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6 The Somerset Archaeological Handbook – 2025 edition

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8 Draft for consultation (22/4/2025)

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10 Please email comments to

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12 historicenvironment@swheritage.org.uk

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by 31 May 2025

Introduction

This handbook sets out the standards and guidance for work in the historic environment in the areas covered by Bath and North East Somerset (BaNES), North Somerset and Somerset councils, and the Anglican Diocese of Bath and Wells. It is aimed at anyone involved with the historic environment as part of the planning, faculty and other development management systems: primarily planning officers, developers, statutory undertakers, consultants and contractors.

This handbook replaces the previous *Somerset Archaeological Handbook* (last updated 2017) and should be referred to, and referenced, when commissioning or designing projects.

Any project that has a historic environment aspect should conform to the guidance and standards outlined in this handbook.

Planning, Legislation and Guidance

Conservation and enhancement of the historic environment is an active process of maintenance and managing change. Where changes to a heritage asset are proposed, the Government sets out a clear framework for both plan-making and decision-making in respect of applications for planning permission, listed building consent and development consent orders. The conservation and enhancement of heritage assets in a manner appropriate to their significance is a core planning principle. Heritage assets are an irreplaceable resource and effective conservation should deliver wider social, cultural, economic and environmental benefits, thereby achieving sustainable development.

Conservation is described as “an active process of maintenance and managing change. It requires a flexible and thoughtful approach to get the best out of assets as diverse as listed buildings in everyday use and as yet undiscovered, undesignated buried remains of archaeological interest” (PPG, see below).

National legislative framework

Government policy and guidance regarding development in the historic environment is contained in the *National Planning Policy Framework* (NPPF) “Conserving and enhancing the historic environment” and in the “Historic Environment” section of the *Planning Practice Guidance* website (PPG): (www.gov.uk/government/collections/planning-practice-guidance). Both of these are updated irregularly and the latest version should be consulted.

In addition to the normal planning framework set out in the Town and Country Planning Act 1990:

- The *Planning (Listed Buildings and Conservation Areas) Act 1990* provides specific protection for buildings and areas of special architectural or historic interest.
- The *Ancient Monuments and Archaeological Areas Act 1979* provides specific protection for scheduled monuments.
- The *Historic Buildings and Ancient Monuments Act 1953* makes provision for the compilation of a register of gardens and other land (parks and battlefields).

While not part of the legislative framework, the *UNESCO Convention Concerning the Protection of the World Cultural and National Heritage 1972* (to which the UK is a signatory) makes

provision for the World Heritage List, which is a list of cultural and/or natural heritage sites of outstanding universal value.

National Planning Policy Framework (NPPF)

The Historic Environment is defined in the NPPF as:

“All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora”

Aspects of the historic environment, including archaeological remains, historic buildings and historic landscapes are referred to as heritage assets.

National Infrastructure Planning

The *Planning Act 2008* identified major and nationally important energy, transport, water and waste developments as Nationally Significant Infrastructure Projects (NSIPs), requiring “development consent” from the relevant Secretary of State. A series of industry related National Policy Statements set out the Government’s planning policy against which a “development consent order” (DCO) is examined by the Planning Inspectorate and decided by the Secretary of State.

The National Policy Statements include specific guidance on the historic environment. A DCO replaces the need for multiple permissions and consents including planning permission, listed building consent, scheduled and monument consent.

Planning Practice Guidance (PPG)

The National Planning Practice Guidance is an online resource published by the Government to add context to the NPPF. It provides detailed policy guidance as is a material consideration.

Heritage assets

The NPPF describes heritage assets as ranging from “sites and buildings of local historic value to those of the highest significance, such as World Heritage Sites which are internationally recognised to be of Outstanding Universal Value. These assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations.”

The NPPF further defines a heritage asset as:

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).”

Designated heritage assets

Designated heritage assets are sites of national importance (ie world heritage sites, scheduled monuments, listed buildings, protected wreck sites, registered parks and gardens, registered battlefields and conservation areas).

The Department for Culture, Media and Sport (DCMS) is responsible for the identification and designation of listed buildings, scheduled monuments and protected wreck sites. Historic England identifies and designates registered parks, gardens and battlefields and administers all of the national designation regimes. World Heritage Sites are inscribed by the United Nations Educational, Scientific and Cultural Organisation (UNESCO). In most cases, conservation areas are designated by local planning authorities. The National Heritage List for England is the official database of all nationally designated heritage assets - see www.HistoricEngland.org.uk/listing/the-list.

Different classes of heritage asset are associated with different regimes of control and protection for historical reasons:

- Works to scheduled monuments are governed by the *Ancient Monuments and Archaeological Areas Act 1979*. All work will require the permission (scheduled monument consent) of the Secretary of State for Culture, Media and Sport. This is administered by Historic England, who should be contacted for advice regarding any work to a scheduled monument. Planning permission may also be required from the local planning authority and the obtaining of one consent or permission does not obviate the requirement for the other.
- Works to listed buildings require consent from the local planning authority in addition to any planning permission required.
- Conservation areas, registered parks, gardens, and battlefields do not require any separate consents but planning applications that affect them need to take the significance of the designated assessed into account. A conservation area also requires planning permission for certain categories of demolition and enables enhanced controls over advertisements, trees and permitted development rights.

The NPPF states that the impacts of any development upon the significance of designated heritage assets should be assessed in terms of “substantial” (including total loss) or “less than substantial” harm. The NPPF advises that when considering the impact of a proposed development on the significance of designated heritage assets, great weight should be given to the asset’s conservation; any harm will require clear and convincing justification (NPPF, PPG).

Non-designated heritage assets

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified local planning authorities as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets. A substantial majority of buildings have little or no heritage significance and thus do not constitute heritage assets. Only a minority have enough heritage significance to merit identification as non-designated heritage assets.

The PPG specifically identifies two categories of non-designated heritage assets of archaeological interest:

- Those that are demonstrably of equivalent significance to scheduled monuments and are therefore considered subject to the same policies as those for designated heritage assets (NPPF).
- Other non-designated heritage assets of archaeological interest. On occasion the understanding of a site may change following assessment and evaluation prior to a planning decision and move it from this category to the first.

Criteria for determining the impacts of development upon the significance of a non-designated heritage asset are set out in the NPPF.

Local heritage list assets

The non-designated heritage assets “that play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment” are eligible for “local heritage listing” to highlight their importance to local communities and to inform decision-making processes (Historic England, 2021). Local lists cover the heritage assets that fall short of being statutory designated but which, nevertheless, contribute to our understanding and appreciation of an area’s heritage and define its character. They are an irreplaceable resource that enhances our quality of life and belong equally to future generations.

Each local list has its own selection criteria to reflect the priorities and nature of the area. The Local Heritage List for Somerset and Exmoor was established in 2022 and is embedded in the Exmoor and Somerset HERs (below). It is in its infancy with its development an ongoing process. Further information is available at <https://swheritage.org.uk/historic-environment-service/local-heritage-list/>.

Historic Environment Records

Information on heritage assets is recorded on the local Historic Environment Record (HER) which is a statutory requirement for a local authority (Levelling-up and Regeneration Act 2023, 230). There are four HERs in the Somerset area: Somerset, North Somerset, Bath and NE Somerset and Exmoor.

HERs also record heritage assets that are neither designated nor non-designated within the planning system, some of which may no longer exist. This provides the primary evidence-base for the assessment of heritage assets within the planning system.

Miscellaneous Acts which relate to the Historic Environment

Treasure Act 1996

The Treasure Act 1996 legally obliges finders of objects, which fulfil the legal definition term of treasure, during archaeological investigations or otherwise (including during finds processing), to report their find to their local coroner within fourteen days. This can be done through the Finds Liaison Officer at the Somerset Heritage Centre, who serves as the adviser on treasure for the county. Where removal of artefacts cannot be effected on the same working day as the discovery, suitable security measures must be taken to ensure the protection of the find from theft.

An inquest by the coroner will determine whether the find constitutes treasure or not. Where finds are declared to be treasure, the coroner will offer the item for sale to the appropriate museum at a price set by an independent board of antiquities experts known as the Treasure Valuation Committee. Where a museum expresses no interest in the item, or is unable to purchase it, the object will be returned to the owner. Landowners have sole title to any items found on their property. Legitimate metal detectorists should come to an agreement with the owners of the land before they detect to share any proceeds from treasure sales.

The Church of England Faculty Jurisdiction

Faculty Jurisdiction is the Church of England system of control for regulating any changes or alteration to church buildings, their contents and their curtilage. It sits alongside the need for planning permission and scheduled monuments consent but, under ecclesiastical exemption, exempts buildings in ecclesiastical use from listed building control. *The Ecclesiastical Jurisdiction and Care of Churches Measure 2018* and the *Faculty Jurisdiction Rules* (as amended to 20024) provide the statutory measures for obtaining a faculty granted by the Consistory Court of the relevant Diocese.

Ecclesiastical exemption extends to all Ecclesiastical buildings of all denominations under their own systems of control.

Other Acts and secondary legislation

This legislation contains elements that relate directly to the conservation and management of the Historic Environment, such as the exhumation of human remains (*Burial Act 1857*). Other relevant acts include the countryside acts and the acts by which the public utilities were transferred to private ownership.

- The *Water Industry Act 1991* in Section 3.2(b) requires the National Rivers Authority and water companies “to have regard to the desirability of protecting and conserving buildings, sites and objects of archaeological, architectural or historic interest”.
- The *Electricity Act 1989* requests that electricity operators “have regard to the desirability of preserving natural beauty, of conserving flora, fauna and geological or physiographical features of special interest and of protecting buildings and other objects of architectural, historic or archaeological interest”.
- The *Environment Act 1995* requires the Environment Agency “to have regard to the desirability of protecting and conserving buildings, sites and objects of archaeological, architectural engineering of historic interest”. And that it is the duty of the Agency “to give regard of maintaining the availability to the public of any facility for visiting or inspecting any building, site or object of archaeological, architectural, engineering or historic interest and to take into account any effect which the proposals would have on any such freedom of access or on the availability of any such facility”.
- The *Countryside and Rights of Way Act 2000*, in Section 85, requires all public bodies to seek to conserve and enhance the natural beauty of a National landscape (AONB) when exercising any of its functions. Natural beauty includes the area’s cultural heritage and built environment that contribute to its uniqueness.

The significance of a heritage asset

The significance of a heritage asset to this, and future generations is based upon its heritage interest. The significance of a heritage asset is the sum of its archaeological, architectural, artistic or historic interest. Significance derives not only from a heritage asset’s physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site’s Statement of Outstanding Universal Value forms part of its significance. In terms of legislation and designation criteria, the “special architectural interest” of a listed building or “national importance” of a scheduled monument are used to describe a heritage asset’s significance. (NPPF, Glossary). Further advice on assessing the significance of heritage assets can be found on Historic England’s website.

217 The setting of a heritage asset

218 Setting is the surroundings in which an asset is experienced and may therefore be more
219 extensive than its curtilage. “Elements of a setting may make a positive or negative contribution
220 to the overall significance of an asset, may affect the ability to appreciate that significance or
221 may be neutral” (NPPF, Glossary). While views of or from an asset will form an intrinsic part of
222 an assessment, the way in which an asset is “experienced” in its setting can be “influenced by
223 other environmental factors such as noise, dust, smell and vibration from other land uses in the
224 vicinity, and by our understanding of the historic relationship between places”. The setting of a
225 heritage asset and the asset’s curtilage may not have the same extent. The contribution of
226 setting to significance can vary over time (PPG).

227 Understanding potential impact

228 Understanding the nature, extent and importance of the significance of a heritage asset, and the
229 contribution made by its setting, is intrinsic to understanding the potential impact and
230 acceptability of a development proposal (NPPF). Applicants for planning permission are
231 expected to describe in their application the significance of any heritage assets affected, and
232 the contribution made by their setting. Where appropriate this analysis should reflect how it has
233 informed the development of proposals, however the level of detail should be “proportionate to
234 the asset’s importance and no more than is sufficient to understand the potential impact of the
235 proposal on its significance” (NPPF).

236 All heritage assets have a setting, irrespective of the form in which they survive and whether
237 they are designated or not. Heritage assets may be affected by direct physical change or by
238 change in their setting. Harm to a heritage asset is caused by an impact upon the significance,
239 which is derived not only from its physical presence but also from its setting (NPPF). It is the
240 degree of harm to the asset’s significance rather than the scale of the development that is to be
241 assessed. Further guidance concerning substantial harm and less than substantial harm can be
242 found in the PPG.

243 Considering potential impacts

244 The NPPF requires any harm to designated heritage assets to be weighed against the public
245 benefits of the proposal. Part of the public value of heritage assets is the contribution which
246 they can make to understanding and interpreting our past. Heritage assets are an irreplaceable
247 resource and effective conservation can deliver wider social, cultural, economic, and
248 environmental benefits (PPG).

249 Public value does not always mean that these heritage assets should be visible or accessible to
250 the public. Examples of heritage benefits may include:

- 251 • Sustaining or enhancing the significance of a heritage asset and the contribution of its
252 setting.
- 253 • Reducing or removing risks to a heritage asset.
- 254 • Securing the optimum viable use of a heritage asset in support of its long-term
255 conservation.
- 256 • Where the complete or partial loss of a heritage asset is justified (the ability to record
257 evidence of our past should not be a factor in deciding whether such loss should be
258 permitted), the aim (NPPF) is to:
- 259 • Capture and record the evidence of the asset’s significance which is to be lost.

- 260 • Interpret its contribution to the understanding of our past.
- 261 • Make that publicly available.

262 Plan-making and Decision-taking

263 Local Plans (and Neighbourhood plans where appropriate) should set out a vision and
264 framework for future development in the historic environment. The positive strategies for the
265 conservation and enhancement of the historic environment set out in these plans are to ensure
266 that this is achieved “in a manner that is consistent with their significance and thereby
267 achieving sustainable development”. They are the starting point for considering whether
268 applications can be approved and are critical tool in guiding decisions about individual
269 development proposals. National planning policy (NPPF and PPG) sets clear expectations as to
270 how a Local Plan must be developed in order to be justified, effective, consistent with national
271 policy regarding the historic environment and the delivery of sustainable development that
272 meets local needs and national priorities.

273 The Historic Environment Records form the evidence-base necessary for local authority plan-
274 making in relation to the historic environment.

275 Development Management and the Historic 276 Environment in Somerset

277 The South West Heritage Trust provides archaeological advice to Somerset and Bath and North
278 East Somerset councils. Different arrangements apply in North Somerset and Exmoor National
279 Park.

280 The South West Heritage Trust

281 The South West Heritage Trust (SWHT) was established by Somerset County Council (now a
282 unitary authority, Somerset Council) and Devon County Council in November 2014. The SWHT
283 receives grants from the councils to deliver a wide range of activities covering archives, local
284 studies, museums, and the management of the historic environment. Somerset Council
285 exercises its duty of stewardship of the historic environment through the Historic Environment
286 Service of the SWHT. In Devon, the SWHT is only responsible for providing record office
287 services.

288 The Historic Environment Service

289 The Historic Environment Service (HES) of the SWHT is responsible for ensuring that Somerset’s
290 historic environment is conserved, enhanced, and protected, thereby enabling the sustainable
291 management and enjoyment of this resource. The HES provides advice and is responsible for
292 maintaining the Somerset Historic Environment Record (HER), which provides details of the
293 historic environment (www.somersetheritage.org.uk).

294 The HES provides archaeological and conservation advice to the Diocesan Advisory Committee
295 of the diocese of Bath and Wells. This advice is in line with best practice given by the
296 Association of Diocesan and Cathedral Archaeologists, Historic England and the Church
297 Buildings Council (https://www.churchofengland.org/sites/default/files/2021-02/CCB_Archaeology_Guidance_Feb_2021.pdf)

299 Somerset Museums Service

300 The Somerset Museums Service (SMS) has responsibility for the selection, retention and long-
301 term documentation and preservation of archaeological artefacts and the management of
302 public access to its collections and associated information. In addition, the SMS manages the
303 operation of the Portable Antiquities Scheme in Somerset, and the administration of the
304 Treasure Act 1966 in collaboration with the coroner's office.

305 The Archives and Local Studies Service

306 The Archives and Local Studies Service has responsibilities to find, preserve and make available
307 for research written, cartographic, photographic and electronic information.

308 Development Management

309 Both Somerset and BaNES councils use similar processes to adhere to the guidance set out in
310 the National Planning Policy Framework (NPPF). The HES acts as the heritage advisor for
311 applications to Somerset Council, and BaNES Council, as well as offering guidance to aid the
312 applicants and developers to assist with the fulfilment of their archaeological responsibilities.

313 The HES is also responsible for monitoring archaeological projects in Somerset and BaNES to
314 ensure that appropriate standards are maintained. This includes the production of
315 specifications and briefs where appropriate, site visits, the inspection of on-site records and
316 techniques, monitoring of post-excavation timetables and report assessment.

317 The NPPF states that applicants or developers applying for planning permission, which may
318 affect a heritage asset, are required to: “describe the significance of any heritage assets
319 affected, including any contribution made by their setting. The level of detail should be
320 proportionate to the significance of the assets’ importance and no more than is sufficient to
321 understand the potential impact of the proposal on their significance. As a minimum the
322 relevant historic environment record should have been consulted and heritage assets assessed
323 using appropriate expertise where necessary. Where a site on which a development is proposed
324 includes, or has the potential to include, heritage assets with archaeological interest, local
325 planning authorities should require developers to submit an appropriate desk-based
326 assessment and, where necessary, a field evaluation”.

327 Preliminary enquiries

328 Where a development project has the potential to impact upon a heritage asset it is strongly
329 recommended that the HES is consulted at an early stage. This can save a lot of time and
330 expense as any potential impacts on heritage assets can be taken into account at the earliest
331 opportunity. It can also mean that the HES archaeologist can discuss appropriate mitigation
332 strategies. Good communication and liaison between all parties involved is fundamental to
333 successful historic environment resource management as part of the development control
334 process.

335 This early engagement is in accordance with the decision-taking sections of the NPPF and PPG.

336 The HES assesses both pre-application and submitted planning applications.

337 Recommendations regarding archaeological issues are based upon the nature of the proposal
338 and the significance of any potential heritage assets. Preliminary consultations should include
339 the submission of a site plan and a brief description of the proposed development. Any other

background information pertaining to the proposed development site can also be very useful in helping the HES to provide advice, such as the results from geotechnical investigations.

A desk-based assessment, heritage assessment and/or evaluation work may be required before a formal application is submitted to the local planning authority. Often the results of the evaluation will inform a mitigation strategy (which could include sympathetic development design) that would seek to avoid unnecessary damage to elements of the historic environment. On the other hand, the results of the evaluation may lead the planning authority to approve the proposals with the appropriate requirements secured by a condition or in rare situations a legal obligation under the provisions of Section 106 of the Town and Country Planning Act 1990. In certain cases, the heritage interest of a particular site may be of such importance that the planning archaeologist may advise that a planning application should be refused.

Where a proposal is likely to affect the significance and/or setting of heritage assets, any pre-application discussion and subsequent applications will benefit from the adoption of a structured approach to the assembly and analysis of all relevant information. A staged approach for this process is set out in the Historic England document Managing Significance in Decision-Taking in the Historic Environment (English Heritage 2015) and The Setting of Heritage Assets (English Heritage 2017).

Planning Arrangements for Bath and North East Somerset Council

Whilst the South West Heritage Trust provides archaeological advice to BaNES council planners, the arrangements for museums and archives are separate. The Roman Baths Museum is the appropriate repository for archaeological archives and Bath Record Office for paper records and reports. See below for accession numbers for archaeological archives.

Planning Arrangements for North Somerset Council

The South West Heritage Trust provides museum and archive services to North Somerset Council and can provide accession numbers for archaeological archives. HER numbers are not issued in advance.

Planning Arrangements for the Exmoor National Park Authority

The national park maintains its own archaeology service who should be contacted in connection with development management. The South West Heritage Trust provides museum and archive services and can provide accession numbers for archaeological archives (see below).

Archaeological recommendations

When a planning proposal is assessed, there may be insufficient information available to make a reasoned decision concerning the significance of the heritage asset(s) affected, the contribution made by setting to the heritage asset(s), and the likely impact of the proposal. In accordance with the NPPF, HES may therefore “require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.” The preparation of the desk-based assessment and the field evaluation should occur before the submission of an application, or prior to the determination of planning application.

If sufficient information is contained in the proposal, or exists in the HER, to formulate a mitigation strategy the HES may recommend that a condition be attached to the planning

permission, to ensure the protection or appropriate preservation and recording of any heritage asset(s) affected by a development. In certain circumstances, where the significance of the heritage asset(s) outweigh(s) the requirement for development and the protection of the remains cannot be secured, the HES may recommend refusal of the application.

Archaeological planning conditions

Archaeological work is usually secured through the planning process using a Model 55 negative condition. This is used to ensure the agreed programme of archaeological work is carried out prior to, or during development. The type of work is dependent on the significance of the site, the details of the proposal and its potential impacts, and where applicable the results of an evaluation.

Although the exact wording of conditions may differ slightly, the following is often used:

“No development hereby approved shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the local planning authority.”

In order to comply with such a condition, the applicant must obtain agreement in writing from the LPA confirming that the condition has been discharged. Conditions are not discharged until the applicant has completed the required work and deposited a completed archaeological report with the HES and the complete archive for preservation, with the appropriate museum.

General Requirements for Archaeological Projects

All archaeological projects should be undertaken in accordance with relevant professional standards which are outlined below.

The Chartered Institute for Archaeologists (CIfA)

The Chartered Institute for Archaeologists (CIfA) is the nationally-recognised body that provides standards and guidance to the profession. The Historic Environment Service (HES) strongly encourages all archaeological contractors and consultants to adhere to the CIfA's formally adopted charter, by-laws, regulations including the Code of Conduct and all relevant standards and guidance, where appropriate. A list of these documents can be found on the CIfA website (www.archaeologists.net).

The SWHT HES is a CIfA Registered Organisation. This means that the Trust has been assessed as having the requisite skills to provide informed and reliable advice and execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost. The CIfA Registered Organisation scheme is a unique quality assurance scheme.

CIfA membership and the CIfA guidance documents are regarded as baseline standards for competence and best practice. Archaeologists working on a project should not attempt tasks outside their areas of competence. The CIfA standards are binding on all accredited members and Registered Organisations.

All archaeological fieldwork must be carried out with due regard to Health and Safety considerations. Contractors must carry out Risk Assessments for all activities, including arrangements for project monitoring by HES staff.

421 Historic England

422 In April 2015 English Heritage was separated into two bodies. English Heritage, now a charity,
423 looks after the National Heritage Collection. Historic England continues the statutory role of
424 giving advice to owners, local authorities and the public, and championing the wider historic
425 environment. Historic England acts as the government's advisers on the built heritage. It
426 publishes a wide range of technical guidance and standards, which can be downloaded from
427 the Historic England website (www.historicengland.org.uk).

428 Project Briefs, Project Designs, Specifications and Written Schemes of 429 Investigation

430 The HES, as advisor to local planning authorities, requires archaeological consultants and
431 contractors to submit project designs (PDs) or written schemes of investigation (WSIs) for
432 written approval before proposals, estimates of costs or quotations are provided to the
433 potential client. This is best practice in line with ClfA and Historic England standards and
434 guidance.

435 Archaeological contractors and consultants are strongly advised to inspect sites on the ground,
436 and familiarise themselves with sufficient background to the site, its archaeological context,
437 potential and significance, prior to the commencement of a project. It is the responsibility of the
438 archaeological contractor to ensure that adequate resources are available from the client to
439 complete the programme of archaeological work set out in the project design or written scheme
440 of investigation.

441 Project designs and written schemes of investigation will be rejected if they do not meet the
442 requirements of the project brief or specification, are insufficiently documented, or fail to
443 demonstrate the competence and ability of the contractor to undertake the work in accordance
444 with the Historic England and ClfA guidelines, and the guidance outlined in this handbook.

445 Project briefs or specifications issued by HES are usually valid for a specified time period. New
446 discoveries, changes in policy, national guidance or standards may necessitate revisions.

447 Archaeological contractor's responsibilities

448 Museum accession number and HER number in Somerset

449 To enable the monitoring of archaeological projects and the deposition of finds, HES requires
450 the appointed archaeological contractors to contact the HER prior to commencement of work,
451 to obtain a museum accession number and a HER number (sometimes called a Primary Record
452 Number, PRN). These should be requested via email to historicenvironment@swheritage.org.uk.
453 The email should include the planning application number (if relevant), national grid reference
454 and the type of fieldwork (evaluation, monitoring etc). The museum will make an initial charge
455 for basic archive storage. Further fees may be required depending on the size of the final
456 archive.

457 Each phase of a project may require HER numbers although it is likely that any museum number
458 will remain the same. An entry onto the Online Access to the Index of Archaeological
459 Investigations should also be made on the OASIS website (www.oasis.ac.uk).

Non-intrusive work, such as survey, will not require a museum accession number as there will be no finds but it is helpful for project monitoring if a HER number is obtained.

Arrangements in BaNES, North Somerset and Exmoor National Park

Museum accession numbers and HER numbers can be provided by either the BaNES HER (her@swheritage.org.uk) or the Roman Baths Museum for work in BaNES (RomanBaths_Enquiries@Bathnes.gov.uk). Accession numbers can be provided for North Somerset by the Somerset Museums Service (museums@swheritage.org.uk); there is no requirement for a HER number. In Exmoor National Park, numbers can be obtained from the Somerset HER (her@swheritage.org.uk) or ENP (her@exmoor-nationalpark.gov.uk).

General requirements

The appropriate development management archaeologist should be notified in writing of the start of the fieldwork, at least two days prior to commencement.

To ensure the effective compilation of an archive and its long-term preservation, the contractor must submit evidence of, or agree with the recipient museum the following:

- Consent from the landowner for the transfer of ownership of the finds archive.
- The allocation of a museum accession number with which all material recovered will be marked in permanent form (both finds and records).
- A policy of selection for retention and discard of finds appropriate to the site.
- Provision of a storage grant towards the long-term costs of care of the archive.

Archaeological Science Contingency (Somerset and BaNES)

In addition to normal contingency provisions allocated by the contracting archaeological unit, HES requires a compulsory archaeological science contingency (ASC) to be included in all projects. A standard level of 15% of the total tender for archaeological work (with a minimum level equivalent to the cost of obtaining one radiocarbon date) will normally be specified (or included in the PD or WSI). This level may be varied in response to the specific potential of the project and must only be used for full analysis not assessment. The ASC must be clearly identified as a separate cost in tender documents. The ASC may be used for:

- Scientific dating (not including artefact typology).
- Geoarchaeological analysis.
- Biological analysis.
- Artefactual conservation and investigative analysis.
- Analysis of technological residues.
- Other science-based methods of investigation, which are considered appropriate.

The ASC may only be spent by the contractor after the HES has received and approved an assessment of potential and a proposal for analysis.

Public Benefit Requirement (Somerset and BaNES)

The HES requires all WSIs to contain a consideration of public benefit appropriate to the scale, nature and circumstances of the archaeological project to comply with the ClfA standards and guidance for archaeological advice by historic environment services and standard and guidance for archaeological excavation.

Archaeological Methodology

Initial appraisal

The HES assesses development proposals for any archaeological implications. This involves checking the details of the application against the HER, previous archaeological work, the Extensive Urban Surveys and other relevant information, for example aerial photographs and historic maps. Where appropriate the HES will provide a Project Brief or Specification detailing the requirements for archaeological investigations.

Desk-based assessment/Statements of Heritage Significance

In accordance with paragraph 200 of the NPPF, HES may consider it appropriate to recommend the preparation of a desk-based assessment (DBA) and/or Heritage Impact Assessment. The Heritage Statement or Heritage Impact Assessment may be a stand-alone document or may form a section in the DBA.

A DBA should comprise a comprehensive review of all existing base-line data, (normally without the requirement for any fieldwork), to establish the presence or confirm the absence of any heritage assets. It should contain an assessment of the extent and degree to which the historic environment will be affected by a development proposal, as well addressing the potential for any previously unrecorded heritage assets. A detailed search for material relating to the history of the site is not generally required, except where such information may indicate the potential for archaeological remains.

A Heritage Statement should outline the historic or archaeological significance of a heritage asset or landscape within its wider setting. In cases where both a Design and Access Statement and an assessment of the impact of a proposal on a heritage asset are required, applicants can avoid unnecessary duplication and demonstrate how the proposed design has responded to the historic environment through including the necessary heritage assessment as part of the Design and Access Statement (PPG).

It is strongly recommended that HES are contacted prior to the production of DBA in order that the scope of the assessment may be agreed. This will be particularly beneficial for pre-application enquiries concerning wind turbine and solar farm proposals.

Significance and setting are discussed above, however as a minimum, and in accordance with the NPPF, a DBA should seek to “to describe the significance of any heritage assets affected, including any contribution made by setting.” An assessment of the significance of a heritage asset should seek to identify how aspects of the asset have evolved over time to contribute to, or detract from, the identified heritage values. The present character of the heritage asset is the result of a chronological sequence of events. The relative significance of any identified heritage assets should be assessed in accordance with established criteria and accepted methodologies; it is also recommended that where appropriate, significance is also qualified in terms of international, national, regional, local, negligible, and unknown importance.

An assessment of the setting of a heritage asset will be particularly relevant in cases where applications are being made for major infrastructure or housing developments, wind turbines and solar farms. In line with the NPPF, an assessment of significance should be proportionate to the significance of the asset and the potential impact that the proposals may have upon those “values”, which contribute to its significance.

Desk-based Assessments and Heritage Impact Assessments should be comprehensive in addressing all the issues in accordance with existing legislation, standards and guidelines including the following:

- ClfA's standard and guidance for desk-based assessment.
- *Managing Significance in Decision-taking in the Historic Environment* (Historic England 2015).
- *The Setting of Heritage Assets* (Historic England 2015).
- *Conservation Principles: policies and guidance for the sustainable management of the historic environment* (English Heritage 2008).

Field evaluation

Where a proposal is likely to affect archaeological remains, but insufficient information currently exists to make a reasoned decision concerning these effects, an archaeological field evaluation may be required. The purpose of an evaluation is to provide information on the extent, nature, character and significance of any archaeological remains, thereby enabling the design of an appropriate mitigation strategy.

The evaluation should ideally take place before the submission of an application, or prior to determination of a planning application. Details concerning the aims, objectives and methodology of a field evaluation must be presented in a Project Design (PD) or Written Scheme of Investigation (WSI) to be agreed with the HES prior to the commencement of any fieldwork.

Archaeological field evaluation is a staged process. The phases of investigation will vary depending upon the nature of the proposal, and the available information concerning the archaeological remains. Some techniques used to evaluate archaeological remains may also be employed during the mitigation stage of a project, as part of an agreed programme of archaeological investigation.

Archaeological field evaluation should be carried out in accordance with ClfA's Standard and Guidance for Field Evaluation.

Trial trench evaluation

This technique involves the machine-excavation of a series of trial trenches to examine and assess archaeological remains on the proposal site. Information from the investigation is used to determine the significance of any archaeological remains, the physical impact the proposal will have on the buried remains and to inform a mitigation strategy, where necessary. Depending upon the significance, condition and vulnerability of the archaeological remains, foundation schemes and service trenches may need to be redesigned to ensure the preservation of any remains in-situ. Evidence from the trial trenches will inform the requirements for further appropriate archaeological investigation or a mitigation strategy either prior to, or during development.

Test Pits

On some large greenfield projects, it may be appropriate to arrange for some limited, preliminary, intrusive ground investigation by the manual excavation of test pits, rather than trial trenching. Ideally this will consist of the manual excavation of trial pits (normally c.1.5m x c.1.5m) arranged in a regular pattern, for example a 50m grid. The details will vary from site to site and any proposals must be agreed in detail with the HES. The general standards and

584 methods of work for the excavation of test pits are the same as for all archaeological field
585 investigation.

586 Geotechnical and Geoenvironmental Site Investigation

587 In areas where complex or deeply stratified deposits are likely to be present it is usually
588 appropriate to carry out geoarchaeological investigations. The aim of the investigations would
589 be to characterise and assess the significance of the deposits to aid the evaluation process and
590 to identify where further geoarchaeological work may be appropriate as part of any mitigation
591 programme. Historic England has produced guidance that cover Geotechnical and
592 Geoenvironmental Site Investigation and the SWHT expect contractors carrying out such
593 investigations to have regard for the appropriate guidance. The documents include.

- 594 • *Deposit Modelling and Archaeology: Guidance for mapping buried deposits* (January
595 2020).
- 596 • *Geoarchaeology: Using earth sciences to understand the archaeological record*
597 (December 2015).
- 598 • *Piling and Archaeology: Guidance and Good Practice* (March 2019).

599 Earthwork survey

600 Earthwork surveys may form part of a pre-determination evaluation or a post-determination
601 mitigation strategy. They should not be carried out at a scale less than 1:500 and will normally
602 be presented as a hachured survey, although a contour survey may occasionally be required.
603 Guidelines for the analytical survey of earthworks (and landscapes) are set out in
604 *Understanding the Archaeology of Landscapes: A Guide to Good Recording Practice* (English
605 Heritage 2017). Details concerning the aims, objectives and methodology of an earthwork
606 survey must be presented in a PD or WSI to be agreed with HES prior to the commencement of
607 any fieldwork

608 Fieldwalking and/or metal detecting survey

609 Fieldwalking is essentially a technique used for archaeological prospection during the field
610 evaluation of a rural site. It can help with determining whether or not there is a possible
611 archaeological interest in the area. It can assist with providing information about the character
612 of any archaeological remains where present (such as industrial or settlement) and can provide
613 some information of the date of any activity.

614 Fieldwalking should ideally be carried out in spring or autumn, when vegetation is at its lowest
615 and fields have been ploughed. In some instances, it may be appropriate to include the use of
616 metal detectors to help with the recovery of metal objects, particularly on Roman or later sites
617 and battlefields. However, the recovery of archaeological objects located by metal detectors as
618 part of field walking should be restricted to those in the plough soil. Where an artefact or
619 artefacts are located below plough soil depth, they should be left in-situ and appropriate
620 arrangements put in place for their later recovery under controlled excavation conditions.

621 Metal detector operators in the employ of the archaeological contractor, should be
622 experienced, competent and use reliable well-maintained equipment.

623 When carrying out a fieldwalking survey, a retention and discard policy must be agreed with
624 HES. Wherever there is any uncertainty over an object, it should be retained for examination by

a relevant specialist. A pro forma recording sheet must be used during the survey. This should provide details of discarded material, equipment used, conditions and additional observations.

Where a metal detecting survey is carried out by non-professional archaeologist for the purpose of research or hobby, finds should be reported to the Portable Antiquities Scheme through the Finds Liaison Officer, who is based at the Somerset Heritage Centre. Wherever possible, all finds locations should be recorded to a minimum of an 8-figure grid reference. Objects which may be considered treasure under the Treasure Act 1996 must be reported to the coroner.

If the survey takes place on a battlefield, all finds should be fully located using GPS or another precise survey method to ensure proper and complete recording of the historic event. HES should be contacted beforehand to discuss detailed survey requirements.

Details concerning the aims, objectives and methodology of a fieldwalking and/or metal detecting must be presented in a PD or WSI to be agreed with HES prior to the commencement of any fieldwork.

Geophysical survey

Geophysicists use a number of techniques to understand ground conditions and predict buried archaeological remains. These techniques are particularly useful on rural sites where archaeological remains such as ditches and walls survive in areas currently under the plough, or in pasture fields. Geophysical surveys are less useful in urban contexts although Ground Penetrating Radar can provide useful information.

All surveys should conform to the guidance note *Geophysical Survey in Archaeological Field Evaluation* (English Heritage 2008) and ClfA's Standard and guidance for archaeological geophysical survey (2014). Depending upon the scale and type of survey to be carried out, it may not be necessary to produce a PD or WSI. However, as a minimum, where possible HES should be supplied with a site location plan indicating the survey areas, the dates of the proposed survey together with the name of the archaeological contractor carrying out the survey.

The techniques used in archaeological remote sensing are usually resistivity and magnetometry. Specific requirements for each type of survey are outlined below. Copies of geophysical survey reports must be submitted to the HER.

Magnetometer survey

Magnetometer survey is normally conducted using a fluxgate gradiometer with digital data storage and transfer facilities. Where another type of magnetometer is used, the reasons for its preference should be fully explained.

Magnetic susceptibility

Magnetic susceptibility survey (MS) should not take precedence over magnetometer survey where the latter is more practicable. It is ideally a form of reconnaissance survey, which can be carried out ahead of a magnetometer survey, to locate areas of highly magnetic soils. The chosen method(s) of MS measurement must be appropriate to prevailing ground conditions. Areas of enhanced topsoil MS should be complemented by a magnetometer survey. Where possible, topsoil measurements should be compared and contrasted with those obtained from subsoil and local archaeological features.

666 Resistivity survey

667 Resistivity survey should usually be conducted using an instrument with data storage and
668 transfer facilities. Area surveys, using the Twin Probe (or Twin Electrode) configuration, are the
669 preferred method of ground coverage. Other methods require special justification. The
670 maximum acceptable sampling interval for area surveys is 1m.

671 Archaeological monitoring and recording (“watching brief”)

672 Where a site has a perceived archaeological potential or where the mitigation strategy suggests
673 some level of recording other than excavation is necessary, monitoring and recording may be
674 appropriate. ClfA define Archaeological Monitoring and Recording (AMR) as:

675 “A formal programme of observation, investigation and recording conducted during works
676 carried out for non-archaeological reasons, where there is a possibility that archaeological
677 deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an
678 inter-tidal zone or under water. This definition and Standard do not cover chance observations,
679 which should lead to an appropriate archaeological project being designed and implemented,
680 nor do they apply to monitoring for preservation of remains in situ.”

681 In certain circumstances it may be deemed appropriate for the archaeologist to be more closely
682 involved with the on-site works. This will entail the archaeologist being authorised to directly
683 advise the contractor on certain aspects of site works to ensure archaeological deposits are not
684 unnecessarily disturbed. This may be of particular importance when nationally important
685 archaeological remains or a scheduled monument are involved, or where the objective is to
686 achieve preservation in-situ of other sensitive remains.

687 Details concerning the aims, objectives and methodology of archaeological monitoring and
688 recording (AMR) must be presented in a PD or WSI to be agreed with HES prior to the
689 commencement of any fieldwork.

690 Archaeological Excavation

691 Archaeological projects are many and varied. Different developments may have widely different
692 effects upon the archaeological resource, and projects will need to be tailored to these varying
693 conditions. In certain circumstances the local planning authority may accept that the only
694 suitable option is to preserve by record, that is, to record the archaeological remains by means
695 of a full-scale excavation, prior to the commencement of any development. As this happens
696 rarely, each project will be dealt with on its own merits and will be subject to its own
697 archaeological management practice.

698 The Cifa standard for excavation says:

699 “An archaeological excavation will examine and record the archaeological resource within a
700 specified area using appropriate methods and practices. These will satisfy the stated aims of
701 the project and comply with the Code of Conduct and other relevant regulations of ClfA. It will
702 result in one or more published accounts and an ordered, accessible archive”.

703 Archaeological excavation should be carried out in accordance with ClfA’s Standard and
704 Guidance for Archaeological Excavation.

Archaeological Archives

Before the commencement of fieldwork it is essential that provision is made for long-term storage of the archive. It is essential that archaeological material be deposited in a museum which has expertise and resources to provide adequately for long-term conservation and reference. Up to the point of deposition, English Heritage's guidance-note *Safeguarding Archaeological Information: Procedures for minimising risk to undeposited archaeological archives* (Brown 2011) should be followed.

Somerset Museums Service is the appropriate repository for archaeological archives from sites in Somerset, North Somerset and most of Exmoor. The Roman Baths Museum is the appropriate location for sites in BaNES.

Digital elements of archaeological archives must be deposited in a trusted digital archive; currently the Archaeology Data Service at the University of York is the only appropriate body.

The two museums are currently preparing joint guidance for the deposition of archives. Until this is completed, the guidance given in Section 10 of the previous version of this document should be followed.

Standing Building Investigation and Recording

Archaeological Building Investigation and Recording (ABIR) is defined by ClfA as:

“A programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting (Standard and guidance for archaeological investigation and recording of standing buildings and structures).

The need for building investigation and recording typically arises from the planning control system, the faculty system for major denominations, or research projects. It is relevant to both pre- and post-determination investigations.

Pre-determination investigation and recording enhances our understanding of the nature and significance of a building or structure, aiding decisions regarding its care or alteration. Post-determination investigation and recording preserves historical information that might otherwise be lost.

The policy framework for securing building recording is detailed in *Historic England's Managing Significance in Decision-Taking in the Historic Environment* (2015).

Understanding Significance

When a proposal is likely to affect a standing historic building or structure, the applicant/developer will need to provide sufficient information to allow the building's significance to be understood and, in turn, enable an informed decisions to be made on the impact on its significance. This “impact assessment” is required for various development control regimes, as outlined below.

Planning Permission and Listed Building Consent Applications

A “statement of heritage significance” (or “heritage statement”) for a planning permission or listed building consent application should set out the architectural and historic significance of the building or structure, as required by the NPPF.

Guidance on heritage statements and design and access statements can be found in the following publications:

- Historic England. *Analysing Significance in Heritage Assets*, Historic England Advice Note 12 (2019).
- Historic England. *Listed Building Consent*, Historic England Advice Note 16 (2021).
- Department for Communities and Local Government. *Planning Practice Guidance*. Validation requirements.
- Somerset Council. *Checklist for Heritage Statements*.

Church of England Faculty

Applications under the Church of England faculty system require a “Statement of Significance”. Guidance is provided by:

- Cathedrals and Church Buildings Division, Archbishop’s Council. Guidance Note: *Statement of Significance and Statement of Needs* (2014)

Building Recording

The NPPF states:

“Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible”.

The recording of an historic building or structure will be required where alteration or demolition is deemed acceptable, and the historic information contained within the structure would otherwise be lost. This is normally achieved through a condition attached to a planning permission, listed building consent or faculty approval. It can also be associated with an archaeological monitoring condition where hidden details are likely to be opened-up.

The practice and methodology for fulfilling a recording condition will be set out by the archaeological contractor in a Written Scheme of Investigation (WSI) and submitted for approval to the planning authority, or church authority.

Guidance on the policy background, the attachment of a recording condition, and securing a WSI is provided in the Historic England publication *Managing Significance in Decision-taking in the Historic Environment* (2015).

Guidance on the types of investigation and record, appropriate level of recording, and standard practices is provided in the Historic England publication *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016).

778 Recording Levels

779 The planning/faculty condition or approved WSI will identify the appropriate level of recording.
780 This will be based on the nature of the proposal, the nature of the affected heritage asset and
781 the purpose of the record. It will refer to one of the four “levels” of recording set out in the
782 Historic England publication *Understanding Historic Buildings: A Guide to Good Recording*
783 *Practice* or, more likely, a hybrid version of one of the four levels.

- 784 • Level 1: Basic visual record
- 785 • Level 2: Descriptive record
- 786 • Level 3: Analytical record
- 787 • Level 4: Comprehensive Analytical record

788 Where a hybrid level is proposed, the individual recording items from each of the three elements
789 of the building record (drawn record, photography, and written account) will be listed.

790 Photography

791 The photographic record must be prepared in an archivally stable manner, either as
792 monochrome negatives accompanied by a set of prints, or digital images in uncompressed
793 Tagged Image File Format (tiff). The preference is for a duplicate set in both formats; for the
794 quality and contrast ratio provided by black and white prints and for the practicality of digital
795 images.

796 The chosen format must adhere to the archiving standards detailed below.

797 All images should be identified under a conventional file naming system, marked on a
798 photography identification and location plan, and duplicated in contact sheets.

799 Archiving building records

800 There is no point in going to the trouble and expense of recording the historic environment if the
801 results are not made available for future study. As well as publication of the results, the site
802 records should be preserved in a suitable repository.

803 Archiving procedures for formal archaeological fieldwork records are well established, see
804 above.

805 For less-formally recorded work, such as swift photographic surveys that produce reports,
806 photographs, notes and survey drawings, the following gives guidance.

807 Good practice advice is provided in the following documents:

- 808 • Historic England. *Managing Significance in Decision-Taking in the Historic Environment*.
- 809 • Historic England. *Understanding Historic Buildings: A Guide to Good Recording*
810 *Practice*.

811

Summary of Recording Items		Level:	1	2	3	4
Drawn Record						
1.	Sketched plan, section, elevation, or detail drawings.		●	○		
2.	Measured plans (alternative to 1.).			○	●	●
3.	Measured drawings of the form or location of significant structural detail.			○	○	○
4.	Measured cross-sections or long-sections.			○	○	○
5.	Measured drawings of architectural decoration.			○	○	○
6.	Measured elevations.			○	○	○
7.	Site plan.			○	○	○
8.	Photography identification and location plan.				○	○
9.	Copies of historic drawings.				○	○
10.	Three-dimensional projections.				○	○
11.	Reconstruction drawings and phased drawings.				○	○
12.	Interpretation diagrams.				○	○
Photography						
1.	General view or views in its wider setting or landscape.		●	●	●	●
2.	External appearance.		○	●	●	●
3.	Further views to reflect the original design intentions.				●	●
4.	Overall appearance of the principal rooms and circulation area.			●	●	●
5.	External or internal detail, structural or decorative.				●	●
6.	Machinery or other plant, or evidence for its former existence.				●	●
7.	Dates, inscriptions; signage, makers' plates, graffiti, etc.				●	●
8.	Building contents which have a bearing on the building's history.				●	●
9.	Copies of maps, drawings, views, and photographs in the building.				●	●
Written Account - Introductory Material						
1.	Location as an address and National Grid Reference.		●	●	●	●
2.	Note of statutory designations.		●	●	●	●
3.	Record date, recorder names and location of archive material.		●	●	●	●
4.	Summary statement of the building's type or purpose, materials, and dates.		●			
5.	Contents and list of illustrations or figures.				○	●
6.	Longer summary (alternative to 4.) including form, function, date, sequence, architects, builders, patrons, and owners.			●	●	●
7.	Brief introduction on the circumstances for the record to be made.				●	●
8.	Acknowledgements.				●	●
Written Account - Main Report						
9.	Review of published sources, history, map regression, & previous records.				●	
10.	Expansion of 9., drawing on primary documentary sources.					●
11.	Building's overall form (structure, materials, layout), phases, & evidence.				●	●
12.	Account of past and present uses with evidence for these interpretations.				●	●
13.	Evidence for demolished structures or removed plant.				●	●
14.	Summary of any specialist reports.				○	●
15.	Discussion of the building's past and present relationship to its setting.				○	●
16.	Potential for further investigative/documentary work inc. below-ground.				○	●
17.	Review of Architectural/historical context or significance of the building.					●
18.	Historic maps, drawings, views, photographs illustrating its development.				○	●
19.	Other records of the building or a note of their existence and location.				○	●
20.	Any further information from documentary sources.				○	●
21.	Information from others acquainted with the building, including oral history.					●
22.	Outline of the significance of the building.				○	●
Written Account - End Material						

- | | | |
|---|---|---|
| 23. Bibliographic and other references. | ● | ● |
| 24. Glossary of architectural or other terms. | ○ | ○ |
| Key: ● Included ○ Sometimes included | | |



812 Summary of building recording report sections and items

813 Primary Physical Archive Material

814 The primary physical archive material (notebooks, plans, survey drawings, photographic prints,
815 colour slides, etc) including a printed copy of the report should be deposited with the
816 appropriate record office, Somerset (somersetarchives@swheritage.org.uk) or Bath
817 (archives@bathnes.gov.uk). Please contact them to arrange deposition of the physical archive
818 and to discuss requirements for archive preservation.

819 OASIS

820 A digital copy of the report should be submitted to the Online Access to the Index of
821 Investigations (OASIS) reporting form. OASIS is an online database of all historic environment
822 related investigations. It is developed and hosted by the Archaeology Data Service (ADS), an
823 accredited digital archive repository, on behalf of Historic England and Historic Environment
824 Scotland.

825 Information on how to register as a user and upload a digital report can be found at oasis.ac.uk.
826 Reports uploaded will be accessioned into the Archaeology Data Service's digital archive for
827 long-term preservation (see below).

828 Digital Records

829 Digital records in common office formats (such as Word documents, spreadsheets and digital
830 images) will be accepted by Somerset Archives in the future but until then, and for more
831 complex digital data (such as CAD drawings, laser scans etc), a suitable Trusted Digital
832 Repository for archaeological archives must be used.

833 Currently only the Archaeology Data Service meets this criterion. The digital deposit should
834 include a copy of all the publications relating to the project to allow the digital archive's stand-
835 alone use.

836 For smaller archives, the ADS provides an online service, ADS-Easy, which allows registered
837 users to upload the components of their archive together with the metadata required to explain
838 it. The cost of deposition and storage can be calculated prior to deposition but you should be
839 aware that preparing the metadata listing the archive's contents can take time.

840 Larger and more complex projects will need to be discussed with the ADS before submission.

841 Information on how to use the ADS can be found at archaeologydataservice.ac.uk

842 Recovered Objects

843 Where the archive includes artefacts and other three-dimensional objects recovered from the
844 building or site, the whole physical element of the archive should be deposited with the
845 appropriate museum, including written and printed records and film photographs. An accession
846 number will be required prior to the deposition of the material, and there is a one-off charge for
847 its storage.

848 Please email museums@swheritage.org.uk (Somerset) or
 849 RomanBaths_Enquiries@Bathnes.gov.uk (Bath) to obtain the accession number, to arrange
 850 deposition of the physical archive and to discuss requirements for archive preservation.

851 Historic Environment Record

852 A copy of the report (only) should be provided to the appropriate HER in .pdf/a format.

	Archives & Record Service	OASIS	ADS	Museum Service	HER
Digital report		✓			✓
Printed report	✓				
Primary physical archive material (including negatives & prints)	✓				
Digital archive material (including digital images)			✓		
Primary physical archive material with recovered objects				✓	

853 Checklist

854 Dissemination and Publication

855 Reports as part of the planning process

856 Most evaluation and assessment reports are prepared for submission in support of applications
 857 for planning permission, or in response to a planning requirement. They should therefore
 858 present the archaeological information in a way such that planners can appreciate the full
 859 archaeological impact of a proposed scheme. At the same time the report must ultimately
 860 satisfy the requirements of the client. It is not possible to establish detailed guidelines that will
 861 apply in all cases, and much will depend on the wishes and needs of the clients and planning
 862 authorities involved. Sometimes there are occasions when evaluation reports are needed
 863 before the results of fieldwork can be fully assessed, and it may be appropriate to produce
 864 interim reports. In cases where works has been carried out to a scheduled monument, all such
 865 reports should be made available to the client, the relevant planning authority and Historic
 866 England.

867 One copy in .pdf/a format of each report should be supplied to the appropriate HER.

868 Academic Publication

869 Provision should be made for the appropriate full academic publication of any significant
 870 results that will not form part of any further work. A summary report will be produced, to appear
 871 in the Proceedings of the Somerset Archaeological and Natural History Society (and, where

appropriate, a national journal or other publication) even when an excavation encountered no archaeological deposits. This should be sent to the HER, before the end of the January following the calendar year in which the work ended. Provision for popular publication and dissemination will be made where appropriate (at the Somerset Archaeological and Natural History Society annual archaeology day conference, press coverage in consultation with the appropriate HES staff).

Press and media

The publicising of the activities of historic environment investigations is essential to enable a wider appreciation of our heritage. If carried out effectively this publicity can also have benefits for the developer or funding body. Clearly there are matters of great sensitivity that should always be considered when preparing publicity, in particular site security, the proper treatment of human remains etc.

It is essential that all publicity is carried out only with the agreement of and in full consultation with all interested parties.

Acknowledgements, Contact Details and References

The South West Heritage Trust

The Historic Environment Service, Somerset Museums Service, Somerset Archives and Finds Liaison Officer are based in the Somerset Heritage Centre near Taunton.

Somerset Heritage Centre
Brunel Way
Norton Fitzwarren
Taunton
TA2 6SF

Telephone: 01823 278805 (SHC switchboard)

Historic Environment Service email: historicenvironment@swheritage.org.uk

Somerset Museums Service email: museums@swheritage.org.uk

Somerset archives email: somersetarchives@swheritage.org.uk

Portable Antiquities Scheme email: finds@swheritage.org.uk

The online Somerset and BaNES HERs can be found at: www.somersetheritage.org.uk

Historic England

The regional Historic England Inspectors of Ancient Monuments can be contacted at the South West Regional Office, see www.historicengland.org.uk

Acknowledgements and Contact Details

This document was first produced by Somerset County Council's Historic Environment Service in 2009. It has been revised in 2011, 2017 (third edition) and 2025 to include new legislation and guidance.

908 Tanya James and Steven Membery were the principal authors of this Handbook with input from
909 Richard Brunning, Bob Croft, Nicholas Wall and Chris Webster. Amal Khreisheh of the Somerset
910 Museums Service provided detailed comments. This is a working document and revisions will
911 be made as appropriate.

912 Abbreviations

913 ASC Archaeological Science Contingency
914 ClfA Chartered Institute for Archaeologists
915 HER Historic Environment Record
916 HES Historic Environment Service
917 LPA Local Planning Authority
918 NPPF National Planning Policy Framework
919 PD Project Design
920 PPG Planning practice guidance
921 SMS Somerset Museums Service
922 WSI Written Scheme of Investigation

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