



The Chartered Institute of Archaeologists' (CIfA) Standard and Guidance for Archaeological Advice by Historic Environment Services states that *"the provision of archaeological advice by historic environment services must be clear, consistent, compliant, reasonable, timely, informed and impartial, and should be proportionate to a reasoned and clearly documented assessment of known or potential significance"*.

Development Control

Planning applications will be responded to inside 15 working days from either receipt of the application consultation or identification on the weekly planning list.

Environmental Impact Assessment screening and scoping consultations will be responded to inside 5 working days from either receipt of the application consultation or identification on the weekly planning list.

Building demolition notifications will be responded to inside 5 working days from either receipt of the application consultation or identification on the weekly planning list.

Archaeological project designs, specifications written schemes of investigation and draft archaeological reports will be responded to inside 5 working days from receipt.

Approval of archaeological reports submitted to meet a planning condition will be responded to inside 15 working days from receipt.

Requests for advice on the impact of proposed developments on the historic environment will be responded to inside 15 working days from receipt.

Reports on monitoring inspections will be issued inside 2 working days of the site visit.

Preparation of briefs for archaeological work will be issued inside 15 working days from a written request being received.

Heritage Management

Requests for information or assistance will be responded to inside 15 working days from receipt.

In the event that the Heritage Management Section enters into an agreement with an outside body to provide a service, then responses will be made in accordance with that agreement.

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Limited

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