Services and Charges 2026-2027

Document Details

Status: Version 1.2

Date: April 2026

Reviewed: Oct 2026

Contact: Adrian Gregson, Archive Manager agregson3@worcestershire.gov.uk

worcestershire county council

Contents

Services and Charges 2026-2027 1
Contents 2
Introduction 3
Self-service photography and printing at The Hive 3
Photographic Permits 3
Photocopying and Printing 4
Digitisation Services 4
On site at The Hive 4
Images to order 4
Commercial Digitisation Services 5
Conservation Services 5
Publication and Research for Media 5
Filming 5
Use of collections 6
Archive Collections 7
Cataloguing Services 7
Archival Storage & Retrieval 7
Learning & Outreach 7
Group Talks and Tours 7
Workshops 7
Historic Environment Record & Archaeological Advisory Service 8
Historic Environment Search 8
Historic Environment Survey 9
Historic Environment Planning 9
Historic Environment, UK Forestry Standard 9
Historic Environment, Environmental Impact Assessment 10
Commissioned Research Service 11
Certificates 11

Introduction

We offer a wide range of services to customers. These include assistance in family research, providing high quality images of documents, giving talks to community groups and providing archaeological information for Neighbourhood Plans.

Please contact us for further details on any of the services offered.

Remote Enquiry Service

The Worcestershire Archive Service aims to assist with specific enquiries and to provide information about our holdings whilst encouraging a personal visit to The Hive. Information on our service and resources held will always be given free of charge, however if the search involves accessing original archives, microfilm, or secondary sources there will be a charge.

• £11.30 for a single look up/copy from microfilm where full references and dates are provided. This charge will cover a search for items which may include the following: An entry in a parish register; An entry in an electoral register; A specific report in a newspaper; An entry in a vehicle license register; A specific will.

• £29.00 for a 30-minute search which could include up to 3 microfilm copies.

• £51.50 per hour for up to 6 microfilm copies (subject to a maximum of 2 hours staff time).

• Where there needs to be copying of original documents, a separate quote will be provided by our digitisation service.

• More complex or involved searches will be referred to an external research service.

For more information please see our Enquiries Policy and contact us with your request.

Self-service photography and printing at The Hive

Photographic Permits

Cost including VAT	**Permit Type**	**Description**
£2.55	Single item	Valid for use with one request, e.g. map, photograph, volume
£9.25	Daily	This permit is valid for the day of issue
£24.00	Five Day	This can be used on any 5 days within the twelve-month period from the date of issue.
£72.00	Annual	This permit is valid for one calendar year

£118.00	Group Annual	This permit is valid for one calendar year. Members of the group permitted to use the permit must be named at the point of purchase

Permits are not transferable and must be produced on the day(s) when you wish to use them.

Please contact us if you would like to purchase a permit in advance of your visit.

Copyright law still applies, and a copyright declaration form must be signed where appropriate. Our responsibility to the records in our care may mean that some material may not be suitable for copying and a member of staff must be consulted for advice before photography is undertaken.

Photocopying and Printing

Self-service (per sheet)	**A4**	**A3**
Black and white	20p	30p
Colour	60p	£1

Digitisation Services

High-quality, high-resolution images of our collections are usually supplied as a digital download. If you wish to receive the images on alternative media, please contact us. If the media needs to be posted, current postage and packaging rates will apply.

On site at The Hive

Orders placed whilst researching at The Hive will not incur an additional administration charge as the documents are retrieved and put away free as part of our statutory duty to provide access to archives for visitors at The Hive.

Images	**Cost** Includes VAT
First image	£11.30
For more images in the same order	£5.65 per image for up to four extra images
Cost per hour or for more than five images	£34.00 per hour is charged for the first hour, with further time charged at a quarter hourly rate of £8.50

Images to order

Images ordered via our Remote Enquiry Service are charged at the same cost as those above, but if a search is required to identify, locate and retrieve the item(s) before a quote can be given, an administration charge (as below) will be applied.

The administration charge for each order is £29.00 (including VAT).

Please Contact us for a quote.

Commercial Digitisation Services

Our experienced Digitisation Team undertake large-scale commercial projects for a wide-range of clients. The team also undertake work for private individuals. Costs are negotiable, depending on the nature of the work, based on an hourly rate.

The charge for this is £42.00 per hour and £21.00 per half hour, after the initial hour (excluding VAT).

Please contact us to discuss your project.

Conservation Services

Our commercial conservation service is run by a professionally qualified conservator with many years' experience. We specialise in the repair and conservation of books, paper, maps, parchment and wax seals. We undertake work for other archive services, as well as private individuals.

The charge for this is £64.00 per hour, please contact us to discuss your project.

Publication and Research for Media

Archive and Archaeology resources can help bring to life stories from the past, and we are keen that they are used by radio and TV journalists as well as researchers. We offer a range of services for the media. To discuss these further, please contact us.

We are very happy to discuss potential projects and advise on possible sources. We can also be commissioned to undertake research on your behalf.

The charge for this is £64.00 per hour for private research or £85.00 per hour for commercial research.

Filming

Filming on-site at The Hive will incur a charge and an agreement form will need to be signed. For further information please contact the Business Support Team. Filming will be charged at a higher rate if it will make our services or resources unavailable to staff or customers.

Staff supervision during filming, any pre-visit research, as well as set-up and clear away time will be charged at £85.00 (including VAT) per hour.

Requests to film documents on location will incur travel expenses, any pre-visit research time as well as staff supervision at £85.00 (including VAT) per hour.

Reproduction of film or images is subject to additional fees, as stated below:

Use of collections

In common with other archives, WAAS has the right to authorise the reproduction of its collections. In return for granting permission to reproduce the images, the following charges are made. Unless otherwise stated, the fees cover non-exclusive, one-time, single edition use.

Use	**Cost per image** includes VAT
Books, newspapers, magazines and journals (excluding e-books, websites)	£52.50
Specialist academic or educational publication	£23.10
Book/Magazine cover	£94.50
TV, Worldwide	£178.50
Broadcasting/publishing through WWW (including e-books)	£178.50
Charitable group (not for profit)	£18.90
Commercial exhibition	£94.50
Non-commercial exhibition	£34.65
Advertising: newspapers, brochures, magazines, trade journals, auction catalogues	£236.25
All world media buy out, single use	£404.25
All media, worldwide unlimited usage, 1 year	£577.50
All media, worldwide unlimited usage, 5 years	£945.00
All media, worldwide unlimited usage, 10 years	£1260.00

In addition to the publication charges, there may also be handling and/or research fees in addition. Please contact us with your request.

Images produced by WAAS (including archaeological reports and interpretations)

Use	**Cost per image** Includes VAT
One-off specific use	£173.25
World-wide rights in perpetuity	£399

Please contact us to make your request.

Archive Collections

Cataloguing Services

To catalogue a collection, to professional standards, we charge £64.00 per hour (including VAT). Please contact us if you would like to discuss a potential project.

Archival Storage & Retrieval

The charges below are negotiable depending on the amount of storage required.

Charge	**Cost** including VAT	**Unit**
One-off administration (set up)	£7.58	Per box
Storage	£1.95	Per box, per month
Retrieval	£17.30	Up to an hour of staff time
Permanent withdrawal	£7.58	Per box

Please contact us to discuss storage and retrieval requirements

Learning & Outreach

Group Talks and Tours

We offer a number of talks about our historical collections and the work we do. We also offer a series of tours for groups and organisations, including Behind the Scenes tours of the archives.

For our current talk list and availability, please get in touch via phone or email: 01905 766352, explorethepast@worcestershire.gov.uk

Workshops

The team deliver a range of workshops, at a variety of prices, each year as part of our Events Programme. These can be one-off workshops or a series and currently include:

- Introductions to family and local history
- Introductions to using the self-service and original archive areas
- Behind-the-scenes tours
- Children's activities
- Exploring Maps
- Worcestershire Archaeology Day

For details, please see www.explorethepast.co.uk/events

In addition, we can also run bespoke or specialist workshops for community groups and projects. To discuss a bespoke workshop please contact the team at explorethepast@worcestershire.gov.uk or 01905 766352.

Historic Environment Record & Archaeological Advisory Service

Historic Environment Search

The Historic Environment Record offers three types of Commercial HER search output, all digital. (Alternative formats may be available, if required please speak to a member of staff). Charges are a flat fee to cover staff time for checking records and preparing the search document. VAT is not charged on HER Searches.

Search Element	**PDF Map Output**	**GIS Output**	**Priority GIS Output**
An Archaeological Summary	✓	✓	✓
A PDF report of HER records within a search area	✓	✓	✓
Historic Maps, if available	✓	✓	✓
GIS shape files for HER Records*	By request	✓	✓
PDF maps showing location of the HER records	✓	**X**	**X**
Standard Service Level Agreement	7 Working Days	7 Working Days	2 Working Days
Cost (HER searches are not subject to VAT)	**£297**	**£198**	**£390** (Availability dependent on staffing levels)

*GIS Shapefiles can be opened in a GIS program or Google Earth

This charge is based on a standard search area buffer of 250m, 500m or 1km radius on a grid reference point or site plan as specified. We also accept GIS shapefiles for site or search area. Requests for larger search areas (over 1km for GIS and over 500m for PDF) may incur higher charges, reflecting the extra staff time to produce. Non-standard search charges will always be agreed before the commencement of any work – you can request a non-standard search by choosing “other” in the search radius option on our enquiry system. Fees are usually waived for private researchers, students and occasionally in certain other circumstances. We also do not currently charge for sending out a single property record. We reserve the right to charge for non-commercial searches that will require significant staff time.

Please request your search through our online enquiry system available here: Historic Environment System. Please choose Historic Environment Record (HER) Search for paid **Commercial searches** and Historic Environment Enquiry for **Non-commercial** searches.

Historic Environment Survey

WAAS offers a bespoke range of services, including landscape surveys and input into conservation management plans for archaeological sites. The historic environment elements can be provided in tandem with ecology, landscape, flood management and other specialist areas, provided through a Service Level Agreement with other departments within Worcestershire County Council. Costs vary depending on the nature and complexity of the input required.

To discuss a potential project please Contact Us.

Historic Environment Planning

As a guide the following is used to define development scale:

Size	Cost	Description
Small	£378 (£315 exc. VAT)	Up to 1ha developments (no charge for extensions or alterations to a single dwelling or small-scale building recording)
Medium	£682.80 (£569 exc. VAT)	Between 1ha & 15ha developments and multiple or complex historic building conversion or alterations
Large or Strategic	£1400.40 (£1167 exc. VAT)	>15ha, and major infrastructure projects etc

A fee is chargeable for the provision of the historic environment planning advisory service. The service includes advice and liaison throughout the archaeological works, including the provision of a Brief, checking the Written Scheme of Investigation for compliance with national and local standards, monitoring fieldwork and ensuring any archaeological reports generated by the project are fit for purpose. The Planning Advisory Section will be happy to offer advice on all stages of the proceedings. Additional site visits will be chargeable at £60 per visit if required as a potential Breach of Condition or other situation where site visits could be considered additional to the usual service.

Historic Environment, UK Forestry Standard

Requests for Historic Environment information and advice for Woodland creation, management or deforestation should be made by filling out the template form for Historic Environment Service provided by the Forestry Commission UK Forestry Standard Form and email it to herecord@Worcestershire.gov.uk.

Please provide a plan of the proposal with your enquiry. A full response will be made within 28 calendar days. Fees for the service vary depending on application area, whether advice from the Historic Environment Advisor is required and whether you are able to receive the record location information as labelled PDF maps or Geographical Information System (GIS) Shapefiles. We will confirm the charge with you before providing our response and payment can be made by card (preferred) or invoice.

Historic Environment Record searches for UK Forestry Standard include written information (lists and full records) and labelled maps (or GIS shapefiles) about any known historic environment monuments within 500m of the proposed site, Historic Landscape Character maps and information, and where required; advice on how to manage known and potential historic environment features and historic landscape character, including advice on the requirement for specialist archaeological survey.

Payment bands	Proposal area	Fee to proposer for information	Fee to proposer for advice	Total fee to proposer for information and advice
A	Local historic environment declines to comment	No need to provide information	No charge	No charge
B1	0-4.99ha	£103 (£71 GIS only)	No additional advice required	£103 (£71 GIS Only)
B2	0-4.99ha	£103 (£71 GIS only)	£98	£201 (£169 GIS Only)
C1	5ha – 50ha	£134 (£92 GIS only)	No additional advice required	£134 (£92 GIS only)
C2	5ha-50ha	£134 (£92 GIS only)	£134	£268 (£226 GIS only)
D	50ha-150ha	£165 (£112 GIS only)	£201	£366 (£313 GIS Only)
E	150ha+	£196 (£133 GIS Only)	£237	£433 (£370 GIS Only)

Please note services and charges for non-Forestry Commission schemes may vary – please contact herecord@Worcestershire.gov.uk for more information.

Historic Environment, Environmental Impact Assessment

Screening opinions submitted to Worcestershire County Council Archive & Archaeology Service, in accordance with the Environmental Impact Assessment (Agriculture) (England) (No.2) (Amendment) Regulations 2017 will be charged at the fixed rate based on site size as per the table below (VAT is not charged).

An additional charge may be applied in those cases where full EIA scoping is recommended. This will be assessed on a case-by-case basis and will be dependent on the level of additional advice and information requested.

Proposal area	Fee to proposer for advice and basic HER information
Local historic environment declines to comment	No charge
0-4.99ha	£103
5ha-50ha	£141
50ha+	£211

Commissioned Research Service

For example, transcription, appraisal and research projects

Clients	**Cost per hour** includes VAT
Private clients: Archivist research time plus copy costs	£64.00
Corporate clients: Archivist research time plus copy costs	£85.00
All clients: copying costs, travel costs and postage	As required

For information about the Commissioned Research Service please contact us.

Certificates

The charge for the copy certificates includes a search fee

Certificate type	**Cost**
Baptism Certificates	£39.00
Burial Certificates	£39.00
Civil certificates of marriages in Anglican churches	£12.50

These charges are subject to possible change by the Registrar General and the Church Synod.

'If you need help understanding this document in your own language, please contact Ethnic Access Link. Tel: 01905 25121' *(English)*

'যদি এই দলিলটি আপনার নিজের ভাষায় বুঝতে আপনার সাহায্যের প্রয়োজন হয়, অনুগ্রহ করে Ethnic Access Link (এথনিক অ্যাক্সেস)-কে 01905 25121 টেলিফোন নম্বরে যোগাযোগ করুন' *(Bengali)*

如果你需要這個文件的中文信息，請聯絡 Ethnic Access Link，電話是01905 25121 *(Cantonese)*

'Jeśli potrzebujesz pomocy w zrozumieniu tego dokumentu we własnym języku, zadzwoń do Ethnic Access Link. Tel: 01905 25121' *(Polish)*

'Se necessitar de ajuda para perceber o conteúdo deste documento na sua língua, contacte a associação Ethnic Access Link pelo telefone: 01905 25121' *(Portuguese)*

'Si necesita ayuda para entender este documento en su idioma, puede ponerse en contacto con Ethnic Access Link en el teléfono 01905 25121' *(Spanish)*

Bu dokümanõ kendi dilinizde anlamak için yardõm isterseniz Ethnic Access Link ile temasa geçiniz Tel: 01905 25121' *(Turkish)*

'اگر آپ کو اس دستاویز کو آپ کی اپنی زبان میں سمجھنے میں مدد کی ضرورت ہے، تو براہ کرم Ethnic Access Link (ایتھنک ایکسس لنک) سے رابطہ کریں- ٹیلی فون: 01905 25121' *(Urdu)*