

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.

Your Details

Name			
Organisation Address			
Tel No		E-mail	

Your Enquiry

Enquiry	(E.g. Site type/Period. Please be as specific as possible) (If your enquiry is regarding <i>Tir Cynnal Single Farm Payment</i> , please specify)		
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	(Please attach to form)
Digital Polygon	(Please attach to email)
How would you like to receive data?	(We can supply data by post or email. Where data is required electronically please specify format and we will try and 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
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Historic Environment Users Declaration: Please Refer to *Conditions of Access* Overleaf

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: sue@ggat.org.uk

HER Staff Only	Date of Response	Charging? Y/N	Invoice Amount	Enquiry Number
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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 (contact details to be found on the *Welsh Archaeological Trusts' Guidelines for Access and Charging* page).

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 £60 +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 £60.
- 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.

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

Signed

Name

Organisation.....

Date.....

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

FOR OFFICE USE ONLY

Schedule

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