

SOUTH YORKSHIRE ARCHAEOLOGY SERVICE - CHARGING SCHEDULE Financial Year 2023/2024

Charges for Historic Environment Record information

Commercial searches of information held in the HER will be charged £125+VAT in 2023/24, to cover time spent - unless the search area is complex or large, in which case we may need to charge more. In such cases, please enquire for a bespoke charge. If additional work is required (e.g. scanning documents) this will be charged at £62.50+VAT per half day (with a minimum charge of an additional one-half day).

You can request information from the historic environment record by emailing: syas@sheffield.gov.uk

HER visits can be arranged by prior appointment. No further charge will be made for this, with the exception of any charges made to cover printing, etc. Please note relevant copyright restrictions will also apply.

Charges for informal Development Management archaeological advice

A new charge is being introduced from 2023, for assistance offered to support the separate, formal planning applications process. Provision of comments at the draft stage will help ensure supporting documents for archaeological matters are ready to be submitted and accepted by Planning.

Written comments on a draft Written Scheme of Investigation (WSI) and written comments on a draft report, ahead of any formal planning submission, will now be subject to a charge. These charges will apply to prospective developers/developers, their agents and archaeological organisations acting on their behalf.

In order to address the differing levels of complexity across site types and scales of development, the charging strategy will be banded in accordance with the table below:

	Brownfield	Greenfield
Householder Applications	N/A	N/A
Small	0.25 hectares or less	2.5 hectares or less
Medium	0.25 – 1.5 hectares	2.5 – 15 hectares
Large	Over 1.5 hectares	Over 15 hectares
Strategic/Infrastructure	Determined in consultation with SYAS	Determined in consultation with SYAS

Each phase of archaeological work at a site, such as historic building recording and intrusive fieldwork investigations, will be subject to a separate charge; no charge is to be made in relation to desk-based assessments and geophysical surveys. The following charging schedule will apply in 2023/24:

	Brownfield	Greenfield
Householder Applications	No charge	No charge
Small	£130 + VAT	£130 + VAT
Medium	£275 + VAT	£275 + VAT
Large	£450 + VAT	£450 + VAT
Strategic/Infrastructure	Bespoke	Bespoke

Scoping reviews undertaken in relation to land purchases, sales, etc. are subject to a charge of £50 + VAT.

Agreement and Fee Payments

You can request informal Development Management advice on a draft WSI or report by emailing: sys@sheffield.gov.uk

SYAS will confirm the applicable charge. On agreement and on appropriate information being received, written advice by SYAS will be provided within 21 working days. Where this will not be possible, as a result of circumstances such as staff leave, an extended response period will be discussed and agreed.

The charge by SYAS will cover one round of comments and then agreement of a WSI and/or report. If drafts repeatedly fail to meet required standards, necessitating significant additional amendments and allocation of time resources, a further charge will be applicable – notification in writing will be made in such an event.

E-payment of the relevant fee will be the preferred approach. A link for payment will be supplied, with a reference to use, on agreement.
