



## **Commercial HER enquiries: policy and practice**

Current since: February 2020  
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Date of review: February 2020  
Date of next review: February 2022

### **Commercial enquiries policy**

Dyfed Archaeological Trust is committed to providing a high quality Historic Environment Record enquiries service.

### **Commercial enquiries practice**

All commercial enquirers are required to complete a request for HER information (HERENQ1C) form, found on the DAT and Archwilio websites, or provided in person. Remote enquirers can usually expect their enquiry to be answered within one working week of submission of this form. All commercial enquirers must provide a purchase order number for invoicing before their enquiry can be answered.

Enquiries are charged at £100 per hour plus VAT. This applies to enquiries that are answered remotely and also where staff in the HER spend time providing and/or copying material for enquirers visiting the HER, or following up sources remotely. Contractors with multiple (or follow-up) enquiries must be informed of the likely cost, and approve it, before the enquiry is undertaken. The time spent must be carefully noted and accurately entered in the 'Time spent' field in the HER enquiry module. Multiple enquiries sent in a batch by a consultant are charged at the time taken to complete the batch from start to finish. This prevents for example four enquiries in a batch from costing £400 + VAT, unless they actually take four hours to process. It is the responsibility of the contractor to divide the resultant cost between their clients.

DAT aims to provide adequate facilities for any user of the HER, including a comfortable work space and appropriate IT facilities. DAT is also committed to improving the HER enquiries service to meet the expectations of the user. All commercial enquirers visiting the HER in person are requested to complete a User Satisfaction (HERENQ2C) form to provide feedback on the service.

A standard HER search for a commercial enquiry will provide core information from the DAT HER database for all known archaeological sites recorded within the search area specified by the client. Unless otherwise specified the information is provided in the form of a PDF gazetteer. In addition the data can be provided in the following formats on request: -

- MapInfo files
- Esri shape files

- Excel spread sheets

In addition to core HER data the following GIS sources are consulted: -

- DAT Roman roads table
- DAT Events table
- DAT Iron Age cropmarks table
- DAT/Cadw Historic Landscape Character Areas (HLCA) table

If there is information recorded in the above sources for the study area then the enquirer is advised either to contact the HER for an appointment to consult the sources or that HER staff can consult them and provide the additional information. The likely cost of each option is indicated.

Each enquirer is also supplied with an indication of the number of sites in their search areas from the following datasets:

- Cadw/ICOMOS Registered Historic Landscapes Wales
- Cadw/ICOMOS Registered Parks and Gardens Wales
- Cadw Listed Buildings
- Cadw Scheduled Ancient Monuments
- National Monument Record Wales (RCAHMW)
- Portable Antiquities Scheme
- National Museum Wales Archaeological objects

DAT are not the data originator for these datasets and the enquirer is advised that they must contact the relevant recording organisation for detailed information relating to them.

[Commercial HER Enquiry request form](#)