



Working for **Cumberland Council** and
Westmorland & Furness Council

Historic Environment Record
INFORMATION AND SERVICES POLICY

History and Purpose of the Historic Environment Record

The Cumbria Historic Environment Record (HER) is the principal index of known heritage assets, ie archaeological sites, findspots, historic buildings and landscapes, recorded to date. It is also an index to past research and investigations on all aspects of the county's historic environment. Geographically, it covers the current local authority areas of Westmorland and Furness and Cumberland Councils, excluding the areas of the Lake District National Park and the Yorkshire Dales National Park. Both national park authorities maintain their own HERs.

The two main roles of the HER are:

- To inform commercial developers and local planning authorities so that local and national planning policies may be implemented to protect the historic environment.
- To increase awareness and promote enjoyment of the historic environment through research conducted by members of the public, academics and students, landowners, clubs, societies and developers.

The HER was originally set up as a planning tool in 1985 (then named the Sites and Monuments Record). It has been continually added to and enhanced since, using a variety of primary and secondary sources as and when more information has come to light. The records vary in detail, accuracy and quality, therefore, and should not be seen as representative of the definitive archaeological resource for the county.

The HER is not itself an archive repository for historic documents or primary site records deriving from excavations or surveys undertaken for commercial or research purposes. This material should be deposited in the relevant record office or museum to ensure its long-term conservation and access by all.

Services Provided to Users of the HER

The Historic Environment Record is able to offer a range of services to meet the different needs of its current users.

Council Staff

One of the primary uses of the HER is for planning and conservation related work undertaken by the Westmorland and Furness and Cumberland Councils. The HER is currently hosted in the Thriving Communities Directorate within Westmorland and Furness Council. Please contact us directly for further advice.

Archaeological Contractors and Commercial Consultants

We can provide information for a variety of commercial projects; from initial desk-based assessments and planning related fieldwork to research ahead of excavation and surveys. All resulting 'grey literature', ie unpublished reports on archaeological work, are submitted to the HER to ensure that, where

appropriate, information resulting from developer-funded work is made publicly available.

Researchers

Under normal circumstances, we can tailor searches specifically for researchers needs, and can conduct geographic, thematic or period-based searches.

The HER contains the following material

Historic Environment Records (Sites and Monuments)	Partly available online
Research and fieldwork reports, including 'grey literature'	
Aerial Photographs	
Local archaeological publications	
Local archaeological journals	Partly available online
Scheduled Monuments	Available online
Listed Buildings	Available online
Battlefield Register	Available online
Historic Parks and Gardens Register	Available online
Historic Landscape Characterisation	
Extensive Urban Surveys	
Carlisle Urban Archaeological Database	
Historic England National Mapping Programme Projects	Available online
Student Theses	

Collection Policy

The HER aims to be all-inclusive and record information on all aspects of the historic environment, irrespective of date or condition. It does not therefore exclude demolished buildings, or modern 20th or 21st century monuments, for instance, but aims to include all site types of all periods according to nationally agreed monument terms and date ranges.

How to Access the HER

Westmorland and Furness Council is temporarily without a full-time Historic Environment Record Officer. During this time there may be a reduced service for searches or queries and the provision of historic environment data. Please contact the Lead Officer – Historic Environment in the first instance.

Historic Environment Service, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, LA9 4DQ. Tel: 01539 713428

Email: mark.brennand@westmorlandandfurness.gov.uk

Website: <https://www.westmorlandandfurness.gov.uk/planning-and-building-control/environment-and-planning-0/historic-environment-service/about-historic-environment-service>

Visiting the HER

The HER has recently relocated from County Offices to South Lakeland House in Kendal. The HER no longer has a dedicated visitor space, although visitors who wish to consult hard copy records can still be accommodated within the public areas of the building. We are able to scan and send digital copies of many records, although some material is not our copyright and is protected. The HER is normally available for consultation every weekday (excluding bank holidays and for two weeks at Christmas and the New Year) between the hours of 9am and 5pm. An appointment to visit the HER must be arranged in advance.

Westmorland and Furness Council follows strict Government procedures on computer security and visitors will be asked to follow procedures listed in our *Information and Computer Security Handbook*. Users will be asked to read and agree to the *Information Systems Acceptable Use Policy*. Both documents are available on arrival.

Photocopying

We can usually supply photocopies of non-digital data for a small fee, providing that copying falls within legal limits. The preferred option is to supply any information in PDF format, via email. Fees are listed below.

Charging Policy

While we do not charge for the information itself, depending on the nature and purpose of the request HER searches may incur a fee to cover staff time spent retrieving and collating the results. This is in accordance with The Environmental Information Regulations Act 2004 and HERs nationally. Our charges from 1 April 2026 are listed below.

Requests from Government agencies (other than for agreed schemes), students, local societies, community or partnership projects will not be charged a fee if requesting a reasonable amount of information. Requests for large sections or the whole HER will almost certainly be denied on the ground of being unfeasible.

Search Fees

Please see Section 6 above in terms of what provision for searches is currently available.

Commercial searches:

- | | |
|------------------------------|---------------------|
| • Visit to the HER | Free |
| • Remote search Officer time | £89 per hour (+VAT) |

Non-commercial searches: Free

Photocopying and printing:

- | | |
|-------------------------|-------|
| • A4 sheets (per sheet) | £0.10 |
| • A3 sheets (per sheet) | £0.20 |
| • PDF of results or map | Free |

Payment

Payment for commercial searches will be invoiced upon completion.

Data Formats

Depending on the material requested, the HER is able to offer data in a variety of formats. Standard search results may be emailed in PDF, MS Excel or GIS shapefile format. We encourage digital formats over hard copy for all information.

A PDF or printed map can be provided for small searches showing the search area and the results found. Ordnance Survey background maps without overlying GIS data cannot be provided. GIS data may be provided as industry standard shapefiles. The format of the data supplied does not affect the fee incurred where applicable.

Services Not Provided by the HER

- Metal detectorists finds identification - we are not a recording organisation for the Portable Antiquities Scheme and therefore cannot offer an identification service for finds recovered in the county. Please seek advice from the nearest museum and/or contact the relevant PAS Finds Liaison Officer.
- Fieldwork – We are not attached to a local authority archaeology field unit and cannot undertake fieldwork for commercial or research projects. You may contact us however to request information on archaeologists currently located in and around Cumbria.
- Historic mapping – We do not hold extensive copies of historic maps. These will be available from the relevant county record offices at Kendal, Carlisle, Whitehaven and Barrow-in-Furness.
- Internet access to the HER – A simplified version of some of the digital data held in the HER is now available to search on our website at <https://www.westmorlandandfurness.gov.uk/planning-and-building-control/environment-and-planning-0/historic-environment-service/historic-environment-record>, but we cannot presently offer full access to all data held. Data is not currently submitted to the Heritage Gateway, or available elsewhere on the internet. The online HER is only updated on a periodic basis and is primarily intended as a research index to what is currently known about the historic environment of Cumbria outside of the two national parks. Users may then contact the HER Officer for further information about a particular site or topic of interest, or make an appointment to visit the HER in person. We hope to expand this facility in the future as resources allow.

Future Development of the HER

The HER reflects the work undertaken in the county and is only as good as the information provided to it. We welcome information on potential new archaeological sites or finds from the areas of Cumbria outside of the two national parks.

The long term aims of the HER are:

- To make it fully compliant with current planning policy, legislation and relevant UK data standards;
- To maintain its use and to extend its accessibility;
- To provide more online resources;
- Respond to new users needs as they arise.

APPENDIX 1: GIS Licence terms and conditions



Licence Agreement for the use of GIS datasets from the Council's Historic Environment Record (HER): Terms and Conditions

Please note: GIS datasets covered by this licence agreement form part of the Cumbria Historic Environment Record. Normal HER access and charging policies may apply.

1. GIS data is provided for the sole use of the licensee for the purposes specified and must not be passed on to third parties or used for other purposes than that for which it was supplied. The GIS data must not be used for purposes which damage archaeological sites, historic buildings or historic landscapes. Interpretation and guidance should still be sought from the Historic Environment Service. Misuse of the information provided may result in the licensee being denied access to HER information in the future.
2. The use of the GIS data is licensed for a period of one year. Information held within the Historic Environment Record is continually being updated and any GIS data supplied would be deemed potentially deficient after this period. New datasets will be supplied thereafter on request under a new licence agreement, at the discretion of the Historic Environment Service.
3. All GIS data is the copyright of Westmorland and Furness and Cumberland Council and must not be reproduced in the public domain without the written permission of the Historic Environment Service. The Historic Environment Service must be clearly acknowledged as the source of the data.
4. In all cases GIS data were created using an underlying Ordnance Survey map-base (or at scale 1:10,000 if not specified). Ordnance Survey copyright should be acknowledged by the addition of the following copyright statement on any maps produced using the data:

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Westmorland and Furness Council [Licence No, date].
5. Whilst every effort is made to ensure the accuracy of GIS data, Westmorland and Furness Council bears no legal responsibility for the accuracy or comprehensiveness of the data provided and accepts no liability for indirect, consequential or incidental damages or losses arising from use of the data.
6. Failure to comply with any of the terms and conditions of this agreement will be construed as a breach of these terms and conditions and will result in the immediate termination of the licence. On receiving notification that a licence has been terminated the licensee will immediately erase or otherwise destroy all copies of the GIS data.
7. This licence relates to the GIS data contained in Schedule 1 [attached to license].
8. Westmorland and Furness and Cumberland Council retains its right to use legal proceedings to protect its copyright.

APPENDIX 2: Conditions of use



Cumbria Historic Environment Record CONDITIONS OF USE

1. Westmorland and Furness and Cumberland Councils are committed to the conservation and preservation of the archaeological heritage of the County. Users of the HER are required to inform the Historic Environment Record Officer in writing of the purpose and location of their enquiry and the use to which the information will be put. Permission to use the HER may be refused if it is believed that access to the information would be detrimental to the archaeological heritage.
2. A charge may be made for enquiries to the HER. This information is provided pursuant to Section 141 of the Local Government Act 1972 and Environmental Information Regulations Act 2004. Printouts are normally limited to 100 records. Visits may be made to the HER by prior appointment only.
3. The Cumbria HER is the copyright of Westmorland and Furness Council and Cumberland Council, however it contains information which may be the copyright of others. **It is the user's responsibility to ensure that the laws of copyright are not breached.**
4. Data provided for a specific purpose must not be disseminated or used for a different purpose without the prior written permission of the Historic Environment Records Officer. Permission will not be granted to users wishing to place original HER data on the internet.
5. Users are asked to please inform the HER of new sites or information which may come to light as a result of their research. Copies of, or access to, the research should also be made available to the HER.
6. Due acknowledgement of the Historic Environment Record must be given in any publication or report which has made use of its data. This should normally take the form of 'Historic Environment Record, Westmorland and Furness and Cumberland Councils'.
7. The Councils accept that there may be a requirement to treat certain enquiries in confidence. Equally the Councils expect that users will not pass on information in an irresponsible or unethical manner.
8. The information in the Cumbria HER has been compiled from a variety of (often unchecked) sources and therefore the Councils cannot accept responsibility for the accuracy of any particular piece of information.
9. In no event shall the Councils be liable for any direct, indirect, special, consequential, or any damages or loss whatsoever arising out of the use of the information received from the HER.