

INFORMATION FOR APPLICANTS

Section 42 Licences for Survey on Scheduled Monuments and other Protected Places

This guidance note sets out:

- the information to be included in applications for Section 42 licences for both geophysical and metal-detecting surveys and survey reports;
- the requirements for archiving and signposting

Section 42 licences are issued in accordance with the *Ancient Monuments and Archaeological Areas Act 1979* to permit metal detecting or geophysical surveys over sites with legal protection.

You can make your application either by e-mail, attaching relevant documents, or by post, to your Historic England Local Office. Please check our website for up-to-date addresses:

<http://historicengland.org.uk/about/contact-us/local-offices/>

LICENCE APPLICATIONS

1. Contact details

A) Name(s) of the applicant/investigators/contractors and past experience of similar surveys.

B) Full contact details: e-mail address, daytime telephone number and postal address. If you are a student please include both your term-time and home addresses and the name of your academic supervisor.

2. Dates of Survey

3. Location

This should be provided, in map format, with the proposed area of investigation clearly marked in relation to the Scheduled Monument. Also included should be the Scheduled Monument (SM) number (and Entry number from the National Heritage List for England (NHLE)) and name, parish, district, county and grid reference.

For this information refer to the National Heritage List for England website:

<https://www.historicengland.org.uk/listing/the-list>

Spatial datasets can be downloaded to help in the creation of maps from Historic England's website. Please take note of the appropriate capture scale:

<https://www.historicengland.org.uk/listing/the-list/data-downloads/>

4. Purpose

Please outline the purpose of the proposed survey in sufficient detail to justify the survey.

5. Methodology

Geophysical Surveys:

For each geophysical technique to be carried out please provide the following details:

- Area to be surveyed (ha)
- Traverse Separation
- Traverse Direction
- Reading Interval
- Instrument Type
- Instrument Make
- Configuration information specific to the technique, for instance:
 - *Magnetometry*: total field/gradiometer, gradiometer sensor separation
 - *Resistivity*: electrode array (e.g. twin electrode/square array) and separation
 - *GPR*: Ground coupled/air launched, impulse/swept frequency, antenna centre frequency
 - *EMI*: Coil configuration (e.g. Slingram) and separation.

Metal Detecting Surveys:

Please discuss the requirements with the relevant Inspector of Ancient Monuments. A detailed justification and method statement and/or project design will be required as a minimum including a description of how locations will be recorded

Before undertaking a survey, please make sure you are aware of the reporting and archiving requirements set out below.

SURVEY REPORTS

The Section 42 licence will include a condition requiring submission of a full report summarizing the results of the survey and their interpretation within an agreed timescale, usually between 3-6 months.

Reports should broadly include:

- The name(s) of the investigators / contractors, title, date, report reference number, client if applicable
- An Abstract or Summary of the results
- Introduction - site location including a plan demonstrating that the survey has been accurately geo-located on the ground (minimum scale 1:2500), OS grid reference, SM/NHLE number, rationale, site history (summary of past work, HER records, land use history), site description (geology and soils, ground conditions and land use at time of survey), and setting out the survey objectives
- Methodology explaining the techniques used, equipment configurations, sampling intervals, methods of data capture and processing, variables used for the above and method of data presentation
- Results, which should include:

For geophysical surveys:

- Greyscale plots of minimally enhanced data (raw data must be retained and archived) and processed data (with details) at minimum scale of 1:1000; Where appropriate X-Y trace plots of improved magnetic data or a sample thereof may be necessary to support the specific interpretation of anomalies identified from greyscale images. Plots should be appropriately sized for presentation, including use of A3 plots where necessary
- Description and interpretation of results, including interpretative plans/diagrams (minimum scale 1:1000)

For metal-detecting surveys:

- The Inspector of Ancient Monuments will discuss the reporting requirements for metal detecting surveys with all applicants on a case-by-case basis; this will likely comprise a full report summarising the results achieved from the metal detecting including the nature of the material recovered and the locations at which they were found.
- Conclusions, which should include an assessment of the achievement (or not) of the survey objectives, a summary of the results, implications of the survey, discussion of research value, and recommendations (if appropriate) for any further work.

For detailed guidance on geophysical survey report contents please consult the European Archaeological Council Guidelines for the Use of Geophysics in Archaeology (2016): <https://historicengland.org.uk/images-books/publications/eac-guidelines-for-use-of-geophysics-in-archaeology/>

For detailed guidance on Metal-Detecting Survey reports and archiving standards please consult Historic England's statement of good practice Our Portable Past (2018): <https://historicengland.org.uk/images-books/publications/ourportablepast/>

Please be aware that the following conditions will be applied to any licence granted:

ARCHIVING AND SIGNPOSTING

1. For all geophysical surveys the questionnaire enclosed with the S42 licence letter should be completed and appended to the survey report.

For convenience an electronic version of this questionnaire can be downloaded from

<https://www.historicengland.org.uk/advice/technical-advice/archaeological-science/geophysics/>

2. A copy of the report should also be sent (in their preferred format) to the local Historic Environment Record (HER).

The local HER's contact details can be found at

<http://www.heritagegateway.org.uk/gateway/chr/default.aspx>

3. A record signposting your investigation should be made with the Archaeology Data Service using their online OASIS Data Collection form in the same timescale as is agreed for receipt of your final report.

Please see <http://oasis.ac.uk/> for details or contact oasis@HistoricEngland.org.uk for information and training.

If you have any queries, please contact a Business Officer or Inspector of Ancient Monuments at your Historic England Local Office.

Historic England is subject to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations (EIR). All information held by the organisation will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

Historic England will use the information provided by you to evaluate any applications you make for statutory or quasi-statutory consent, or for grant or other funding. Information provided by you and any information obtained from other sources will be retained in all cases in hard copy form and/or on computer for administration purposes and future consideration where applicable.

Historic England
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