

The Glamorgan Gwent Archaeological Trust Ltd: HER Enquiry Form

Please provide as much information as possible so that your enquiry can be processed quickly and efficiently.
Non-commercial enquirers can consult the HER online at www.archwilio.org.uk

Please sign pages 1 and 2

Your Details		Order number (if applicable)	
Name of enquirer/client		Name for invoice (where applicable)	
Organisation/ Address		Invoice address (where applicable)	
Tel No		E-mail	

Your Enquiry

Enquiry	(E.g. Site type/Period. Please be as specific as possible)		
Area of Search	(E.g. Locality/Parish/Address/or a radius of a grid reference)		
Would you like to arrange a visit to the HER?		Yes	No

Please Supply One or More of the Following:

National Grid Reference	(Please give an accurate grid reference wherever possible)
Location Map	Yes/no (Please attach to form)
Digital Polygon	Yes/no (Please attach to email)
In which format would you like to receive data?	(Where data is required electronically please specify format and we will try to accommodate)

I am: Please Tick Appropriate Box

Member of the Public	Historian	Consultant	
Historical/Archaeological Society	University/College Student	Archaeologist	
Community Officer	School Pupil	Solicitor	
Family History Researcher	Education Officer	Engineer	
Metal Detectorist	Teacher	Non-academic researcher	
Tourist	Lecturer	Journalist	
Farmer	Local Authority	Government Agency	
Other (Please Specify)			

My Enquiry is: Please Tick Appropriate Box

General Interest	Commercial	Academic	Agri-environmental	Media
------------------	------------	----------	--------------------	-------

Historic Environment Users' Declaration: Please Refer to *Conditions of Access* Page 3

I/We agree to abide by the Conditions of Access to the GGAT HER

Name			
Signed		Date	

Please Return to The Glamorgan Gwent Archaeological Trust Ltd, Heathfield House, Heathfield, Swansea, SA1 6EL or Email: her@ggat.org.uk

HER Staff Only	Date of Response	Charging? Y/N	Invoice Amount	Enquiry Number
----------------	------------------	---------------	----------------	----------------

Copyright Declaration

Copyright is reserved on all data supplied by the GGAT HER Charitable Trust. The data may be used for research without charge, but all output resulting from the use of the data must acknowledge the source as follows:- Derived from information held by the GGAT HER Charitable Trust copyright.

GGAT HER Charitable Trust data is intended to be used for information and research only. Data may be downloaded to disk, scanned, photocopied or printed out for research use only, but it may not in any way of trade or otherwise, be lent, sold, or re-sold, hired out or otherwise circulated without the prior consent of the GGAT HER Charitable Trust.

If you wish to use information derived from material held by the GGAT HER Charitable Trust for publication in printed or multimedia form or to compile resources for commercial use, prior permission must be obtained in writing.

A copyright reproduction fee may be charged.

Where the GGAT HER Charitable Trust holds material in which it is the joint copyright holder permission must be obtained from all parties before material may be copied.

Where the GGAT HER Charitable Trust holds material in which it is not the copyright holder then permission to copy must be sought from the originating source. Otherwise the material can only be made available for inspection and study at the Trust.

I/We agree to be bound by the terms of this copyright declaration

Name		Organisation	
Signed		Date	

A photocopy of this form listing the material sent will be returned to you when your request is processed

HER Staff Only

Schedule

The following material has been copied under the terms of the above copyright notice (continued on reverse if necessary):

HER data for:

HER Visits

A standard HER enquiry will supply core information from the Historic Environment Record, however **considerable additional information is held within our paper records**. A separate charge will not be made for a visit to the HER that relates to the original enquiry outlined on this form.

Conditions of Access

This is a summary, a copy of the full document ‘The Welsh Archaeological Trusts Guidelines for Access and Charging’ is available on our website (www.ggat.org.uk) or upon request.

- Information obtained from the HER shall only be used for the purposes stated on the request form.
- Information obtained from the HER shall not be passed to a third party without written consent of GGAT.*
- Users shall ensure that expert archaeological advice is sought upon the possible effects on the archaeological resource of any proposed developments with which they are involved.
- Users shall be responsible for checking that the information obtained from the HER is correct.
- The copyright on information held in the HER will be respected.
- Information obtained from the HER shall be acknowledged in any document and published report.
- Users are required to make any new or amended archaeological information available for incorporation within the HER, within a reasonable time scale. Users should discuss the format required for this information with the HER Manager.
- Access to information will be denied if it is considered that its release may endanger the archaeological resource. * *
- The Glamorgan Gwent Archaeological Trust Ltd reserves the right to refuse requests for large amounts of information.* * *

* Third party restrictions do not apply to production of client reports or publications by enquirers.

* * We will refuse requests by those who we deem unfit or likely to misuse information. This policy is in line with 1993 Environmental Information Regulations and the 1998 Freedom of Information Bill, which recommend protection of sensitive environmental information. Those who wish to challenge our decision can do so through an appeal to The Chairman, the Welsh Archaeological Trusts Committee, c/o Clwyd Powys Archaeological Trust, 7a Church St., Welshpool, Powys, SY21 7DL.

* * * Restrictions may be applied if it is considered that the release of a large amount of information might result in the uncontrolled use of significant portions of the record or the establishment of a competing and unregulated database.

The Data Protection Act (1998)

There is a right to access to the HER to inspect personal information held in the HER enquiries database and on paper. This information is collected for the purposes of administering Welsh Archaeological Trust records and providing archaeological advice. The information will be used to monitor and improve the services offered by the Welsh Archaeological Trusts. It will not be provided to any outside agencies or individuals. If you have a query or concern regarding this please contact the relevant Welsh Archaeological Trust.

Consultation Fees

- There will be no charge for enquiries from academics and students, members of the public and recognised archaeological and historical societies.
- Enquiries from bodies or individuals undertaking work on a commercial basis will incur a service charge. The basic charging rate for the provision of information from the HER is £100+VAT per hour or any portion of an hour. Charges are based on the time taken to conduct the inquiry as requested on this form. The minimum charge for an enquiry will be £100+ VAT.
- A priority service is offered subject to staff availability (two working days), for an additional fee of £30+VAT).
- Facility fees will be charged to cover the cost of materials used.

A large print version of this form is available on request.