

Gwynedd Archaeological Trust

Request For Information From The Regional Historic Environment Record

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. Period, Site type, Find type. Please give as much detail as possible. Complete on separate sheet if necessary)		
Area of Search	(E.g. Locality/Parish/Address/Area Post Code)		
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 All That Apply

Member of the Public	University/College Student	Consultant
Historical/Archaeological Society	Postgraduate Student	Local Authority
Family History Researcher	School Pupil	Government Agency
Historian	Education Officer	Archaeologist
Metal Detectorist	Teacher/Lecturer	
Tourist	Journalist	Other*

*If chosen 'Other' Please Specify

My Enquiry is: Please Tick Appropriate Box

General/Personal Interest	Commercial	Academic	Media
---------------------------	------------	----------	-------

Historic Environment Users Declaration: Please Refer to *Conditions of Access* Overleaf

I agree to abide by the Conditions of Access to the Gwynedd HER

Name			
Signed*		Date	

*Failure to complete & sign the request form will invalidate a request for information

Please Return to Gwynedd Archaeological Trust, Craig Beuno, Garth Road, Bangor, Gwynedd, LL57 2RT or
Email: gat@heneb.co.uk or her@heneb.co.uk

HER Staff Only	Reference No.	Date of Response	Charge? Y/N	Invoice Amount
----------------	---------------	------------------	-------------	----------------

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.heneb.co.uk) or upon request.

1. *Information obtained from the HER shall only be used for the purposes stated.*
2. *Information obtained from the HER shall not be passed to a third party without written consent.*
3. *Users shall ensure expert archaeological advice is sought on the possible effects upon the archaeological resource of any proposed developments with which they are involved.*
4. *Users will be responsible for checking that the information obtained from the HER is correct*
5. *The copyright on information held in the HER will be respected.*
6. *Information obtained from the HER shall be acknowledged in any document or published report.*
7. *Users are requested to make any new or amended archaeological information available for incorporation within the HER.*
8. *The boundaries of any Scheduled Ancient Monuments shown on any maps provided are intended to act as a guide only. Cadw should be contacted for definitive information.*
9. *Information about any Listed Buildings provided is intended to act as a guide only. Cadw should be contacted for definitive information.*
10. *Restrictions may be made on the quantity of information released to any single User. Restrictions may be applied if it is considered that there is a danger that this 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

All non-commercial enquiries are dealt with free of charge (e.g. academics and students, members of the public, 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 for the first hour, or part thereof. Any subsequent work on the same enquiry is charged at £35 + VAT per hour. Charges are based on the time taken to conduct the enquiry as requested on this form. The minimum charge for an enquiry will be £60 + VAT.

A charge will be made for any materials used on a cost recovery basis (e.g. CDs, photocopying).