

Environment & Design Team Charging Policy

(Charging for archaeological
development management and other services)

Last updated 1 August 2024

A. Development Types

1. Householder/Domestic Development

Extensions or alterations to dwellings
Development within a residential curtilage

2. Minor Developments

Between 1 and 9 dwellings on sites less than 1 hectare
Non-residential development or change of use with floorspace less than 1000m²
Renewable energy developments of less than 1 hectare

3. Major Developments

Residential development between 10 and 99 dwellings
Residential development on sites of 1 - 2.5 hectares
Non-residential development or change of use with floorspace of 1,000m² - 10,000m²
Non-residential development on sites of 1 - 5 hectares
Minerals and Waste developments on sites of 15 hectares or less
Waste proposals where annual throughput is less than 50,000 tonnes
Renewable energy developments on sites of 1 - 4 hectares

4. Strategic Development Projects

Residential development of 100 dwellings or more
Residential development on sites greater than 2.5 hectares
Non-residential development with floorspace greater than 10,000m²
Non-residential development on sites of 5 hectares or more
Minerals and Waste development greater than 15 hectares
Waste proposals where annual throughput exceeds 50,000 tonnes
Renewable energy developments on sites of 5 hectares or more

5. Other

- Screening opinion for Environmental Impact Assessment (Agriculture) (England) (No.2) Regulations 2006 (see Table 3) - a separate fee applies to each holding
- Forestry/woodland proposals (eg woodland creation, woodland management plan, deforestation, forest quarry, forest road) (see Table 4)

B. Archaeological Work Included Within the Charging Policy

1. Brief for pre-application and pre-determination work

At the request of the developer Northumberland Conservation (NC) can prepare a brief of works that will summarise the justification for the specific piece of archaeological work and the general nature and extent of work required. This document will enable the developer to seek tenders and archaeological contractors to tender for work on an equal footing. If further pre-application or pre-determination archaeological work is required, each additional brief will be charged at an agreed rate.

2. Brief for post-determination/mitigation work

The mitigation brief is tied directly into the planning condition and as a result there will be no charge to produce a mitigation brief. If the archaeological contractor wishes to produce a

Written Scheme of Investigation without a brief to be tied into the planning condition, NC will charge a fixed cost which reflects the estimated time it takes to verbally agree the nature and extent of works, check the WSI and approve this document in writing.

3. Written Scheme of Investigation (WSI) in line with NC Brief

The archaeological contractor may produce a WSI in line with the requirements laid out in the NC brief. This document provides more detail on the archaeological background of the site and specific detail of the nature and extent of works. A separate charge will be levied by NC to approve the contractor's WSI produced in line with the NC brief and approve this document in writing.

4. Written Scheme of Investigation (WSI) without NC Brief

Alternatively, the contractor may wish to discuss the requirements with NC and then submit a WSI without a brief being issued. In this case, NC will charge a fixed cost which reflects the estimated time it takes to verbally agree the nature and extent of works check the WSI and approve this document in writing.

5. Site meetings/visits

The number of potential site meetings and visits (with applicant, agent, archaeological contractor, or consultant) required during pre-determination or post-determination mitigation work will be specified within the brief or agreed in writing before final approval of a WSI. There will be no charge for the first visit, but any additional visits will be charged at the standard hourly rate plus mileage. Any additional visits requested by the developer will be charged for at the rate stated. Visits estimated that do not occur, will not be charged for. Travel costs for each visit will be estimated during the preparation of the brief (a return mileage) but will not be invoiced for until the meetings have been agreed and set up.

6. Approval of Report

There will be a fixed charge for approving reports submitted at predetermination and post-excavation phases, including interim and final reports. This cost has been based on the estimated time required to undertake this activity.

7. Response times

Requests for briefs and approval of reports etc will normally be responded to within 10 working days, subject to demand and staff availability. If our response is likely to take longer than this, we will inform you within three working days of receiving the request.

8. Charging Policy

A charge will be levied for the work areas identified above and a schedule of costs is set out below. Payment will be required prior to the service being provided. VAT is charged at the current rate where applicable (VAT is not payable on HERs searches and re-licensing).

9. Payment options/how to pay

- Online: at [Northumberland self service](#) > go to **Other Forms** > click on **Use this form to pay us** > in **Service being paid for** quote **00019 MISC, ARCH DM VAT0** (for HER searches only) or **00019 MISC, ARCH DM VAT20** for anything else, plus site name. We advise you to confirm the fee with the relevant officer before making a payment. Proof of payment is required.
- Telephone: please call our Contact Centre (0345 600 6400) and quote code **00019MISC/ARCH DM.**
- Cheques should be made payable to: Northumberland County Council.
- Electronic Bank Transfer: please ask for our account details and supply your reference.

Table 1: Pre-application fees (inc VAT)

		Householder/ Domestic	Minor Developments	Major Developments	Strategic Development Projects
1	Preparation of a brief and approval of written scheme of investigation (WSI)	£75.60	£226.80	£327.60	£655.20
2	Agreement and approval of a WSI produced without a NC brief	£50.40	£126.00	£176.40	£453.60
3	HER search and information relicensing (no VAT)	£25.00	£50.00	£75.00	£100.00
4	Approval of a pre-application / pre-determination report, including interim	£25.20	£100.80	£151.20	£252.00

5	Meetings and site visits are charged at the following rates: £50.40/hour and £0.54 per mile				
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Table 2: Post-determination/Mitigation Phase fees (inc VAT)

		Householder/ Domestic	Minor Developments	Major Developments	Strategic Development Projects
6	Preparation of mitigation brief	free	free	free	free
7	Approval of mitigation WSI produced in line with a NC brief	£50.40	£151.20	£151.20	£151.20
8	Agreement and approval of mitigation WSI produced without a NC brief	£75.60	£201.60	£201.60	£252.00
9	Approval of post-excavation project design (where required)	£25.20	£151.20	£151.20	£201.60
10	Approval of final report	£25.20	£201.60	£201.60	£504.00

11	Meetings and site visits are charged at the following rates: £50.40/hour and £0.54 per mile				
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Table 3: EIA Regs screening opinion fees

Band	Screening area (hectares)	Rate (no VAT)
1	0 - 30 ha	£35
2	31 - 75 ha	£70
3	76 - 150 ha	£140
4	150 ha +	£280

**Table 4: Forestry/woodland proposals (information and advice)
From 1 July 2024**

Recommended fees for providing information and advice on non-designated heritage assets recorded in the local Historic Environment Record and local historic landscape characterisation (Source: Forestry Commission 2023, <https://www.gov.uk/guidance/when-to-notify-historic-environment-organisations-about-forestry-proposals>).

Band	Proposal area	Fee to proposer for HER and HLC maps, written descriptions of historic features and advice (including VAT)	Fee to proposer for HER data only (no VAT)
1	0 – 4.99 ha	£114	£100
2	5 – 50 ha	£156	£130
3	50+ ha	£234	£130

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