or part thereof, and then at **£168.50** for any additional hour(s) or part thereof.³
2. For a Standard HER search (10 working day turnaround) **£212.00 plus VAT** at the current rate for the first hour of work or part thereof, and then at **£106.00** 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, an inclusion of data that was previously excluded at the request of the enquirer, will be

¹ **Heritage asset:** A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing). [As defined in the National Planning Policy Framework 2019 – glossary.]

² The contents of a full HER search are listed on the [HER web page](#).

³ 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.

classed as a new search and would be subject to a completed 'Request for Information' form and charging.

The creation of PDF maps when GIS shapefiles were requested may be subject to a charge of officer time for their production

For a **considered formal view of the archaeological implications request** (where an HER search has been carried out separately to the consultation):

1. For archaeological and/or mitigation advice (28 day turn around) **£120.00 plus VAT** at the current rate for the first hour of work or part thereof, and then at **£120.00** for any additional hour(s) or part thereof.

All costs for advice will be discussed and agreed prior to commencement.

If you would like us to proceed then please fill in a [request for information form](#) for the search. Unfortunately, a request for information cannot be processed without the unique identifying number generated by the form.

You will need to select the **Standard enquiry for planning application or commercial interest** option, and 'Yes' to the question 'Is this search for an England Woodland Creation Offer (EWCO) scheme?'.

Please send an outline of the scheme, any plans, shapefiles or additional information by email to her@westsussex.gov.uk.

If requesting to pay via invoice, please provide a Purchase Order number in the relevant section on the form. Please note: should you request Pay Online, we are unable to offer a VAT receipt.

Our advice would only be valid for 12 months from the date of sending, before a refresh of data will be needed, due to the continual enhancement of the Historic Environment Record.

R. Salter, Historic Environment Record Officer

C. Hunnisett, County Archaeologist

09/06/2025.

Appendix One – Charges Breakdown

Advice Type	Details	Cost	Notes
Archaeological Advice	No Archaeological Mitigation necessary	£218.00	
	Mitigation Required - HER Search and 2 hours of County Archaeologist's time	£456.00	
	Additional hours	£120.00 per hour	In addition to mitigation fee of £456.00
	Follow Up advice from County Archaeologist	£120.00 per hour	
	Consultation with County Archaeologist (no HER search)	£120.00 for first hour	
	Additional hours	£120.00 per hour	
HER Search (see footnote 2)	Priority (not included within mitigation) - see footnote 3	£337.00	
	Additional hours	£168.50 per hour	
	Standard (included within mitigation)	£212.00	
	Additional hours	£106.00 per hour	