



FEE CHARGE POLICY

- 1 The West of Scotland Archaeology Service provides planning related archaeological advice to 12 Councils in the West of Scotland. It holds a Sites and Monuments Record (SMR) containing information on archaeological sites in the area which it covers.
- 2 Enquirers seeking pre-application curatorial archaeological information, advice and assistance from the Archaeology Service for inclusion in Environmental Assessments, planning applications, woodland and agricultural grant scheme applications, or applications under any other statutory approval process, will be charged for staff time, and any other expenses in connection with the provision of such curatorial advice. Charges will also be applied to the provision of briefs for, and the monitoring of, pre-application archaeological work by private archaeological contractors where requested, and for any other curatorial assistance at the discretion of the Archaeology Service Manager.
- 3 At the discretion of the Archaeology Service Manager archaeological information may be supplied without charge to students and members of the public, provided that the requests are minor in nature.
- 4 The charge for staff time spent in providing information, advice or assistance will be **£60** per hour or part of hour from 1 April 2008 until further notice. In the event that a site visit is required on behalf of the enquirer, mileage and subsistence at local government rates will be charged in addition to the charge for staff time. At the discretion of the Archaeology Service Manager, there may be a charge for unusual materials, postage and packing at cost.
- 5 Estimates of likely costs for individual enquiries will be supplied on request.
- 6 VAT at the standard rate will be added to the total costs.
- 7 Payment is to be made on receipt of an invoice from Glasgow City Council on behalf of the Archaeology Service.

25 October 2007