



department for
culture, media
and sport

The Treasure Act 1996 Code of Practice (2nd Revision)

ENGLAND & WALES

improving
the quality
of life for all

Our aim is to improve the quality of life for all through cultural and sporting activities, support the pursuit of excellence, and champion the tourism, creative and leisure industries.

Introduction

Notes: This Code has effect in England and Wales; a separate code has been prepared for Northern Ireland. A Welsh language version of the Code is available on request from the Department for Culture, Media and Sport.

When the term 'national museum' is used in this document it is intended to refer to the British Museum in the case of finds from England and the National Museums & Galleries of Wales in the case of finds from Wales. References to the 'Secretary of State' are to the Secretary of State for Culture, Media and Sport.

If finders or others need further advice about any matters relating to the Treasure Act or this Code, then they are recommended to contact the Department for Culture, Media and Sport, the British Museum or (for Wales) the National Museums & Galleries of Wales or their local finds liaison officer. Addresses and telephone numbers are given in Appendix 2.

In many places this Code gives examples of what may or may not constitute treasure and provides advice as to how coroners may approach an inquest. It is intended to provide guidance for all those concerned with treasure. It is emphasised, however, that questions of whether or not any object constitutes treasure and how a coroner should conduct an inquiry into treasure are for the coroner to decide on the facts and circumstances of each case. Nothing in this Code obviates the need for a finder to give independent consideration as to whether something he has found might constitute treasure and where there is any doubt the find should be declared. Finders are strongly urged to report all archaeological objects under the Portable Antiquities Scheme (see below, paragraph 3).

The code is divided into the following sections:

	Paras
A. Summary	1-3
B. Commencement of the Act and Treasure (Designation) Order 2002	4
C. Definition of treasure	5-18
D. The ownership of treasure; franchisees	19-22
E. Guidance for finders and others concerned with treasure	23-47
F. Secretary of State's power to disclaim objects	48-52
G. Procedure when a find has been reported to the coroner; treasure inquests	53-62
H. Acquisition of treasure	63-64
I. Valuation of treasure	65-70
J. Rewards	71-85
K. Annual Report	86
L. Speed of handling cases	87-88
M. Codes of Practice	89
	Page
Appendix 1: The Treasure Act 1996; The Treasure (Designation) Order 2002	47
Appendix 2: Sources of further advice: Coroners; finds liaison officers and local advisers on treasure (including the Treasure Registrar); SMRs and local government archaeologists; Department for Culture, Media and Sport, national museums and funding bodies	57
Appendix 3: Coins commonly found in England and Wales that contain less than 10 per cent of gold or silver	125
Appendix 4: The care of finds	128
Appendix 5: Treasure Receipt Form	139
Appendix 6: National Council for Metal Detecting Code of Conduct	141
Appendix 7: Treasure Act Flow Chart	142
Index	143

A. Summary

1. The Treasure Act 1996 ('the Act') replaced the common law of treasure trove in England, Wales and Northern Ireland. This has been further supplemented by the Treasure (Designation) Order (see paragraphs 4-6). Treasure trove hitherto provided effectively the only legal protection afforded to antiquities found on land in England, Wales and Northern Ireland. Under the law of treasure trove, there was a requirement that finds of objects made of gold or silver were reported to the coroner. Before an object could be declared treasure trove and be the property of the Crown it had to pass three tests: it had to be made substantially of gold or silver, it had to have been deliberately hidden with the intention of recovery, and its owner or his heirs had to be unknown. In practice national and local museums had the opportunity to acquire finds of treasure trove. If a museum chose to acquire the find, the lawful finder normally received the full market value (assessed by the Treasure Trove Reviewing Committee); if not, the object was returned, normally to the finder. The Act (see Appendix 1) removes the need to establish that objects were hidden with the intention of being recovered, except in a very few cases (see paragraph 9); it sets out the precious metal content required for a find to qualify as treasure; and it extends the definition of treasure to include other objects found in archaeological association with finds of treasure. The Act confirms that treasure vests in the Crown, or the franchisee if there is one, subject to prior interests and rights. It simplifies the task of coroners in determining whether or not a find is treasure and it includes a new offence of non-declaration of treasure. Lastly, it states that occupiers and landowners will have the right to be informed of finds of treasure from their land and that they will be eligible for rewards.

The Code of Practice: the provisions of the Act

2. Many of the principles formerly followed in the administration of treasure trove are retained under the Act, although in a modified form. Section 11 of the Act requires the Secretary of State to prepare a Code of Practice relating to treasure, to keep it under review and to revise it when appropriate (see paragraph 89). A review took place in 2000-2001. The Code

sets out the guidelines to be followed by the Secretary of State when considering whether or not treasure should be offered to a museum or to the finder or to any other person, when determining a reward and when deciding whether to disclaim the Crown's title to treasure. The Code also provides guidance for finders, museums, coroners and others who are concerned with treasure. Before revising the Code, the Secretary of State must consult such interested parties as appear to be appropriate and any revision of the Code will not come into force until it has been approved by a resolution of each House of Parliament. The Secretary of State is required to publish the Code in such a way as will bring it to the attention of all interested parties and the Secretary of State may publish separate Codes for (a) England and Wales, (b) Northern Ireland and (c) for different parts of England, Wales and Northern Ireland if appropriate. This Code has effect in England and Wales; it was first issued in 1997. The present revised edition is the product of the consultation exercise conducted in 2000-2001. The Government recognises that this Code needs to be distributed as widely as possible to all interested parties: especially to metal detectorists, landowners, archaeologists, museums, dealers, coroners and the police. The Department for Culture, Media and Sport also produces leaflets summarising the main requirements of the Act, which are also distributed widely.

Relationship between this Code and the Portable Antiquities Scheme

3. The Act is intended to provide a mechanism to allow the public acquisition of finds that come within its scope, but it is not primarily intended to deal with the recording of all archaeological finds.

However, all archaeological finds, if properly recorded, can potentially give us important information about the past. The intention of the Portable Antiquities Scheme, which from 2003 will be extended to the whole of England and Wales, is to record, for public benefit, all archaeological objects found by members of the public. All responsible finders should report their archaeological finds to their local finds liaison officer, although this is a voluntary scheme and there is no compulsion to report non-treasure items. Finds liaison officers also provide advice to finders on treasure finds.

B. Commencement of the Act and the Treasure (Designation) Order 2002

4. The Act (see Appendix 1) commenced on Wednesday 24 September 1997, while the provisions of the Treasure (Designation) Order 2002 (the 'Order': see also Appendix 1) will commence on 1 January 2003. The provisions of the Act only apply to objects found after 24 September 1997 and of the Order only to those objects that come within the scope of the Order that are found after 1 January 2003; the burden of proof in seeking to show that an offence has been committed under section 8 of the Act because an object of treasure that has not been reported was found after the commencement of the Act or the Order will rest with the prosecution.

C. Definition of Treasure

I. The Definition in the Treasure Act and the Treasure (Designation) Order 2002

5. The Treasure Act provides that the following categories of object are treasure under section 1 of the Act and the Treasure (Designation) Order 2002 (see Appendix 1):

(iii) Objects other than coins (section 1(1)(a)(i) and section 1(1)(b) (The Treasure (Designation) Order 2002)).

6. any object other than a coin provided that at least 10 per cent by weight of metal is precious metal (that is, gold or silver) and that it is at least 300 years old when found. In the case of metallic objects, other than coins, of prehistoric date containing less than 10 per cent of precious metal by weight of metal (they may be entirely composed of base metal, for example) there must be at least two such metallic objects from the 'same find': (see paragraphs 11, 14 and 16). Also an object, other than a coin, of prehistoric date is treasure if any part of it is precious metal (see paragraph 12). Objects, other than objects of prehistoric date, plated in gold or silver will not normally be treasure (unless they are found in association with objects that are treasure).¹

(ii) Coins (section 1 (1) (a) (ii) and (iii) and section 3 (2))

7. all coins that contain at least 10 per cent of gold or silver by weight of metal and that come from the same find, provided a find consists of at least two coins with a gold or silver content of at least 10 per cent. The coins must be at least 300 years old at the time of discovery. In the case of finds consisting of coins that contain less than 10 per cent of gold or silver there must be at least ten such coins; they will also need to be at least 300 years old. (A list of coins that are commonly found in England and Wales that contain less than 10 per cent of gold or silver is given in Appendix 3.) It is important to stress that only under certain circumstances are groups of

¹ However, where an object is made up of distinct components, only one of which is precious metal (for example, a gold binding on an amber object), the components will normally be treated as individual, associated objects.

coins likely to be regarded as coming from the 'same find': see paragraphs 14-16. Single coins will not be treasure, unless they are found in association with objects that are treasure, or unless there is exceptionally strong evidence that they were buried with the intention of recovery (see paragraph 9: for example, a single coin found in plough soil without any sign of a container would not provide such evidence). Section 3 (2) defines the term 'coin' as including any metal token that was, or can reasonably be assumed to have been, used or intended for use as or instead of money. This definition only includes coins and tokens made after the introduction of the first coinage into this country during the Iron Age period and excludes objects made earlier such as iron currency bars. Jettons or reckoning counters are also excluded from this definition.

(iii) Objects found in association with objects that are treasure (section 1 (1) (d))

8. any object, of whatever composition, that is found in the same place as, or that had previously been together with, another object that is treasure. The object may have been found at the same time as, or later than, the item of treasure (see paragraphs 14-16). However, unworked natural objects will not be treasure (see paragraph 13), even if they are found in association with objects that are treasure.

(iv) Objects that would have been treasure trove (section 1 (1) (c))

9. any object that would previously have been treasure trove, but does not fall within the specific categories given above. Only objects that are less than 300 years old, that are made substantially of gold or silver, that have been deliberately hidden with the intention of recovery and whose owners or heirs are unknown will come into this category. In practice such finds are rare and the only such discoveries that have been made within recent years have been hoards of gold and silver coins of the eighteenth, nineteenth or twentieth centuries. Single coins found on their own will not qualify under this provision unless there is exceptionally strong evidence to show that they were buried with the intention of recovery: for example, a single coin found in plough soil without any sign of a container would not provide such evidence. Therefore gold and silver objects that are clearly less than 300 years old will not be treasure unless the finder has

reason to believe that they may have been deliberately hidden with the intention of recovery.²

II. Explanatory notes

(i) Scope of the Act and the Order

10. The Act and the Order apply to objects found anywhere in England, Wales and Northern Ireland, including in or on land, in buildings (whether currently occupied or ruined), in rivers and lakes and on the foreshore (that is the area between mean high water and mean low water on beaches and tidal river banks), provided that the object does not come from a wreck (on which, see paragraph 17). However, if the original owner or his heirs can show that the object belongs to them, then their claim will be superior to that of the Crown. (For objects found on consecrated ground see paragraph 18.)

(ii) Prehistoric objects

11. The Treasure (Designation) Order 2002 added to the definition of treasure prehistoric base-metal assemblages. These are groups (defined as one of at least two) of base-metal objects, other than coins, of prehistoric date, i.e. up to, and including, the Iron Age, from the same find. In this case, the 'same find' means closed groups of objects including scatters of contemporary metal types which may reasonably be interpreted as having originally been in a closed group. The most compelling criteria when judging a 'closed group' are (i) that there are known precedents for the close association of the given artefact types, and (ii) that follow-up excavation or investigation locates the original context (see also paragraph 14). If in any doubt, finders are advised to seek expert advice.

² In addition, under the terms of section 2 of the Act, the Secretary of State has the power to designate as treasure classes of object which are at least 200 years old and which in the Secretary of State's opinion are of outstanding historical, archaeological or cultural importance, e.g. the Treasure (Designation) Order 2002. Section 2 of the Act also gives the Secretary of State a corresponding power to remove classes of objects from the definition of treasure. (This power to remove classes of objects from the definition of treasure applies both to those objects that are currently defined as treasure by the Act and to any class of object which may have been added to the definition by an order under section 2 of the Act.) An order made under this power will be made by statutory instrument which needs the approval of both Houses of Parliament under the affirmative resolution procedure. These powers cannot be used to apply retrospectively to an object which has already been found.

12. The Treasure (Designation) Order 2002 also added to the definition of treasure objects, other than coins, of prehistoric date, i.e. up to, and including, the Iron Age, any part of which is precious metal, regardless of the percentage of precious metal by weight of metal. This is likely to apply to relatively few finds which, in the main, are expected to fall into the discrete category of Bronze Age gold-covered penannular rings whose surface is gold over a base-metal core. The chief intention is to obviate the need for invasive and possibly harmful scientific analysis which might be necessary in order to establish the percentage of precious metal. In practice it is not expected that single prehistoric base-metal objects in which the precious-metal component is only a trace element would be claimed as treasure. Finders are reminded that under section 8 of the Act they are required to report only the objects they believe, or have reasonable grounds for believing, to be treasure. If in any doubt finders are advised to seek expert advice.

(iii) Naturally occurring objects

13. Unworked natural objects (such as fossils, minerals or human or animal remains) are not treasure (section 1(2) of the Act: see Appendix 1).

(iv) Associated objects

14. The Act states that an object is part of the 'same find' as another object if it is found in the same place as, or had previously been left together with, the other object (section 3(4) and 3(5) of the Act: see Appendix 1). It will be for the coroner's inquest to establish these facts and circumstances will vary from case to case. The coroner may seek advice from the finder and also from the finds liaison officer, a local archaeologist or museum curator identified in accordance with the local agreement described in paragraphs 41-44, or from a curator in a national museum, as to whether objects reported as treasure should be considered as coming from the 'same find'. In deciding whether to report dispersed objects, finders are strongly urged to seek expert opinion and, if in any doubt as to the status of objects, to report them. In general, the definition of the 'same place' should be taken to mean a place of deposition where the contents of a hoard, purse or votive deposit (see paragraph 15) or a group of qualifying finds is either found in physical association or, if dispersed, may reasonably be supposed to have once been in physical association. Dispersal might, for example,

occur through agricultural activity or construction work, through the burrowing of animals, or through other agencies. The current and previous use of the land where the find has been made will often be a determining factor. Association applies to a discrete group of objects but not to a whole site assemblage which comprises more than one discrete group. Thus, for example, the discovery of a silver brooch in an Anglo-Saxon grave could make the other non-precious-metal objects in that grave treasure. If the grave were part of a larger cemetery it would not of itself mean that all the other non-precious-metal objects in the cemetery were treasure, but this is without prejudice to the finder's eligibility for a reward in respect of later finds after reporting an original find, as explained in paragraph 33. However, if there is any doubt as to whether an object is part of the same find as another object it will be for the coroner to decide.

15. So far as concerns finds consisting exclusively of coins, again any decision will be for the coroner, but only the following three categories will usually be considered treasure: (a) hoards, which have been deliberately hidden; (b) groups such as the contents of purses, which may have been dropped or lost and (c) votive or ritual deposits. In the case of votive deposits, the 'same place' (see paragraph 14) may include deposition in a well or sacred spring or within a temple precinct, or within a similar location judged to be of ritual purpose. (All groups of fewer than ten base metal coins found on their own are excluded.) Assemblages of coins that may reasonably be interpreted as individual losses accumulated over a period of time and that were in all probability never deposited in physical association (for example those found on settlement sites or on fair sites) should not normally be considered treasure. Most hoards and purses are not associated with settlement or fair sites, although they may be.
16. A number of objects found over a period of time may qualify as treasure, including those that would not have been treasure but for an earlier find of treasure. The find may consist of different classes of objects and it will not need to have been found at the same time or by the same person. However, the Act does not have retrospective effect: for example, if a finder discovers first one coin on a particular site, which will not be treasure, and then subsequently discovers more coins on the same site, which will then qualify as treasure, the original discovery will not be considered as treasure. This applies regardless of whether the earlier find was made before or after

the commencement of the Act. The duty to report such finds will rest with the finder who will have a legal duty to report a find if he believes or has reasonable grounds for believing it to be treasure (see paragraphs 23-6). The Sites and Monuments Record or the local finds liaison officer may have information concerning similar finds made in the same area in the past which may be relevant in determining whether the new find may be treasure (see paragraph 42).

(v) Objects found on the foreshore (section 3(7))

17. The Act applies to objects found on the foreshore (that is the area between mean high water and mean low water including along tidal rivers) and such finds will be eligible for consideration as treasure unless there is evidence that they have come from a wreck (see also paragraphs 10, 30 and footnote to paragraph 79). If an object was originally deposited on land it may be treasure, provided that it qualifies under the definition of treasure set out in the Act (see paragraphs 5-9); if it has come from a wreck then it may be subject to the salvage régime that applies to wreck under the Merchant Shipping Act 1995. The Receiver of Wreck must legally be notified of all property recovered following the loss of a vessel; and the salvor is entitled to a reward related to the value of the object either from the owner, if he can be identified or, failing that, from the Crown. The existing provisions of salvage law in relation to wreck are not affected by the Treasure Act.

(vi) Objects found on consecrated ground

18. The Government has given a commitment to the Church of England that it will bring forward an order under section 2 of the Act exempting objects found in association with human burials in a consecrated place and objects (except for treasure trove) covered by the Church of England's own legal systems of controls. The Church has indicated that all the objects will be dealt with under the ecclesiastical law in a manner that is analogous to that under the Act. The Government agreed to do this on the basis that the Church of England is in a unique position in having its own legal régime applying to moveable articles that belong to it and the purpose of the order is essentially to provide a clarification of the law in so far as it applies to such objects. Its scope will be limited to the Church of England (it is not expected that such cases will arise very often).

D. Ownership of Treasure; Franchisees

(i) Ownership of treasure

19. Section 4 of the Act provides that treasure (as defined in section 1 of the Act) vests in the Crown or in the appropriate franchisee of the Crown, if there is one (see below), but the rights of original owners or their heirs, where known, are fully protected. The Act confirms that the Crown or the franchisee will enjoy the same rights over treasure as they did in respect of treasure trove. Objects that qualify as treasure under section 1 of the Act will be treasure irrespective of the circumstances in which they came to be in the place where they were found and, in particular, irrespective of whether they were lost, buried in a grave or abandoned.

(ii) Objects found within treasure franchises

20. From time to time it has been the practice of the monarch to make grants of franchises of treasure trove to various individuals and bodies, although none has been made in recent times. The principal bodies that are believed to hold valid treasure trove franchises are the Duchy of Lancaster, the Duchy of Cornwall and the Corporation of London; the City of Bristol may also hold a treasure trove franchise. Section 5 of the Act states that those individuals and bodies who hold treasure trove franchises at the time when the Act commences will continue to enjoy the same rights in respect of treasure and it confirms that Her Majesty and the Duke of Cornwall are to be treated as holders of treasure trove franchises with regard to the Duchy of Lancaster and the Duchy of Cornwall respectively and that they will continue to be so treated after the commencement of the Act.
21. Section 10(8) of the Act makes provision for the holders of treasure franchises to request that the Secretary of State shall follow the guidelines set out below for the payment of rewards in respect of finds from areas for which they hold a franchise. The Duchy of Lancaster has confirmed that, without prejudice to Her Majesty's right to treasure trove in Right of Her Duchy of Lancaster, they expect to follow the provisions of the Act and this Code of Practice in respect of any finds of treasure from their franchise. The Duchy of Cornwall has similarly confirmed that, without prejudice to The Prince of Wales's right to treasure trove in Right of His Duchy of Cornwall,

they expect to follow the provisions of the Act and this Code of Practice in respect of any finds of treasure from their franchise. The City of Bristol has confirmed that, without prejudice to any rights enjoyed by Bristol City Council in respect of treasure trove, the City would expect to follow this Code in respect of any finds of treasure from any franchise that the City may enjoy. The Corporation of London has a long-held practice of paying rewards for finds of treasure trove and there is no expectation that the Corporation will wish to change this policy with regard to the additional categories of object that come within the scope of the Treasure Act.

22. Consequently, objects of treasure that are found within a treasure franchise should be reported by the finder to the coroner in the normal way and shall otherwise be dealt with according to the principles laid down in this Code, with the exception that the Museum of London will have the first right to acquire any finds of treasure made within the franchise enjoyed by the Corporation of London and Bristol Museums and Art Gallery will enjoy a similar right in respect of any finds of treasure made within any franchise that may be enjoyed by the City of Bristol (see paragraph 63 (1)). Section 6 of the Act gives the Secretary of State the power to disclaim treasure (see paragraphs 48-52); although this power does not specifically apply to franchise-holders, they may choose to follow this practice if they wish. Finds from the Corporation of London's franchise and from any franchise that may be enjoyed by the City of Bristol may be disclaimed by the Corporation of London on the advice of the Museum of London, or by the City of Bristol on the advice of Bristol City Museum and Art Gallery and these museums may consult the national museum if they wish. Finds from the franchises of the Duchy of Lancaster and from the Duchy of Cornwall may be disclaimed by Her Majesty and The Prince of Wales on the advice of the national museum, following the procedure in paragraph 49.

E. Guidance for Finders and Others Concerned with Treasure

I. The requirements of the Act: the duty to report finds (section 8)

23. Section 8 of the Act states that a person who finds an object which he believes or has reasonable grounds for believing is treasure must notify the coroner for the district in which the object was found before the end of the notice period, which is 14 days beginning with the day after the find or, if later, the day on which the finder first believes or has reason to believe the object is treasure. Paragraphs 38-44 provide guidance on how finds should be reported and a list of coroners with addresses and telephone numbers is given in Appendix 2. It is important to stress that the Act requires a finder to report his find within 14 days of his making the find or within 14 days of his realising that the find was treasure but not necessarily to deliver it within that period. If a finder discovers an object that he does not immediately believe to be treasure but learns subsequently that it may be treasure, for example, after cleaning it (see paragraph 47 and Appendix 4 for advice on the care of finds), or examining it more closely at a later date, or after describing or showing it to others, or after reading the appropriate literature, or after having it identified by a museum, then he should report it within 14 days of realising that it may be treasure.
24. It is a criminal offence, punishable by a maximum term of imprisonment of three months or a fine not exceeding level 5 (currently £5,000), or both, not to report a find of treasure to the coroner. It is, however, a valid defence to a prosecution for non-declaration of treasure if the defendant can show that he had a 'reasonable excuse' for failing to notify the coroner. The court will take account of the circumstances of the individual concerned when deciding whether a finder has 'reasonable grounds' for believing an object not to be treasure or a 'reasonable excuse' for not reporting treasure. For example, in considering a case, a court may take into account whether the finder could have been expected to know that his find was treasure.³

³ This matter was discussed in the Parliamentary debates on the Treasure Bill: see the statements of the Minister of State, Mr Iain Sproat, reported in Hansard, House of Commons, 8 March 1996, col. 579 and 10 May 1996, cols. 587-8.

Where it is alleged that a criminal offence has been committed under the provisions of the Act, it will always be for the prosecution to prove their case beyond reasonable doubt.

25. If finders are in any doubt as to whether any of the objects they have found are treasure they are strongly advised to report them (see also paragraph 38). Finders are in any case strongly urged to report all archaeological objects under the Portable Antiquities Scheme (see above, paragraph 3). The duty to report lies with the individual who made the find and this duty to report applies to everyone, including archaeologists. However, in the case of an archaeological excavation or investigation, it may be convenient for one member of the excavation team to take the responsibility for ensuring that the coroner is informed about all finds of potential treasure made during the course of the excavation or investigation. A finder who authorises a third party, such as a finds liaison officer or a local museum officer, to report the find on his behalf, is reminded that the duty to ensure that this has been done remains with the finder. Any person, other than the finder, who comes into the possession of an object he believes to be treasure, but which he believes has not been reported, should report it promptly to the coroner of the area in which the find was made, or to his local coroner if he does not know where the find was made. This also applies to anyone participating in metal detecting rallies; if the rally organiser or some other third party offers to make the report to the coroner on his behalf, it remains the duty of the finder to ensure that this has been done (see also paragraph 26). Anyone in possession of unreported treasure, whether he is the finder or not, may be committing an offence under the Theft Act 1968 by remaining in possession of such a find. If in doubt as to whether the suspected treasure has been reported, the Treasure Registrar at the British Museum should be consulted or, for cases in Wales, the National Museums & Galleries of Wales (see Appendix 2). The coroner may exercise his duty to inquire into reports of treasure and may conduct such inquiries regardless of the circumstances under which the report was made or by whom it was made.
26. As regards finds of potential treasure made at detecting rallies, if a person finds an object that qualifies as treasure on its own, then that person has a duty to report the object. If, however, it seems that, for example, a

dispersed hoard of coins has been discovered and that several individuals have discovered coins from the hoard, the individual finders have a duty to report their finds and the rally organiser or the finds recorder should tell them that this is the case. All organisers of metal detecting rallies should ensure that all participants in the rally are aware of their obligations under the Treasure Act.

II. Guidance

(i) Searching for artefacts

27. The Government recognises that metal detectorists have been responsible for discovering many objects of great importance for the nation's heritage and this Act is not intended in any way to restrict the activities of responsible, law-abiding detectorists.
28. The Government strongly recommends metal detectorists to join a recognised metal detecting club or organisation in order to take advantage of the wider knowledge of a group and so that they can most effectively be informed about the Treasure Act and Code of Practice and the Portable Antiquities Scheme for the voluntary recording of all archaeological objects. Special steps are taken to draw the provisions of the Act and this Code to the attention of those metal detectorists who choose not to join a metal detecting organisation.
29. The Government urges all metal detectorists to abide by the National Council for Metal Detecting's Code of Conduct (see Appendix 6) and by a code of practice which includes, as a minimum, the following provisions and advice:
 - (i) Do not trespass; obtain permission to search from the landowner, regardless of the status, or perceived status, of the land; bear in mind that all land, including beaches, has an owner. To avoid subsequent disputes it is advisable to get permission in writing.
 - (ii) Do not trespass or detect (with or without the landowner's permission) on scheduled sites or areas designated as of archaeological importance (see foot-note to paragraph 31), and do not damage other known sites, especially newly discovered ones; seek advice from the local finds liaison officer, local museum or Sites and Monuments Record if in

doubt. Remember it is illegal for anyone to use a metal detector on a scheduled ancient monument unless permission has been obtained.⁴

- (iii) Make contact with the local finds liaison officer, archaeologist or museum.
 - (iv) Ideally, join a recognised detecting club or national detecting organisation.
 - (v) Familiarise yourself with and abide by the provisions of the Treasure Act and Code of Practice, recording arrangements under the Portable Antiquities Scheme and export licensing rules.
 - (vi) Always report promptly, and in any case within 14 days, any object suspected of being treasure and deposit it as directed by the coroner.
30. It is important to stress that all those intending to search for objects or to undertake archaeological excavations or investigations that may lead to the discovery of such objects must obtain the necessary permissions. Even in the case of publicly-owned land, it cannot be assumed that detectorists will automatically have the right to search there. For example, some local authorities have specific policies restricting the use of metal detectors on their land and finders should always satisfy themselves that they have permission before searching on any council-controlled land. As regards finds made on the foreshore (that is the area between mean high water and mean low water) finders should be aware that the status of foreshore land is the same as that of other land; some beaches which are leased by local authorities require licences for metal detecting (see also footnote to paragraph 79). For example, on the Thames foreshore licences to search are granted by the Port of London Authority on behalf of the Crown Estate. All objects found on the Thames foreshore must be reported to the Museum of London, and suspected treasure must also be reported to the coroner. Finders should be aware that the Crown Estate is currently claiming its share of rewards for treasure found on its land.
31. If there is evidence that the finder has been trespassing or that he has made his find in a 'protected place' without the written consent of English Heritage or, in Wales, of Cadw, he may expect to receive no reward at all or an abated reward, in accordance with the principles laid down in paragraph

⁴ In England permission can only be given by English Heritage and, in Wales, by Cadw (see paragraph 31).

79 and, further, he may be liable to prosecution under the Ancient Monuments and Archaeological Areas Act 1979.⁵

32. Anyone who intends to search for artefacts is strongly recommended, when seeking permission to search, to make an agreement (preferably in writing) with the occupier and the landowner (if different) as to how any reward should be divided between them (see also paragraph 81).
33. If searching on cultivated land, metal detectorists should take care to recover items only from the plough-soil. If they discover something large (for example, in a container), unusual or below the plough-soil they are strongly recommended to obtain appropriate archaeological help. Finds may be associated with features that are not immediately visible, such as a pit or building. If individual objects are removed from these positions without archaeological supervision the chance to understand and date the feature may be lost. Similarly, archaeological involvement at this stage may help to discover why the object was put there in the first place. It may also be in a finder's interests to obtain appropriate archaeological help in excavating unusual or fragile finds. If, while removing an object from the ground, a finder were, deliberately or recklessly, to cause significant damage either to the actual object or to a surrounding monument or to the archaeological deposits making up the contexts which may explain the circumstances in which the object became buried or concealed, then (aside from any civil or criminal liability on the finder's part) the infliction of such damage will be reflected in any *ex gratia* reward that may be payable in respect of the find (see paragraph 79 (viii)). If a finder does not remove the whole of a find from the ground but reports it, thus affording the opportunity for the archaeological excavation of the remainder of the find, the original finder will normally be eligible for a reward for the whole find and not just that part which he himself had removed from the ground, although the Secretary of State will need to examine the individual circumstances of each case (see paragraph 78). Local agreements provide advice on how to obtain help; alternatively, the local finds liaison officer, Sites and

⁵ Under section 42 of the Ancient Monuments and Archaeological Areas Act 1979 it is an offence to use a metal detector in a protected place without permission. A 'protected place' is defined by the 1979 Act as (a) the site of a scheduled ancient monument; (b) any monument under the ownership or guardianship of the Secretary of State or a local authority by virtue of the Act and (c) a place situated in an area of archaeological importance (at present the only areas that are so designated are the historic centres of the following five towns: Canterbury, Chester, Exeter, Hereford and York).

Monuments Record or local authority archaeologist will be able to give advice: see lists in Appendix 2.

34. Finders are also recommended, where possible, to note information such as where the find was made, how deep the find was, whether the find-spot is on cultivated land or under grass and anything else they have found or noticed in the ground (such as metal objects, pottery fragments or building rubble) in the surrounding area at the time of the discovery or previously. Keeping a visual record would also be useful.
35. The great majority of known archaeological sites are not 'protected places' under the 1979 Ancient Monuments and Archaeological Areas Act (see paragraph 31). Although there are no legal restrictions on metal detecting on such sites, the Government strongly recommends to all metal detectorists that, if they do find significant archaeological objects that are not treasure on a particular site, they should consult the local finds liaison officer, local authority archaeologist in England (or, in Wales, the Regional Trust) responsible for the Sites and Monuments Record or the local museum to ensure that they will not be causing damage or loss of archaeological evidence on a known archaeological site that is registered on the Sites and Monuments Record.⁶ The archaeologist or museum will in any case welcome such information. A list of all Sites and Monuments Records is given in Appendix 2.
36. It is recognised that there will be occasions when the reporting of finds by detectorists from unscheduled sites will lead to an archaeological investigation of the site, with the landowner's and/or the occupier's permission, and that very occasionally such investigations may lead to

⁶ Concern has been expressed by metal detectorists that if they report finds from a site then it might lead to the site being scheduled with the result that they would no longer be allowed to detect there. However, it is very unlikely that new detector finds on their own will lead to a site being scheduled. Scheduling is carried out systematically under the Monuments Protection Programme, by which English Heritage is reviewing England's archaeology and making recommendations for scheduling to the Secretary of State for Culture, Media and Sport. To qualify for scheduling, a site must meet very stringent criteria in order to satisfy the Secretary of State that, in accordance with the legislation, it is of national importance and that its management and protection is best achieved by the controls of the scheduled monument system. Isolated detector finds on their own do not provide sufficient justification for scheduling, although such sites may be scheduled if other, more detailed, archaeological information about them exists. In any event, only a small proportion of the total number of known archaeological sites will be scheduled. At present (2002) there are about 18,000 scheduled monuments and the Monuments Protection Programme is likely to increase this to no more than about 32,000 monuments. This will represent less than 10 per cent of the currently known monuments, sites and find-spots, and many scheduled monuments are buildings which are totally unsuited to detecting.

the discovery of significant archaeological remains, so that it may be desirable to suspend further independent or group metal detecting on that site for a fixed period of time. Where this happens, archaeologists should ensure that the detectorist who originally reported the find is kept fully informed, by explaining to him what subsequent archaeological action will be taken, by sharing with him the new understanding that results from the find and by giving the original finder due acknowledgement for his discovery in any subsequent publication of the find. Archaeological bodies are urged to co-operate in this way because the logic of the Portable Antiquities Scheme for the voluntary recording of all archaeological finds (see paragraph 3) is that it should be based on co-operation between archaeologists and metal detectorists. English Heritage has an active policy of supporting investigations of archaeologically-significant find-spots.

37. Archaeologists should give the finder the opportunity to be actively involved in any future archaeological investigation of the site where the find was made, wherever practicable. The finder should be given full acknowledgement for his discovery in any publication of the find.

(ii) Reporting finds of treasure; local agreements

38. The Government recognises the need to make it as easy as possible for finders to fulfil their legal obligations under the Act. Finders are required to report their finds to the coroner for the district in which the find was made and this may be done by contacting the appropriate coroner (see Appendix 2). Such a report may be made in person, by letter, by fax or telephone, or by email. (Where a person other than the finder is making the report see paragraph 25.) The coroner or his officer will give or send the finder a written acknowledgement that he has reported the find and will give instructions as to where the finder should deliver his find. This could be to the coroner himself or, in most instances, to a finds liaison officer, a museum or to a local authority archaeological service or other appropriate archaeological organisation, in accordance with the terms of the local agreement outlined in paragraph 41. The coroner will copy the relevant documentation to that body which will copy it to the relevant national museum (see also paragraph 55). Finders are reminded that, until the find is deposited, they have a common law duty of care as bailees of the find and

have further obligations in private law not to dispose of the object(s) and not to delegate responsibility for its care to another person, other than the local reporting centre, except as directed by the coroner. In any case of reluctance to deposit as directed, coroners may seek to obtain a witness summons from the court directed to the witness (the finder) to bring the find to court. Alternatively, the coroner may rely upon common law powers to take possession of objects believed to be treasure.

39. The coroner or the body receiving the object on behalf of the coroner will give the finder a receipt, which should be in the form specified in the Treasure Receipt Form, when delivering his find (see Appendix 5). This receipt should specify the following:
- (a) details of institution receiving find with contact name, telephone number and email address of institution;
 - (b) details of local museum or collecting area (if different from receiving institution);
 - (c) name, address, telephone number and email address of finder(s);
 - (d) name, address, telephone number and email address of occupier of the land where find was made;
 - (e) name, address, telephone number and email address of owner of the land where find was made (if known);
 - (f) name, address, telephone number and email address of franchisee (if any and if known);
 - (g) date when the object(s) was found;
 - (h) circumstances of the find;
 - (i) a note of exactly where the object(s) was found: a precise location will be needed, to the equivalent of at least a six-figure grid reference wherever possible. (Since this information will be kept confidential, it may be advisable to keep a separate record of it: see paragraph 46);
 - (j) brief description of the object(s) together with a note of its condition. (In some cases it may be best if the body receiving the find were to do this by means of a photograph);
 - (k) name, telephone number and email address of coroner or coroner's officer (as appropriate);

- (l) name, telephone number and email address of Treasure Registrar at the British Museum, or contact at the Department of Archaeology and Numismatics at the National Museums & Galleries of Wales, from whom information can be obtained about the progress of the find.
40. With regard to any loss or damage to suspected treasure after it has been deposited, receiving institutions should have regard to paragraph 62 below. Such institutions should also look to their own arrangements, agreed with their governing authorities, for dealing with loss or damage to objects in their care. The Treasure Valuation Committee may be invited to assist in the valuation of such finds, where an adequate record exists.
41. For each coroner's district in England and Wales, there are local agreements between coroners, finds liaison officers, local government archaeological officers (in Wales, the Regional Archaeological Trusts) and local or national museums, as appropriate, for the delivery of finds of treasure in each area and how local metal detecting organisations are informed of those arrangements. From December 2003, when a national network of finds liaison officers will have been established across the whole of England and Wales, the finds liaison officers will provide the primary point of contact for finders regarding treasure finds. However, there is in addition a network of other museums and archaeological services to which finds can also be reported and these are listed in Appendix 2. These arrangements are publicised locally (see Appendix 2 for details); and the Department for Culture, Media and Sport (020 7211 6000) and the Treasure Registrar at the British Museum (020 7323 8611), and, for Wales, the National Museums & Galleries of Wales (029 2039 7951), also maintain a complete record of all such arrangements. Further sources of advice are given in Appendix 2.
42. One of the chief aims of such local agreements is to ensure, wherever possible, that the location and context of each find of potential treasure is, where appropriate, immediately inspected, accurately pinpointed and recorded and that the recovery process does not cause damage or loss to the preservation or understanding of the national heritage (see also paragraph 33). It is also necessary to ensure that the appropriate Sites and Monuments Record is informed at the earliest possible opportunity (see list in Appendix 2). This will be done by the local reporting centre. The Sites and Monuments Record may contain information concerning similar finds made in the same

area in the past which may be relevant in determining whether the new find may be treasure (see paragraph 16). The Sites and Monuments Record will take great care when releasing information about the location of find-spots.

43. Another aim of such local agreements is to ensure that the instructions given by coroners to the finders as to where they should deliver their finds will be, so far as possible, convenient to all parties. It is recognised that some finders may wish to show their finds at metal detecting clubs which may meet monthly and this will still be possible, with the agreement of all concerned, as long as the reporting requirements have been met.
44. According to the agreement that has been reached in each coroner's district, the coroner will generally direct a finder who has reported a find to take it to the finds liaison officer, local museum curator or a local authority archaeological officer (or an archaeological unit) who will be able to provide a preliminary opinion as to whether an object that a finder believes may be treasure is likely to be treasure. The finds liaison officer, local museum curator or archaeological officer will be able to return those objects that, in his opinion, are clearly not treasure, either in their own right or by association, to the person who has reported them, with the permission of the coroner. The finds liaison officer, museum curator or archaeological officer will then give his opinion on the objects to the coroner and, where his opinion is that the object is not treasure, it will not normally be necessary to hold an inquest. Alternatively, such objects may be disclaimed (see paragraph 49). The national museum will be able to provide advice where experienced advice is not available locally and in addition the national museum must be informed if the finds liaison officer, local museum curator or archaeological officer believes that the find may be treasure (see paragraphs 49 and 54 for more details on the procedure to be followed in such cases). The finds liaison officer, local museum curator or archaeological officer should prepare a brief written report on all objects, whether believed to be treasure or not. They should also inform the local finds liaison officer for the area (where one has been appointed, and if not involved already) so that all finds may be recorded under the Portable Antiquities Scheme.
45. If an object that may be treasure is shown to a person other than the coroner, a finds liaison officer, a museum or a local government

archaeological officer, such as a dealer, then that person should remind the finder of his legal duty to report the object to the coroner. However, the obligation under the Act to report finds rests with the finder alone. Dealers should abide by the codes of their professional organisations (in particular the British Art Market Federation, the Antiquities Dealers Association, the British Association of Antique Dealers, the British Numismatic Trade Association, LAPADA (the Association of Art and Antique Dealers) and the Society of Fine Art Auctioneers) and they should bear in mind that if they acquire, whether knowingly or unknowingly, an object that is treasure or that turns out to be treasure and that has not been disclaimed or returned, they have no title to it. Furthermore, they may have committed an offence under the Theft Act 1968 if they possess unreported treasure. If in doubt as to whether or not suspected treasure has been reported, they should consult the Treasure Registrar at the British Museum or the National Museums & Galleries of Wales (see paragraph 25 and Appendix 2). The Government appreciates the need to make information about finds that have been disclaimed or returned easily available in order that dealers may avoid unwittingly purchasing undeclared objects. When they sell objects that have either been reported as potential treasure and disclaimed or which have been declared to be treasure at a coroner's inquest and returned because no museum acquired them, dealers and auction houses are urged to include a note to this effect whenever the object is described in an auction catalogue or sales list. In paragraph 51 it is recommended that the relevant documentation should be kept with the object. In any case, a provenance normally enhances the value of such an object.

46. In order to preserve the integrity of the site of the find for possible further archaeological investigation and to deter trespassers, it will not be necessary for the coroner or other authorities to report publicly the precise location of the find, either during an inquest or otherwise. As a general guideline, the civil parish or else a four-figure national grid reference (one square kilometre) will be sufficient in most cases, although in particularly sensitive cases a more general description of the location may be appropriate. The landowner's views will also be taken into account in this matter. However, the finder should report the precise find-spot of his find to the coroner (wherever possible to the equivalent of at least a six-figure national grid reference) and failure to do so may be taken into account

when determining any reward for which the finder may be eligible (see paragraph 79 (iv)). This information will be treated as confidential by the coroner, by those institutions from whom the coroner has sought advice and by the Sites and Monuments Record.

(iii) Advice on the care of finds

47. Some materials, when removed from the ground, can be identified without cleaning; examples are pure gold or silver-gold alloys. If an object has changed in appearance as a result of having been buried in the ground, it may still be possible to identify the material from a visual examination or from comparison with other similar objects. Further information on how to identify altered materials without cleaning is given in Section 2 of Appendix 4. Soil and corrosion concretions around objects may contain important evidence about how the object was made or used and about the environment at the time of deposition. Corrosion and soil concretions should be left undisturbed and the professional advice of an experienced archaeological conservator should be sought. Inappropriate cleaning can reduce the value (both archaeological and commercial) of finds. Where cleaning occurs, the finder gains nothing by way of an increased commercial value as reflected in the reward and may risk a reduction of the reward by virtue of the cleaning (see paragraph 79 (viii)). Further information on the care of finds and sources of advice are given in Appendix 4. See also paragraph 56.

F. Secretary of State's Power to Disclaim Objects

48. Under Section 6 of the Act the Secretary of State has the power to disclaim objects that have been submitted as potential treasure. Since it is anticipated that museums will not wish to acquire all of the objects that will qualify as treasure, this provision means that it will not normally be necessary to hold treasure inquests in such cases. For objects found within treasure franchises see paragraph 22.
49. Although the Secretary of State will be able to use this power at any stage once a find of potential treasure has been reported to the coroner, the normal procedure will be as follows. All finds of potential treasure must to be reported to the coroner. The coroner will then seek advice either from the relevant local source (the finds liaison officer, local museum, local authority archaeological officer or archaeological unit) or from the national museum, in accordance with the arrangements that have been agreed for each coroner's district (see paragraphs 41- 44). The finds liaison officer, local museum or archaeological officer and the national museum should agree whether to advise the Secretary of State that the object should be disclaimed; in some cases it may be necessary for the object to be delivered to the national museum for further study and it is noted in paragraph 54 that the national museum can also provide specialist conservation or metallurgical analysis. The finds liaison officer, local museum or archaeological officer and the national museum will also consult any other museums registered with Resource: The Council for Museums, Archives and Libraries that they believe may have a potential interest in acquiring the find (see also paragraph 63). If, as a result of this process of consultation, no museum wishes to acquire the object(s), then the national museum will advise the Secretary of State that the Crown's interest in the find should be disclaimed. If the Secretary of State accepts this advice and disclaims the object(s), the British Museum will inform the local museum, the coroner and the finder. The coroner will not then need to proceed with an inquest and will take the steps set out in paragraph 50. If information about the find has not already been passed on to the appropriate finds liaison officer and Sites and Monuments Record (see list in Appendix 2), then it will be

done at this stage (see paragraph 42). Only a complete find (for example, a complete coin hoard) may be disclaimed in this way; if a museum wishes to acquire any objects from a find, then the whole find will need to be considered at a treasure inquest.

50. Any objects disclaimed in this way will be treated as though they had never been treasure and will be returned by the coroner. The coroner will give notification to the occupier and the landowner (if different) that he intends to return them to the finder not less than 28 days after the date of his notification unless he receives an objection from either of them. If no objection is received, the coroner will inform the national museum and authorise the reporting centre in writing to release the find; the reporting centre will then return the find and inform the coroner in writing that the find has been released. If the coroner receives an objection, the find will be retained by the coroner, or by the body to whom he has entrusted it, pending the resolution of the dispute between the parties. The coroner does not have the power to make a legal determination as to title as between the occupier, the landowner and the finder, and this question will, if necessary, need to be resolved in the courts.
51. It is recommended that a record of the coroner's findings and documentation relating to the disposal of the object should be kept with it. The person to whom objects have been returned in this way will, in the absence of a direct legal claim, be free to dispose of them as he wishes. However, all such objects will require an export licence from the Department for Culture, Media and Sport if they are to be exported abroad. Application forms for export licences may be obtained from the Cultural Property Unit of the Department for Culture, Media and Sport (020 7211 6000).
52. The procedure outlined in paragraphs 49-51 may also be followed in the case of objects such as those from archaeological excavations (where no reward is payable to the finder) provided that this is done in accordance with a pre-existing agreement between the parties concerned and provided that the Secretary of State is satisfied with the arrangements for their disposal. Such finds should also be reported to the coroner in the normal way and the coroner should be informed of the outcome. (See also paragraph 81.)

G. Procedure when a Find has been reported to the Coroner; Treasure Inquests

53. Detailed guidelines on the procedure to be followed by coroners in treasure inquests are set out in a Home Office Circular. This section of the Code is intended to summarise the main points insofar as they affect those who are likely to have an interest in treasure inquests (finders, occupiers, landowners, museums etc.).
54. The coroner will hold an inquest on any find that has been reported to him and that he has reasonable grounds for believing to be treasure, except where the find has been disclaimed by the Secretary of State. On the other hand, it is expected that all those finds that no museum wishes to acquire will already have been disclaimed under the procedure laid down in paragraph 49, so it will effectively only be necessary to hold inquests on those finds that a museum wishes to acquire. A report on the find will be prepared for the coroner by national and local archaeologists in conjunction, as appropriate (see paragraph 44).⁷ The coroner is required by the Act to inform the national museum if he intends to hold an inquest. In addition, the national museum will be able to provide specialist conservation and analytical facilities. Where necessary the coroner will make arrangements for the object to be delivered to the national museum. However, the coroner may ask the national museum to make arrangements regarding the delivery of fragile objects.
55. The body which is providing advice to the coroner in accordance with paragraph 54 will give the coroner a written report giving brief details of the objects together with an assessment as to whether they fall within the definition of treasure and, if so, on what grounds. Museums should complete reports according to the original report to the coroner, being careful to adhere to any numbering or other identification system already allocated. They should report within three months or within a period of time that will allow the target times set down in paragraph 87 to be met. However, in exceptional cases, e.g. large hoards of coins, it may be

⁷ In the case of finds from Wales, the coroner will normally ask for a report from the National Museums & Galleries of Wales.

necessary to exceed this period. Local reporting centres must always first consult the national museum if they propose to provide the report to the coroner. The report will not contain a valuation of the objects. This report will normally be made available to the finder and the landowner/occupier by the Treasure Registrar or the National Museums & Galleries of Wales.

56. In the case of objects other than coins, it may be necessary to obtain a scientific analysis, wherever possible without sampling, of one or more objects from the find in order to determine whether they fall within the definition of treasure under the Act. It will not normally be necessary to obtain an analysis of the metal content of coins. In some cases it may also be necessary to clean the objects so that they can be identified (see Appendix 4, section 6). The body providing the report should first obtain the permission of the coroner to proceed with any potentially invasive procedure which it judges could lead to damage to the object.
57. The coroner has the duty of notifying the finder, the occupier and the owner of the land where the find was made of the place and date when he intends to hold an inquest. He is also requested to inform the local museum and the franchisee (if any, and if known). The finder, occupier and landowner will be given an opportunity to examine witnesses at the inquest and may, according to the coroner's discretion, be represented at the inquest. Since it may not always be straightforward for the coroner to discover the identity of the landowner, the Act requires the coroner to ask the finder or the occupier who the landowner is and the coroner will then take reasonable steps to ensure that he is informed.
58. The inquest will be held without a jury unless the coroner, at his discretion, decides otherwise. In some cases the Crown and/or the national museum and/or the local museum or local archaeological officer (as identified in paragraph 54) or finds liaison officer may wish to be represented at the inquest. However, at the coroner's discretion, where all parties have indicated that they do not wish to attend, the inquest may proceed using written evidence only which may include sworn statements. The recommendation in paragraph 46 about the desirability of keeping find-spots confidential applies. Neither the precise location of find-spots nor details (e.g. addresses and telephone numbers) of the finder, occupier or landowner, should be made public at the inquest.

59. If an object is found not to be treasure as a result of an inquest, then it will be returned by the coroner according to the principles set out in paragraph 50 on the return of objects that have been disclaimed. The recommendation in paragraph 51 that relevant documentation be kept with the object and the conditions regarding the export of such objects also apply. The coroner will be informed by the British Museum about the decision taken by the Secretary of State in relation to the objects with which he has been concerned.
60. If a find is declared treasure the coroner will inform the national and local museum (or reporting centre, if different), the finder, landowner, occupier and franchisee (if any, and if known). If the coroner is advised that a museum may wish to acquire either the whole find or an object from it, the coroner will arrange for the find to be delivered to the national museum so that it can be valued by the Treasure Valuation Committee. (However, the coroner may ask the national museum to make arrangements regarding the delivery of fragile objects.) The coroner should keep records of treasure inquests in a standard format.
61. The decision of the inquest will be subject to the jurisdiction of the courts by way of judicial review. In certain circumstances coroners' inquests may also be reviewed under section 13 of the Coroners Act 1988.
62. The coroner or the body into whose care a find reported as treasure has been entrusted will take reasonable steps to ensure its safe custody and, in the event of an object being lost or damaged, except by the negligence of the party concerned, the Secretary of State may make an *ex gratia* payment to the person or persons to whom a reward would have been paid under the guidelines contained in paragraphs 71-85 of this code, subject to a lower limit of £100.

H. Acquisition of Treasure

63. The current practice is that objects that are declared treasure are offered in the first instance by the Secretary of State to the national museum and that if the national museum does not wish to acquire the objects it offers them to other museums. The following procedures and principles will be followed by the national museum in dealing with finds of treasure:
- (1) The Museum of London will have the first right to acquire any finds of treasure made within the franchise enjoyed by the Corporation of London. Bristol Museums and Art Gallery will enjoy a similar right in respect of any finds of treasure made within any franchise that may be held by the City of Bristol.
 - (2) Finds of national importance should be kept intact and will normally be acquired by the national museum. In England, it is expected that only a small proportion of finds of treasure will normally be classed as being of national importance. The national museum will consult the local registered museum⁸ over such finds. In the event that a find of regional or local interest cannot be acquired by the local registered museum or by another registered museum, the national museum may then consider acquiring it.
 - (3) In the case of other finds not of national importance there may also be good reasons both academically and archaeologically for keeping them intact. If the local registered museum wishes to acquire such a find intact, then it will have the opportunity to do so; if the local museum does not wish to acquire the find intact it may be offered to another registered museum in the United Kingdom with a relevant interest in the objects contained in the find. When considering to which local registered museum a find will be offered, account will be taken of the collecting areas and collecting policies of any interested local museums. It is hoped that the relevant authorities will resolve all outstanding issues with regard to museum collecting policies and areas in England and Wales. The documentation relating to the find will be copied to the museum that acquires it.

⁸ This museum will already have been identified under the procedure outlined in paragraphs 41-44 and 49.

- (4) If no museum wishes to acquire the find intact, then one or more of the museums listed in (2) above may wish to select some of the objects from the find for their collections by mutual agreement. Those objects that are not required by museums will be returned by the coroner according to the principles laid down in paragraph 50. The documentation relating to the whole find will be copied to each museum that acquires objects from the find.
- (5) There is a presumption that objects of treasure found during the course of archaeological excavations or investigations will be kept with the rest of the archaeological archive. Archaeologists are strongly recommended to secure curatorial provision and identify repositories for site finds before excavation or investigation begins.
- (6) A find from consecrated land that would have qualified as treasure trove under the common law of treasure trove, and which therefore falls outside the scope of the order described in paragraph 18, will be offered to a local church museum (if there is one) if the national museum does not wish to acquire it.
- (7) If finders and anyone else with an interest in the find wish to waive their right to a reward on condition that the find is deposited in a particular registered museum, their wishes will be taken into account.
- (8) The references to 'registered' museums above are to museums with registration from Resource: The Council for Museums, Archives and Libraries.
- (9) The Department for Culture, Media and Sport's predecessor, the Department of National Heritage's review of museum policy, *Treasures in Trust*, was based on the premise that 'a museum's collections are to be held on behalf of the public as inalienable cultural assets' (3.2) and this applies to acquisitions of treasure. Any museum that acquires treasure may only dispose of it in accordance with the registration guidelines of Resource: the Council for Museums, Archives and Libraries (paragraph 4.2.5), and in accordance with any conditions on disposal imposed by any grant-awarding bodies which may have assisted in the acquisition of the object.

- (10) It is expected that museums that acquire finds of treasure will generally wish to place them on exhibition. However, where finds of treasure are not on exhibition finders and any other interested members of the public will have access to them on request, in accordance with Resource's registration guidelines. Where treasure has been acquired with external financial help, this should be acknowledged appropriately, with the consent of those concerned, for example in museum labelling and publications.
64. Where a museum needs to seek external funding for all or a proportion of the amount necessary to acquire treasure, it may wish to apply to the Art Fund, the Heritage Lottery Fund, the National Heritage Memorial Fund or, in the case of local museums, to the Victoria and Albert Purchase Grant Fund (see Appendix 2 for details of grant-giving bodies).

I. Valuation of Treasure

65. The Government strongly reaffirms the principle behind the establishment of the Treasure Trove Reviewing Committee, which was established in 1977 to provide independent scrutiny of valuations of finds of treasure. The Committee was renamed the Treasure Valuation Committee in 1997 in order to reflect more accurately its role. Its terms of reference are to recommend to the Secretary of State valuations for the items brought before it which correspond as closely as possible, taking account of all relevant factors, to what may be paid for the object(s) in a sale on the open market between a willing seller and a willing buyer; and to provide advice to the Secretary of State in cases where there may be grounds for either no reward to be paid to the finder, or for a reduced reward to be paid, or where there is a dispute as to the apportionment of the reward between the finder and the occupier/owner of the land or between the occupier and a person having a superior interest (see paragraphs 69 and 76). The Committee will issue from time to time guidance on the valuation of finds, and finders and valuers should take account of this.
66. However, the Government recognises that it is important not just that the valuations agreed by the Committee should be fair but that they should be seen to be fair. Therefore, in order to ensure the widest possible confidence in treasure valuations, the Committee commissions reports from independent experts drawn from the trade on all finds that come before it; the reports submitted by the national museums do not contain valuations but simply contain a description of the objects. In most cases of treasure the valuations will be straightforward and it will be sufficient for the Committee to commission a single valuation, basing its decision on that valuation and its own expertise. But the Committee has the discretion to commission more than one valuation where it deems it to be desirable, for example, in cases of particularly high value and rare objects, and in all cases will rely on its own expertise in evaluating them and arriving at a recommended valuation figure. Any enquiries relating to those valuations should be directed to the Secretary of the Committee. Objects will not be valued prior to inquest nor will the Committee adopt a minimum valuation

threshold. The valuation will be as at the time of finding of the object and in the condition in which it was found (see also paragraph 47). It is expected that the Committee will be aware of the potential value of the object in its conserved state, after the deduction of notional cleaning and conservation costs. A valuation cannot be altered retrospectively in the light of a subsequent find. The valuation of newly discovered objects from a previously examined find may take account of that previous discovery.

67. All interested parties (finders, occupiers and landowners, and any museum that intends to acquire objects from the find) are given the opportunity to make relevant comments on these valuations and on the reports of the national museums before the Committee reaches its decision; in addition, finders, occupiers, landowners and museums have the right to submit their own evidence to the Committee. Such evidence may be in the form of valuations commissioned by these parties. The Committee reserves the right to adopt safeguards to ensure the reliability of the parties' valuation evidence; for example, greater weight will be given to that from a valuer who belongs to a relevant recognised trade association with its own professional code. Objects will normally be valued at the first Committee meeting to be held after the Committee's commissioned valuation has been received. However, if the parties require more time, a maximum of 28 days can be allowed for them to submit their own evidence before the Committee meets to decide on its recommendation. Finders are recommended to retain a photographic record of the object to assist in any independent valuation they may commission.
68. It is important to bear in mind that a finder who fails to report a find of treasure in contravention of section 8 of the Act and sells it to a dealer has not only committed an offence but is likely to obtain a much lower price for it than if he had reported it in the proper way. Reporting a find of treasure in accordance with the requirements of the Act is the best guarantee of receiving a fair reward.
69. In addition, the Secretary of State may request the Treasure Valuation Committee to investigate the circumstances where there may be any grounds for the abatement of the reward under the terms of paragraphs 84 and 85 and to make a recommendation.

70. Should an interested party (as defined in paragraph 67) be dissatisfied with the Committee's recommendation, that party has the right to make representations to the Secretary of State before a decision is made. The Secretary of State will normally allow 28 days after the finder, the occupier, landowner or museum has been notified of the Committee's recommendation to allow any representation to be made before making the order. The Secretary of State's decision will be subject to the jurisdiction of the courts by way of judicial review. Any claim of maladministration can be investigated by the Parliamentary Commissioner for Administration.

J. Rewards

I. Objectives

71. Finders are reminded that they may consider, in the first instance, foregoing cash rewards to allow eligible public collections to acquire treasure without payment. With the finder's consent, full and appropriate recognition of such action should always be given. It is acknowledged, however, that many finders will seek rewards for their finds. The paramount objective in the payment of ex gratia rewards for finds of treasure is to encourage the reporting of finds and to ensure that there are adequate incentives to finders while at the same time discouraging wrong behaviour. The British Museum, on behalf of the Secretary of State, will pay the reward to the person or persons entitled to it according to the provisions in these guidelines. The British Museum will only make such payment after having received an equivalent sum of money from the museum or museums which wish to acquire the objects. In any case where the British Museum is itself acquiring the objects, the Department for Culture, Media and Sport will pay the reward after having received payment from the acquiring museum.

II. Guidelines for the payment of rewards where the finder is searching for artefacts

72. Those eligible to receive rewards are the finder(s), landowner and/or occupier. Where the finder has a valid permission from the occupier or landowner to be on the land where he made his find in order to search for and remove artefacts he will receive his full share of the reward. The burden of proof as to whether he has permission will rest with the finder. It is normal practice to divide rewards equally between the finder and landowner on a 50:50 basis unless another form of agreement has been reached between them (see paragraph 73), or the reward is abated.
73. If it is established that the permission to enter the land was subject to the finder and occupier and/or the landowner agreeing to share any reward, the Secretary of State will be prepared to apportion the reward with reference to the agreement. If there is a dispute as to the terms of such an agreement, the Secretary of State will determine what is appropriate, acting

on the advice of the Treasure Valuation Committee. Where permission to enter land in order to search for treasure has been established, the burden of proving that it was subject to an agreement to share the proceeds of the reward will be with the occupier or the landowner (where different).

74. There may be occasions where an occupier for the time being, because of the extent and nature of his interest in the land, did not have the capacity to give permission and should not have done so: for example, an agricultural tenant may be prohibited from authorising a treasure search under the terms of his tenancy. It is not thought appropriate to abate the finder's reward unless it appears to the Secretary of State that the finder was aware, or could reasonably have established, that the person who granted consent to enter into the land had no authority to do so. Where the Secretary of State does abate the finder's reward, the balance of the abated reward will be paid to the person who would have been entitled to give permission to enter the land to search for treasure (usually the landowner).
75. Following from this, there may also be occasions on which an occupier for the time being, because of the extent and nature of his interest in the land, would be liable to a person having a superior interest in the land for the proceeds of the sale of any object found on the land and the Secretary of State intends to give effect to this in making the reward. If there is a dispute as to how a reward should be apportioned between the occupier of the land and the person having the superior interest (usually the owner), the Secretary of State will determine what is appropriate, acting on the advice of the Treasure Valuation Committee.
76. Whenever there is a dispute as to whether a reward should be abated or as to how it should be apportioned, the Secretary of State will have regard to any representations made by the parties and may ask for advice from the Treasure Valuation Committee.
77. If there is more than one finder, that residual part of the reward to which they are entitled (after the deduction of the portion due to the landowner) will normally be paid to them in equal proportions except where there is an agreement to the contrary.
78. If a finder does not remove the whole of a find from the ground but reports it, thus affording the opportunity for the archaeological excavation or

investigation of the remainder of the find, the original finder will normally be eligible for a reward for the whole find and not just that part which he himself had removed from the ground, although the Secretary of State will need to examine the individual circumstances of each case.

79. Finders may expect to receive no rewards at all or abated rewards under the following circumstances:

- (i) where the finder has committed an offence under section 8 of the Act by failing to report treasure within 14 days of making the find or within 14 days of believing or of having reasonable grounds for believing that the find was treasure, without a reasonable excuse;
- (ii) where the finder has committed an offence under section 42 of the 1979 Ancient Monuments and Archaeological Areas Act (unauthorised use of a metal detector in a protected place) (see paragraph 31);
- (iii) where there is evidence of illegal activity in relation to a find whether or not a prosecution has been mounted;
- (iv) where all the relevant circumstances surrounding a find, including the find-spot, were not reported;
- (v) where a finder has failed to deposit a find promptly as directed by the coroner and/or where there is evidence that only part of a find has been handed in;
- (vi) where there are reasonable grounds for believing that a find was made elsewhere than on the alleged site;
- (vii) where there are reasonable grounds for believing that the finder was trespassing;⁹
- (viii) where significant damage has been done deliberately or recklessly either to the actual object, or to a surrounding monument or to the archaeological deposits making up the contexts which may explain the circumstances in which the object became buried or concealed, when the object was removed from the place where it was found;
- (ix) where there are other factors that the Secretary of State thinks it appropriate to take into account in individual cases.

⁹As regards finds made on the foreshore (that is the land between mean high water and mean low water), the Crown Estate confirms that a finder on Crown Estate foreshore will ordinarily be treated as being on the land with permission, that is not trespassing, but this implied permission does not include permission to search. (Just over half of the foreshore on the coast of England, Wales and Northern Ireland is Crown land.)

It will be within the discretion of the Secretary of State to decide by how much the reward to the finder is to be abated in such circumstances or whether no reward will be payable at all to the finder.

80. In such circumstances the occupier or the landowner will be eligible for the whole of the balance of the reward in such proportion as the Secretary of State may determine, according to the principles laid down in paragraph 74, provided that there is no evidence that they have been a party to wrong behaviour on the part of the finder. The museum that acquires the find will only have to pay that part of the reward that is actually payable.
81. Rewards will not be payable when the find is made by an archaeologist or anyone engaged on an archaeological excavation or investigation. In cases of uncertainty archaeologists are recommended to require any individuals for whom they are responsible, or to whom they have given, or for whom they have sought, permission to search, to sign a statement waiving their right to a reward. If there is doubt as to whether the finder was an archaeologist (or a person engaged on an archaeological excavation or investigation) the Treasure Valuation Committee shall decide. This will not affect any interest that the occupier or the landowner may have in any reward. The proportion of any reward payable to an eligible landowner (or occupier) is 50 per cent. (See also paragraph 52.)

III. Guidelines for the payment of rewards where the finder was not searching for artefacts

82. Where the finder, who has not been searching for artefacts, makes a chance find and where he clearly has permission to be where he made his find and where he has reported his find according to the law, then the reward will be divided in whatever proportions the Secretary of State thinks fit, taking account of the circumstances of each case. In most cases the finder or finders may expect to receive half of the reward; that part of the reward for which the occupier and the landowner may be eligible will be divided between them according to the principles laid down in paragraph 74 (see also paragraph 81).
83. Where the finder has not been searching for artefacts and there are reasonable grounds for believing that the finder did not have permission to

be where he made the find, then it may be appropriate for the reward to be divided between the finder, the occupier and the landowner, the Secretary of State being able to use discretion according to the individual circumstances of the case.

IV. Amount of abatement

84. Decisions about the level of rewards in individual cases will be taken in the light of the particular circumstances of each case and in making a decision the Secretary of State shall be guided by the recommendations of the Treasure Valuation Committee. In making its recommendations, the Committee shall seek to find a balance between the objective of rewards to encourage the prompt and proper reporting of finds, and the need for rewards not in themselves to provide an incentive for illegal or improper behaviour. The Committee shall also take account of the archaeological and historical significance of the effect of illegal or improper behaviour involved in the specific circumstances of a particular case. In such cases the interested parties will have the opportunity to submit evidence to the Committee. The Secretary of State will notify the parties concerned of the decision, giving such reasons as may be necessary.
85. The Secretary of State's decision will be subject to the jurisdiction of the courts by way of judicial review. Any claim of maladministration can be investigated by the Parliamentary Commissioner for Administration.

K. Annual Report

86. The Act requires the Secretary of State to report to Parliament annually on the operation of the Act. This report comprises a list of all cases of treasure and also those cases that have been disclaimed by the Secretary of State. It may also include further information about the archaeological context of treasure, associated non-treasure objects and the treasure process itself. All individuals and grant-giving bodies who have helped museums to acquire treasure, including finders who have waived rewards, and who have no objection to public recognition, will be acknowledged in the report.

L. Speed of Handling Cases

87. The Government believes that it is very important that cases of treasure and potential treasure should be dealt with by all bodies concerned (museums, archaeologists, finds liaison officers and the police to whom such objects may be reported, coroners, the national museums, the Department for Culture, Media and Sport, the Treasure Valuation Committee) as expeditiously as possible and requests these bodies to do all that they can to ensure this; as a general rule the target should be that the period between the find being received by the coroner or by the organisation to whom he has directed that the find be delivered and the payment of an *ex gratia* reward should not be longer than twelve months (provided no challenges are made to valuations), although it may be necessary to exceed this period in exceptional cases such as large hoards of coins, or finds that present particular difficulties. The Treasure Registrar (or, for finds in Wales, the National Museums & Galleries of Wales) will write to finders when a find first comes to the national museum (or other relevant museum as agreed) and copy to the finder the museum's report to the coroner. The coroner will inform the national museum, the finder and the landowner/occupier of the date of the inquest. The British Museum (or in cases where the British Museum wishes to acquire the find, the Department for Culture, Media and Sport) will keep finders and other interested parties fully informed of the progress of their cases once a find has been declared to be treasure and a museum wishes to acquire it. The target time between the valuation of a find having been agreed by all interested parties and the payment of the reward should be three months, or four months in cases where museums have to seek grants from other bodies, provided that no interested party (as defined in paragraph 67) makes a representation to the Secretary of State concerning the Treasure Valuation Committee's recommendation. In cases where finds are disclaimed before an inquest is held in accordance with the procedure laid down in paragraphs 48-51, the target time should be six months between the receipt of the find by the coroner or by organisation to whom he has directed that the find should be delivered and the coroner notifying his intention to return the object(s).
88. Target times will be examined again in the context of any further review of this Code of Practice (see paragraph 89).

M. Codes of Practice

89. The Act requires the Secretary of State to keep this Code under review. A review was carried out in 2000-2001 after the Act had been in operation for three years and the review recommended adjustments to the definition of treasure, according to the powers in section 2, and a number of revisions to the Code: it examined, amongst other things, the target times for the handling of cases, the arrangements for the acquisition of finds set down in paragraph 63 and the valuation of treasure. Those bodies which were consulted on the Code originally were given the opportunity to participate in the review. All changes agreed by the Secretary of State have been included in this revised (2002) edition of the Code. Further reviews may take place, at the discretion of the Secretary of State, five years after the publication of the revised Code of Practice.

Appendix 1: Treasure Act 1996

ARRANGEMENTS OF SECTIONS

Meaning of 'treasure'

- Section 1. Meaning of 'treasure'.
- Section 2. Power to alter meaning.
- Section 3. Supplementary.

Ownership of treasure

- Section 4. Ownership of treasure which is found.
- Section 5. Meaning of 'franchisee'.
- Section 6. Treasure vesting in the Crown.

Coroners' jurisdiction

- Section 7. Jurisdiction of coroners.
- Section 8. Duty of finder to notify coroner.
- Section 9. Procedure for inquests.

Rewards, codes of practice and report

- Section 10. Rewards.
- Section 11. Codes of practice.
- Section 12. Report on operation of Act.

Miscellaneous

- Section 13. Application of Act to Northern Ireland.
- Section 14. Consequential amendments.
- Section 15. Short title, commencement and extent.

ELIZABETH II C. 24

Treasure Act 1996

1996 CHAPTER 24

An Act to abolish treasure trove and to make fresh provision in relation to treasure. [4th July 1996.]

Be it enacted by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same as follows:

Meaning of Treasure

1. — (1) Treasure is:

- (a) any object at least 300 years old when found which:
 - (i) is not a coin but has metallic content of which at least 10 per cent by weight is precious metal;
 - (ii) when found, is one of at least two coins in the same find which are at least 300 years old at that time and have that percentage of precious metal; or
 - (iii) when found, is one of at least ten coins in the same find which are at least 300 years old at that time;
- (b) any object at least 200 years old when found which belongs to a class designated under section 2(1);
- (c) any object which would have been treasure trove if found before the commencement of section 4;
- (d) any object which, when found, is part of the same find as:
 - (i) an object within paragraph (a), (b) or (c) found at the same time or earlier; or
 - (ii) an object found earlier which would be within paragraph (a) or (b) if it had been found at the same time.

(2) Treasure does not include objects which are:

- (a) unworked natural objects, or
- (b) minerals as extracted from a natural deposit, or which belong to a class designated under section 2 (2).

2. — (1) The Secretary of State may by order, for the purposes of section 1(1)(b), designate any class of object which he considers to be of outstanding historical, archaeological or cultural importance.

- (2) The Secretary of State may by order, for the purposes of section 1(2), designate any class of object which (apart from the order) would be treasure.
 - (3) An order under this section shall be made by statutory instrument.
 - (4) No order is to be made under this section unless a draft of the order has been laid before Parliament and approved by a resolution of each House.
3. — (1) This section supplements section 1.
- (2) 'Coin' includes any metal token which was, or can reasonably be assumed to have been, used or intended for use as or instead of money.
 - (3) 'Precious metal' means gold or silver.
 - (4) When an object is found, it is part of the same find as another object if:
 - (a) they are found together,
 - (b) the other object was found earlier in the same place where they had been left together,
 - (c) the other object was found earlier in a different place, but they had been left together and had become separated before being found.
 - (5) If the circumstances in which objects are found can reasonably be taken to indicate that they were together at some time before being found, the objects are to be presumed to have been left together, unless shown not to have been.
 - (6) An object which can reasonably be taken to be at least a particular age is to be presumed to be at least that age, unless shown not to be.
 - (7) An object is not treasure if it is wreck within the meaning of Part IX of the Merchant Shipping Act 1995.

Ownership of treasure

4. — (1) When treasure is found, it vests, subject to prior interests and rights:
- (a) in the franchisee, if there is one;
 - (b) otherwise, in the Crown.
- (2) Prior interests and rights are any which, or which derive from any which:
- (a) were held when the treasure was left where it was found, or
 - (b) if the treasure had been moved before being found, were held when it was left where it was before being moved.

- (3) If the treasure would have been treasure trove if found before the commencement of this section, neither the Crown nor any franchisee has any interest in it or right over it except in accordance with this Act.
 - (4) This section applies:
 - (a) whatever the nature of the place where the treasure was found, and
 - (b) whatever the circumstances in which it was left (including being lost or being left with no intention of recovery).
5. — (1) The franchisee for any treasure is the person who:
- (a) was, immediately before the commencement of section 4, or
 - (b) apart from this Act, as successor in title, would have been, the franchisee of the Crown in right of treasure trove for the place where the treasure was found.
- (2) It is as franchisees in right of treasure trove that Her Majesty and the Duke of Cornwall are to be treated as having enjoyed the rights to treasure trove which belonged respectively to the Duchy of Lancaster and the Duchy of Cornwall immediately before the commencement of section 4.
6. — (1) Treasure vesting in the Crown under this Act is to be treated as part of the hereditary revenues of the Crown to which section 1 of the Civil List Act 1952 applies (surrender of hereditary revenues to the Exchequer).
- (2) Any such treasure may be transferred, or otherwise disposed of, in accordance with directions given by the Secretary of State.
 - (3) The Crown's title to any such treasure may be disclaimed at any time by the Secretary of State.
 - (4) If the Crown's title is disclaimed, the treasure:
 - (a) is deemed not to have vested in the Crown under this Act, and
 - (b) without prejudice to the interests or rights of others, may be delivered to any person in accordance with the code published under section 11.

Coroners' jurisdiction

7. — (1) The jurisdiction of coroners which is referred to in section 30 of the Coroners Act 1988 (treasure) is exercisable in relation to anything which is treasure for the purposes of this Act.

- (2) That jurisdiction is not exercisable for the purposes of the law relating to treasure trove in relation to anything found after the commencement of section 4.
 - (3) The Act of 1988 and anything saved by virtue of section 36(5) of that Act (saving for existing law and practice etc.) has effect subject to this section.
 - (4) An inquest held by virtue of this section is to be held without a jury, unless the coroner orders otherwise.
- 8. —**
- (1) A person who finds an object which he believes or has reasonable grounds for believing is treasure must notify the coroner for the district in which the object was found before the end of the notice period.
 - (2) The notice period is fourteen days beginning with:
 - (a) the day after the find; or
 - (b) if later, the day on which the finder first believes or has reason to believe the object is treasure.
 - (3) Any person who fails to comply with subsection (1) is guilty of an offence and liable on summary conviction to:
 - (a) imprisonment for a term not exceeding three months;
 - (b) a fine of an amount not exceeding level 5 on the standard scale; or
 - (c) both.
 - (4) In proceedings for an offence under this section, it is a defence for the defendant to show that he had, and has continued to have, a reasonable excuse for failing to notify the coroner.
 - (5) If the office of coroner for a district is vacant, the person acting as coroner for that district is the coroner for the purposes of subsection (1).
- 9. —**
- (1) In this section 'inquest' means an inquest held under section 7.
 - (2) A coroner proposing to conduct an inquest must notify:
 - (a) the British Museum, if his district is in England; or
 - (b) the National Museum of Wales, if it is in Wales.
 - (3) Before conducting the inquest the coroner must take reasonable steps to notify:
 - (a) any person who it appears to him may have found the treasure;
and
 - (b) any person who, at the time the treasure was found, occupied land which it appears to him may be where it was found;

- (4) During the inquest the coroner must take reasonable steps to notify any such person not already notified.
- (5) Before or during the inquest, the coroner must take reasonable steps:
 - (a) to obtain from any person notified under subsection (3) or (4) the names and addresses of interested persons; and
 - (b) to notify any interested person whose name and address he obtains.
- (6) The coroner must take reasonable steps to give any person notified under subsection (3), (4) or (5) an opportunity to examine witnesses at the inquest.
- (7) In subsections (5) and (6), 'interested person' means a person who appears to the coroner to be likely to be concerned with the inquest:
 - (a) as the finder of the treasure or otherwise involved in the find;
 - (b) as the occupier, at the time when the treasure was found, of the land where it was found, or
 - (c) as having had an interest in that land at that time or since.

Rewards and codes of practice

10. — (1) This section applies if treasure:
- (a) has vested in the Crown under section 4; and
 - (b) is to be transferred to a museum.
- (2) The Secretary of State must determine whether a reward is to be paid by the museum before the transfer.
- (3) If the Secretary of State determines that a reward is to be paid, he must also determine, in whatever way he thinks fit:
- (a) the treasure's market value;
 - (b) the amount of the reward;
 - (c) to whom the reward is to be payable; and
 - (d) if it is to be payable to more than one person, how much each is to receive.
- (4) The total reward must not exceed the treasure's market value.
- (5) The reward may be payable to:
- (a) the finder or any other person involved in the find;
 - (b) the occupier of the land at the time of the find;
 - (c) any person who had an interest in the land at that time, or has had such an interest at any time since then.

- (6) Payment of the reward is not enforceable against a museum or the Secretary of State.
- (7) In a determination under this section, the Secretary of State must take into account anything relevant in the code of practice issued under section 11.
- (8) This section also applies in relation to treasure which has vested in a franchise under section 4, if the franchisee makes a request to the Secretary of State that it should.

- 11.** — (1) The Secretary of State must:
- (a) prepare a code of practice relating to treasure;
 - (b) keep the code under review; and
 - (c) revise it when appropriate.
- (2) The code must, in particular, set out the principles and practice to be followed by the Secretary of State:
- (a) when considering to whom treasure should be offered;
 - (b) when making a determination under section 10; and
 - (c) where the Crown's title to treasure is disclaimed.
- (3) The code may include guidance for:
- (a) those who search for or find treasure; and
 - (b) museums and others who exercise functions in relation to treasure.
- (4) Before preparing the code or revising it, the Secretary of State must consult such persons appearing to him to be interested as he thinks appropriate.
- (5) A copy of the code and of any proposed revision of the code shall be laid before Parliament.
- (6) Neither the code nor any revision shall come into force until approved by a resolution of each House of Parliament.
- (7) The Secretary of State must publish the code in whatever way he considers appropriate for bringing it to the attention of those interested.
- (8) If the Secretary of State considers that different provision should be made for:
- (a) England and Wales, and
 - (b) Northern Ireland,
- or that different provision should otherwise be made for treasure found in different areas, he may prepare two or more separate codes.

12. — (As soon as reasonably practicable after each anniversary of the coming into force of this section, the Secretary of State shall lay before Parliament a report on the operation of this Act in the preceding year.

Miscellaneous

13. — In the application of this Act to Northern Ireland:
- (a) in section 7:
 - (i) in subsection (1), for 'section 30 of the Coroners Act 1988' substitute 'section 33 of the Coroners Act (Northern Ireland) 1959';
 - (ii) in subsection (3), for the words from '1988' to 'practice etc)' substitute '1959';
 - (b) in section 9(2), for the words from 'British Museum' to the end substitute 'Department of the Environment for Northern Ireland'.
14. — (1) In section 33 of the Coroners Act (Northern Ireland) 1959 (inquest on treasure trove), for 'treasure trove' substitute 'treasure'.
- (2) In section 54(3) of the Ancient Monuments and Archaeological Areas Act 1979 (saving for rights in relation to treasure trove) for 'in relation to treasure trove' substitute 'under the Treasure Act 1996'.
- (3) In Article 42 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 (reporting of archaeological objects):
- (a) after paragraph (10) insert:

(10A) This Article does not apply in relation to an object if the person who found it believes or has reasonable grounds for believing that the object is treasure within the meaning of the Treasure Act (1996).;
 - (b) in paragraph (11)(a) for 'treasure trove' substitute 'any treasure within the meaning of the Treasure Act 1996'.
- (4) Subsections (2) and (3)(b) have effect in relation to any treasure found after the commencement of section 4.
- (5) Subsection (3)(a) has effect in relation to any object found after the commencement of section 8.
15. — (1) This Act may be cited as the Treasure Act 1996.
- (2) This Act comes into force on such day as the Secretary of State may by order made by statutory instrument appoint; and different days may be appointed for different purposes.
- (3) This Act does not extend to Scotland.

STATUTORY INSTRUMENTS

2002 No. 2666

TREASURE

The Treasure (Designation) Order 2002

Made 21st October 2002

Coming into force 1 January 2003

Whereas a draft of this Order has been laid before, and approved by resolution of each House of Parliament pursuant to section 2(4) of the Treasure Act 1996^(a);

Now, therefore the Secretary of State, in exercise of the powers conferred upon her by section 2(1) and (3) of the Treasure Act 1996 and all other powers enabling her in that behalf, hereby makes the following order:

Citation, commencement and application

- (1) This Order may be cited as the Treasure (Designation) Order 2002 and shall come into force on 1st January 2003.
- (2) This Order applies only in relation to objects found on or after the date when it comes into force.

Interpretation

1. In this Order-

"the Act" means the Treasure Act 1996;

"base metal" means any metal other than gold or silver; and

"of prehistoric date" means dating from the Iron Age or any earlier period.

^(a) 1996 c.24.

Designation of classes of objects of outstanding historical, archaeological or cultural importance

3. The following classes of objects are designated pursuant to section 2(1) of the Act:
- (a) any object (other than a coin), any part of which is base metal, which, when found, is one of at least two base metal objects in the same find which are of prehistoric date;
 - (b) any object, other than a coin, which is of prehistoric date, and any part of which is gold or silver.

21st October 2002

Tessa Blackstone
Minister of State for Culture, Media and Sport

EXPLANATORY NOTE

(This note is not part of the Order)

This Order extends the definition of “treasure” in section 1 of the Treasure Act 1996 (“the Act”) by designating under section 2(1) of the Act two classes of objects as being of outstanding historical, archaeological or cultural importance. The Order applies to England, Wales and Northern Ireland.

The first class of object is one of at least two base metal objects (other than coins), from the same find which are of prehistoric date.

The second class of object is any object (other than a coin) of prehistoric date, any part of which is gold or silver.

Appendix 2: Sources of Further Advice

A. CORONERS

Note: the information in this list is liable to change. The Home Office (08700001585/public.enquiries@homeoffice.gsi.gov.uk) will maintain a current list; alternatively addresses and telephone numbers of coroners can be found by referring to the telephone directory (under 'Coroner') or by asking the police. Where an individual coroner has several addresses, written communications should generally be sent to the first address.

District

Address of Officer

ENGLAND

AVON

Coroner – P E A Forrest

Coroner's Court, Backfields, Upper York Street,
Bristol BS2 8QP

Tel: 01272 428322

Fax: 0117 944 5492

BEDFORDSHIRE

Coroner – D S Morris

Coroner's Office, 15 Goldington
Road, Bedford MK40 3JY

Tel: 01234 273013

Fax: 01234 273014

Luton Police Station, Buxton Road,
Luton LU1 1SD

Tel: 01582 394263

Fax: 01582 394350

BERKSHIRE

East (Bracknell, Slough,
Windsor and Maidenhead
and Wokingham)

Coroner – PJ Bedford

Thames Valley Police, Langley Police Station,
Langley, Slough, Berks SL3 8NF

Tel: 01753 211825

Fax: 01753 211823

*District**Address of Officer*

Thames Valley Police, Bracknell Police Station,
The Broadway, Bracknell, Berks
Tel: 01753 506000
Fax: 01344 823499

Reading**Coroner – Dr A J Pim**

The Mortuary, Royal Berkshire Hospital,
London Road, Reading RG1 5AN
Tel: 01189 878789
Fax: 01189 875659

West (Newbury)**Coroner – S Barrett**

Thames Valley Police Station,
Mill Lane, Newbury, RG14 5QU
Tel: 01635 264745
Fax: 01635 264651

BUCKINGHAMSHIRE**North and South****Coroner – R A Hulett**

Thames Valley Police, Police Station,
High Wycombe, Bucks HP11 1BE
Tel: 01494 686180
Fax: 01494 686012

Thames Valley Police, Police Station,
Langley, Slough, Berks SL3 8NF
Tel: 01753 211827/6
Fax: 01753 506527

Thames Valley Police, Police Station,
Wendover Road, Aylesbury, Bucks HP21 7LA
Tel: 01296 396066
Fax: 01296 396036

District

Address of Officer

Milton Keynes

Coroner – R H G Corner

Milton Keynes Police Station,
302 North Row, Witan Gate East,
Central Milton Keynes MK9 2DS
Tel: 01908 686031
Fax: 01908 686187

CAMBRIDGESHIRE

**South and West
Cambridgeshire**

Coroner – D S Morris

Box Res 1407, Shire Hall, Castle Hill,
Cambridge CB3 0AP
Tel: 01223 217101
Tel: 01223 718621
Fax: 01223 717587

Huntingdon

Coroner – D S Morris

Ramsey Police Station, Blenheim Road,
Ramsey, Cambridgeshire PE26 1AL
Tel: 01480 422932
Fax: 01480 422931

Northern (Fenland)

Coroner – W R Morris

1 and 2 York Row, Wisbech,
Cambridgeshire PE13 1EA
Tel: 01945 461456
Fax: 01945 461364

Peterborough

Coroner – G S Ryall

Police Station, Bridge Street,
Peterborough, Cambridgeshire
Tel: 01733 424459/0

CHESHIRE

Coroner – N L Rheinberg

57 Winmarleigh Street, Warrington, WA1 1LE
Tel: 01925 444216
Fax: 01925 444219

*District**Address of Officer***CLEVELAND****Central and East**

(Redcar and Cleveland,
Middlesbrough,
Stockton-on-Tees)

Coroner – M J F Sheffield

Police HQ, Ladgate Lane,
Middlesbrough TS8 9EH
Tel: 01642 243221
Fax: 01642 248031

Hartlepool**Coroner – C W M Donnelly**

Police HQ, Ladgate Lane,
Middlesbrough TS8 9EH
Tel: 01642 243221
Fax: 01642 248031

CORNWALL

East (North Cornwall,
Restormel)

Coroner – Dr E Carlyon

Bodmin Police Station, Priory Road,
Bodmin, Cornwall PL31 2AA
Tel: 01208 72262
Fax: 01208 76513

Truro and West

(Carrick, Kerrier,
Penwith)

Coroner – E T Carlyon

Police Station, Truro, Cornwall
Tel: 01872 76211

Police Station, Penzance, Cornwall
Tel: 01736 331145

Isles of Scilly**Coroner – D W Pepperell**

Police Station, Penzance, Cornwall
Tel: 01736 331145

CUMBRIA**Furness**

(Barrow-in-Furness,
part of South Lakeland)

Coroner – A Lace

Central Police Station, Market Street,
Barrow-in-Furness, Cumbria LA14 2LE
Tel: 01229 848868
Fax: 01229 848899

District

Address of Officer

North Eastern

(Carlisle and parts of
Allerdale and Eden)

Coroner – J Grierson

Carlisle Police Station, Rickergate, Carlisle
Tel: 01228 528191

Southern (part of
South Lakeland)

Coroner – T C Prickett

Kendal Police Station, Kendal,
Cumbria LA9 4RJ
Tel: 01539 818646
Fax: 01539 818668

Western (Copeland
and parts of Allerdale
and Eden)

Coroner – J C Taylor

38-42 Lowther Street, Whitehaven,
Cumbria CA28 7JU
Tel: 01946 692461/3
Fax: 01946 692015

DERBYSHIRE

Derby and South

(Derby, Erewash and
South Derbyshire and
parts of Amber Valley
and Derbyshire Dales)

Coroner – P G Ashworth

St Katherine's House, St Mary's Wharf,
Mansfield Road, Derby DE1 3TQ
Tel: 01332 613014
Fax: 01332 294942

High Peak

(High Peak and parts
of Amber Valley and
West Derbyshire)

Coroner – C Rushton

10 Buxton Road, Hazel Grove,
Stockport SK7 6AD
Tel: 0161 419 9626
Fax: 0161 419 9604

Scarsdale

Coroner – T Kelly

Chesterfield Royal Hospital, Chesterfield
Tel: 01246 277271 ext 2218

*District**Address of Officer***DEVON****Exeter and Greater**

(East Devon and Exeter, Mid Devon and Teignbridge, North Devon, Torrington and West Devon)

Coroner – R J Van Oppen

Devon and Cornwall Constabulary,
Heavitree Road, Exeter EX1 2LR
Tel: 01392 876575
Fax: 01392 876574

Devon and Cornwall Constabulary,
North Walk, Barnstaple, Devon EX31 1DQ

Plymouth and South

West (Plymouth and part of South Hams)

Coroner – N S Meadows

3 The Crescent, Plymouth PL1 3AB
Tel: 01752 204636
Fax: 01752 313297

Torbay and South

(Torbay and parts of South Hams and Teignbridge)

Coroner – H M Turner

2 Vaughan Parade, Torquay TQ2 5EF
Tel: 01803 296221
Fax: 01803 296823

Torbay Hospital, Lawesbridge,
Torquay TQ2 7AA
Tel: 01803 655206

DORSET

Eastern (Bournemouth, Christchurch, Poole, Purbeck and Wimborne)

Coroner – S Payne

The Coroner's Court, Stafford Road,
Bournemouth BH1 1PA
Tel: 01202 310049
Fax: 01202 780423

Western (North Dorset, West Dorset, Weymouth and Portland)

Coroner – M C Johnston

The Coroner's Office, The Plocks,
Blandford Forum, Dorset DT11 7QB
Tel: 01305 223033
Tel: 01258 453733
Fax: 01258 455747

District

Address of Officer

DURHAM

South (Darlington, Sedgefield, Teesdale and Wear Valley)

Coroner – C E Penna

Police Office, St Cuthberts Way, Darlington
Co. Durham DL1 5W
Tel: 01325 467681
Fax: 01325 742110

Police Office, Woodhouse Lane,
Bishop Auckland, Co. Durham DL14 6LB
Tel: 01388 603566
Fax: 01325 742310

North (Chester-le-Street, Derwentside, Durham and Easington)

Coroner – A Tweddle

Police Station, New Elvet, Durham City
Tel: 01207 232144

ESSEX

No. 1 District (Basildon, Braintree, Brentwood, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Tendring, Thurrock and Uttlesford)

Coroner – Mrs C M Beasley Murray

(Clacton) Police Station, Clacton on Sea,
Essex CO15 1ET
Tel: 01255 221312 ext 16210
Fax: 01255 221312

(Colchester) Colchester General Hospital,
Turner Road, Colchester, Essex CO4 5JL
Tel: 01206 832300
Fax: 01206 845628

(Chelmsford) Police Station, New Street,
Chelmsford, Essex CM1 1NF
Tel: 01245 491212 ext 60826
Fax: 01245 491212

*District**Address of Officer*

(Basildon Grays) Basildon Hospital,
Nethermayne, Basildon, Essex SS16 5NL
Tel: 01268 593770
Fax: 01268 593754

(Harlow) 2 Orchard Croft, The Stow,
Harlow, Essex CM20 3BA
Tel: 01279 641212 ext 26201

(Romford) Oldchurch Hospital,
Oldchurch Road, Romford, Essex RM7 0BE
Tel: 01708 746431
Fax: 01708 757032

**Southend and South
East Essex District**

Coroner – Dr P J Dean
Rochford Police Station, South Street,
Rochford, Essex SS4 1BL
Tel: 01702 530911
Fax: 01702 530188

GLOUCESTERSHIRE

Cheltenham

(Cheltenham and parts
of Cotswold, Stroud
and Tewkesbury)

Coroner – A Lester Maddrell
109 The Promenade, Cheltenham,
Glos GL50 1NW
Tel: 01242 221064
Fax: 01242 226575

Gloucester (Gloucester
and Forest of Dean
and parts of Cotswold,
Stroud and Tewkesbury)

Coroner – D M Gibbons
57 Westgate Street, Gloucester GL1 2NY
Tel: 01452 525164
Fax: 01452 307935

HAMPSHIRE

Central

Coroner – G A Short
Coroner's Office, 19 St Peter Street,
Winchester, Hants SO23 8BU
Tel: 01962 844440
Fax: 01962 842300

District

Address of Officer

North East

Coroner – A M Bradley

Police Station, London Road,
Basingstoke 0845 0454545?
Tel: 01256 473111
Fax: 01256 58199

**Portsmouth and
South East**

Coroner – J R Kenroy

Kingston Crescent Police Station,
Portsmouth, Hants PO2 8BU
Tel: 01705 660625
Fax: 01705 666521

Southampton

Coroner – K S Wiseman

Coroner's Office, Police Station, Civic Centre,
Southampton SO14 7LG
Tel: 01703 581111 ext 3149
Fax: 01703 223631

HEREFORDSHIRE

Coroner – D M Halpern

36/37 Bridge Street, Hereford HR4 9DJ
Tel: 01432 355301
Fax: 01432 356619

HERTFORDSHIRE

Hertford District

(Broxbourne and parts
of East Herts,
North Herts and
Welwyn Hatfield)

Coroner – A Lawson

Hertford Coroner's Unit, 1st Floor,
Leahoe House, Hertfordshire County Council,
Hertfordshire SG13 8DE
Tel: 01992 555545
Fax: 01992 555495

**West Hertfordshire &
Hitchin District**

(Hertsmere, St Albans,
Watford, Stevenage and
parts of East Herts,
North Herts and
Welwyn Hatfield)

Coroner – E G Thomas

West Hertfordshire and Hitchin Coroner's Unit,
1st Floor, Leahoe House,
Hertfordshire County Council,
Hertfordshire SG13 8DE
Tel: 01992 556609
Fax: 01992 556602

*District**Address of Officer***ISLE OF WIGHT****Coroner – J A Matthews**

3-9 Quay Street, Newport,
Isle of Wight PO30 5BB
Tel: 01983 520697
Fax: 01983 527678

KENT**Central & South East**
(Ashford)**Coroner – Rachel Redman**

Ashford Police Station, Tufton Street,
Ashford, Kent TN23 1BT
Tel: 01233 619213
Fax: 01233 619213

(Folkestone)

Folkestone Police Station,
Bouverie Road West, Folkestone,
Kent CT20 2RW
Tel: 01303 289615
Fax: 01303 289164

(Canterbury)

Nackington Road Police Station,
Nackington Road, Canterbury, Kent CT4 7AZ
Tel: 01227 817186
Fax: 01227 817212

(Dover)

Dover Police Station, Ladywell, Dover,
Kent CT16 1DQ
Tel: 01304 218121
Fax: 01304 218152

Mid Kent and Medway
(Maidstone)**Coroner – R J Sykes**

Police Station, Palace Avenue,
Maidstone ME15 7SG
Tel: 01622 608119
Fax: 01622 608193

(Medway and Swale)

HM Coroner's Officers Dept,
Medway Maritime Hospital, Windmill Road,
Gillingham, Kent ME7 5NY
Tel: 01634 848773
Fax: 01634 845092

District

Address of Officer

North East

(Thanet)

Coroner – Miss R M Cobb

Margate Police Station, Ford Hill,
Margate CT9 1HL
Tel: 01843 222089
Fax: 01843 222150

North West

(Sevenoaks, Tonbridge
and Malling and
Tonbridge Wells)

Coroner – R Hatch

Tonbridge Police Station,
Tonbridge, Kent
Tel: 01732 745007
Fax: 01732 745009

(Dartford, Gravesend)

Dartford Police Station, Instone Road,
Dartford, Kent
Tel: 01322 283121
Fax: 01322 283141

LANCASHIRE

Blackburn

(Blackburn, Hynburn
and Ribble Valley)

Coroner – M J H Singleton

7 Richmond Terrace BB1 7BB
Tel: 01254 294116
Fax: 01254 274001

Blackpool and Fylde

Coroner – S G Lee

Lancashire Constabulary, Bonny Street,
Blackpool, Lancashire
Tel: 01253 745072

East (Burnley, Pendle
and Rossendale)

Coroner – R G Taylor

General Hospital, Burnley, Lancashire
Tel: 01282 474508
Fax: 01282 474508

Preston and

West Lancashire

(Lancaster and Wyre)

Coroner – MH McCann

Coroner's Court, Lawson Street,
Preston PR1 2QT
Tel: 01772 821788
Fax: 01772 828755

Lancashire Constabulary, Lancaster
Tel: 01524 596675

District

(Chorley, Preston, South Ribble and West Lancs)

Address of Officer

Police Station, Watline Street Road,
Fulwood, Preston, Lancs

Tel: 01772 821788

Fax: 01772 209532

Ormskirk Police Station,
1 Derby Street, Ormskirk, Lancs

Tel: 01695 566429

Fax: 01695 566365

Chorley Police Station,
St Thomas's Road, Chorley, Lancs

Tel: 01257 246207

Fax: 01257 269021

LEICESTERSHIRE**Leicester City and**

South (Blaby,
Harborough, Leicester,
Oadby and Wigston)

Coroner – J M Symington

Town Hall, Town Hall Square,
Leicester LE1 9BG

Tel: 0116 22 52 534

Fax: 0116 22 52 537

Rutland & North

(Charnwood, Hinckley
and Bosworth, Melton,
North West Leics and
Rutland)

Coroner – T Kirkman

Charnwood House, 2+4 Forest Road,
Leicester LE11 3NP

Tel: 01509 238822

Fax: 01509 238833

LINCOLNSHIRE AND NORTH HUMBERSIDE**Boston and Spalding**

(Boston and
South Holland)

Coroner – Miss M Taylor

Boston Police Station,
Lincoln Lane, Boston

Tel: 01205

Fax: 01205 312217

West Lincoln District

(Grantham and Sleaford)

Coroner – R D Atkinson

South Division HQ, St Catherine's Road,
Grantham NG31 9DD

Tel: 01476 403217

Fax: 01476 403217

District

(Lincoln)

Address of Officer

Divisional Police HQ, West Parade,
Lincoln LN1 1YP
Tel: 01522 885217
Fax: 01522 885347

North and Grimsby

(North East Lincs,
North Lincs and
North Humberside)

Coroner – J S Atkinson

Cleethorpes Town Hall, Knoll Street,
Cleethorpes, North East Lincolnshire
Tel: 01472 324005
Fax: 01472 324007

Louth and Spilsby

Coroner – S P G Fisher

Boston Police Station, Lincoln Lane, Boston
Tel: 01205 312330
Fax: 01205 312353

Stamford

Coroner – G S Ryall

South Division HQ, St Catherine's Road,
Grantham NG31 9DD
Tel: 01476 403217
Fax: 01476 403217

LONDON, GREATER

City (Corporation
of London)

Coroner – Dr D R Chambers

City of London Coroner's Court,
Milton Court, Moor Lane, London EC2Y 9BL
Tel: 020 7332 1598
Fax: 020 7601 2714

East (Barking and
Dagenham, Havering,
Newham, Redbridge,
and Waltham Forest)

Coroner – Dr E Stearns

Coroner's Court, Queens Road,
Walthamstow, E17 8QP
Tel: 020 8520 7245
Fax: 020 8521 0896

District

Inner North (Camden,
Hackney, Islington
and Tower Hamlets)

Inner South (Greenwich,
Lambeth, Lewisham,
and Southwark)

Inner West (Kensington
and Chelsea, Merton
and Wandsworth)

*Address of Officer***Coroner – Dr A Reid**

St Pancras Coroner's Court,
Camley Street, London NW1 0PP
Tel: 020 7387 4882
Fax: 020 7383 2485

Poplar Coroner's Court,
127 Poplar High Street, London E14
Tel: 020 7987 3614
Fax: 020 7538 0565

Coroner – M B Levine

Southwark Coroner's Court,
1 Tennis Street, London SE1 1YD
Tel: 020 7407 5611
Fax: 020 73788401

Lewisham Office, 8 Ladywell Road,
London, SE13 7UW
Tel: 020 8690 2327
Fax: 020 8314 1230

Greenwich Office
Tel: 020 8691 8832
Fax: 020 8694 8692

Coroner – P A Knapmann

Westminster Coroner's Court,
65 Horseferry Road,
London SW1P 2ED
Tel: 020 7834 6515
Fax: 020 7828 2837

Battersea Office, 48 Falcon Road,
London SW11 2LR
Tel: 020 7228 6044
Fax: 020 7738 0640

District

North (Barnet, Brent, Enfield, Haringey and Harrow)

Address of Officer

Coroner – Dr W F G Dolman

Hornsey Coroner's Court, Myddelton Road,
Hornsey N8 7PY
Tel: 020 8348 4411
Fax: 020 8347 5229

Edgware Police Station, Whitchurch Lane,
Edgware, Middlesex HA8 6LA
Tel: 020 8733 3567

South (Bexley, Bromley, Croydon and Sutton)

Coroner – Dr R Parmer

Coroner's Court, The Law Courts,
Barclay Road, Croydon CR9 3NE
Tel: 020 8681 5019
Fax: 020 8686 3491

Bexley Office: Queen Mary's Hospital
Tel: 020 8300 3700 ext 4004
Fax: 020 8300 3700

Bromley Office
Tel: 020 87460 6015
Fax: 020 8460 6015

Farnborough Office: Farnborough Hospital
Tel: 016898 56399
Fax: 016898 56399

Sutton Office: Sutton Public Mortuary
Tel: 0181 641 3240
Fax: 0181 644 1709

West (Ealing, Hammersmith, Hillingdon, Hounslow, Richmond-upon-Thames and Kingston-upon-Thames)

Coroner – Mrs A Thompson

West London Coroner's Court,
25 Bagleys Lane, London SW6 2QA
Tel: 020 7371 9935
Fax: 020 7384 2762

*District**Address of Officer***MANCHESTER, GREATER
Manchester****Coroner – L M Gorodkin**

Fifth Floor, City Magistrate's Court,
Crown Square, Manchester M60 1RP
Tel: 0161 819 5666
Fax: 0161 832 3553

North (Bury, Oldham
and Rochdale)**Coroner – S Nelson**

Fourth Floor, Telegraph House,
Baillie Street, Rochdale OL16 1QY
Tel: 01706 649922
Fax: 01706 640720

South (Stockport,
Tameside and Trafford)**Coroner – J S Pollard**

(Trafford) Trafford General Hospital
Mortuary, Davyhulme, Manchester
Tel: 0161 746 2504

(Stockport) Stepping Hill Hospital Mortuary,
Stockport
Tel: 0161 419 5632

(Tameside) Tameside General Hospital
Mortuary, Ashton under Lyne
Tel: 0161 331 6528

West (Bolton, Salford
and Wigan)**Coroner – Mrs J Leeming**

(Salford) Salford Police Station,
The Crescent, Salford
Tel: 0161 872 5050

(Bolton) Bolton Central Police Station,
Howell Croft, Civic Centre, Bolton
Tel: 0161 856 5597

(Wigan) Wigan Police Station,
Harrogate Street, Wigan
Tel: 0161 856 7097

District

Address of Officer

MERSEYSIDE

**Knowsley, St Helens
and Sefton**

Coroner – C Sumner

(Sefton North) Southport Police Station,
Law Courts, Southport
Tel: 0151 777 3480

(Sefton South) Maghull Police Station,
Maghull, Liverpool
Tel: 0151 777 3380

(Whiston and St Helens) Coroner's Officer,
Whiston Hospital, Whiston, Merseyside
Tel: 0151 430 1238
Fax: 0151 426 6694

Liverpool

Coroner – S R Barter

Coroner's Court, Castle Chambers,
43 Castle Street, Liverpool L2 9SH
Tel: 0151 233 4700
Fax: 0151 777 4289

Wirral

Coroner – C W Johnson

Midland Bank Buildings, Grange Road,
West Kirby, Wirral CH48 4EB
Tel: 0151 625 6414
Tel: 0151 625 6538
Fax: 0151 625 7757

NORFOLK

Great Yarmouth

(Great Yarmouth and
parts of Breckland
and South Norfolk)

Coroner – K M Dowding

11 Queen Street, Great Yarmouth,
Norfolk NR30 2QW
Tel: 01493 855555
Fax: 01493 330055

Paget Hospital, Lowestoft Road,
Gorleston, Great Yarmouth
Tel: 01493 452477
Fax: 01493 452177

*District***Norwich and Central**

(Norwich and parts of Broadland, North Norfolk and South Norfolk)

King's Lynn

(King's Lynn and West Norfolk)

NORTHAMPTONSHIRE**NORTHUMBERLAND**

North (Alnwick and Berwick-upon-Tweed and parts of Castle Morpeth and Wansbeck)

South (Blyth Valley and Tynedale and parts of Castle Morpeth and Wansbeck)

*Address of Officer***Coroner – W J Armstrong**

Norfolk and Norwich University Hospital, Colney Lane, Colney, Norwich NR4 7UZ
Tel: 01603 645531
Fax: 01603 615533

Coroner – W R Knowles

Queen Elizabeth Hospital, Gayton Road, King's Lynn, Norfolk PE30 4ET
Tel: 01553 613613
Fax: 01533 613700

Coroner – Mrs A Pember

(Northampton) Campbell Square Police Station, Northampton NN1 3EB
Tel: 01604 703618
Fax: 01604 703716

(Kettering) Kettering Police Station, London Road, Kettering, Northants NN15 7PQ
Tel: 01536 534827
Fax: 01536 510474

Coroner – I G McCreath

Northumbria Police, Station Road, Ashington, Northumberland NE63 8HD
Tel: 01661 872555 ext 61654
Fax: 01661 861688

Coroner – C B Gallon

(South West) Hexham Police Station, Shaftoe Leazes, Hexham NE46 3DG
Tel: 01661 861454
Fax: 01661 861488

District

Address of Officer

(South East) Ashington Police Station,
104 Station Road, Ashington NE63 8HD
Tel: 01661 861654
Fax: 01661 861688

3 Stanley Street, Blyth,
Northumberland NE24 2BS
Tel: 01670 354777
Fax: 01670 355951

NOTTINGHAMSHIRE

Coroner – Dr N D Chapman

50 Carrington St, Nottingham NG1 7FG
Tel: 0115 941 2322
Fax: 0115 950 0141
coroners@nottinghamcity.gov.uk

OXFORDSHIRE

(City)

Coroner – N G Gardiner

Coroner's Office, New Post Mortem Suite,
John Radcliffe Hospital, Headley Way,
Oxford OX3 9DU
Tel: 01865 744011
Fax: 01865 742453

(North Oxon, Banbury,
Cherwell, West Oxon)

Coroner's Office, Horton Hospital,
93-95 Oxford Road, Banbury OX16 9AL
Tel: 01865 276769
Fax: 01865 276963

(South Oxon,
Vale of the White Horse)

Police Station, Colwell Drive,
Abingdon Business Park, Abingdon,
Oxon OX14 1AU
Tel: 01235 556898
Fax: 01235 556899

THE ROYAL HOUSEHOLD

Coroner – Mr Burgess

West London Coroner's Court,
25 Bagleys Lane, London SW6 2QA
Tel: 020 7371 9935/8
Fax: 020 7384 2762

*District**Address of Officer***SHROPSHIRE**

East (The Wrekin and of Bridgnorth, North Shropshire and Shrewsbury and Atcham)

Coroner – M T Gwynne
Edgbaston House, Walker Street, Wellington,
Telford, Shropshire TF1 1HF
Tel: 01952 418274
Fax: 01952 247441

Mid and North West
(Oswestry and parts of North Shropshire and Shrewsbury and Atcham)

Coroner – R D Crawford-Clarke
West Mercia Constabulary, Police HQ,
Clive Road, Monkmoor, Shrewsbury SY2 5RW
Tel: 01743 264711
Fax: 01743 264879

South (South Shropshire and part of Bridgnorth)

Coroner – A F T Sibcy
18 Broad Street, Ludlow, Shropshire SY8 1NG
Tel: 01584 873918
Fax: 01584 876787

SOMERSET

Eastern (Mendip and South Somerset)

Coroner – T Williams
Avon and Somerset Constabulary,
Horsey Lane, Yeovil, Somerset
Tel: 01935 402128
Fax: 01935 402184

Western (Sedgemoor, Taunton Deane and West Somerset)

Coroner – M R Rose
Police Station, Shuttern, Taunton,
Somerset TA1 3QA
Tel: 01823 363271
Fax: 01823 363103

STAFFORDSHIRE**North**

(Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent and part of Stafford)

Coroner – E J Wain
Coroner's Court and Chambers,
547 Hartshill Road, Hartshill, Stoke on Trent,
Staffordshire ST4 6HF
Tel: 01782 234777
Fax: 01782 234783

District

South (Cannock Chase, East Staffs, Lichfield, South Staffs, Tamworth and part of Stafford)

Address of Officer

Coroner – A Haigh

Stafford Borough Police Station,
Eastgate Street, Stafford ST16 2DQ
Tel: 01785 234083
Fax: 01785 234119

Burton on Trent Police Station, Stapenhill,
Burton on Trent, Staffs
Tel: 01785 234783
Fax: 01785 234783

SUFFOLK

Greater Suffolk

(Ipswich and parts of Babergh, Suffolk Coastal and Mid Suffolk)

Coroner – Dr P J Dean

Ipswich Police Station, Civic Drive,
Ipswich IP1 2AW
Tel: 01473 383167
Fax: 01473 281300

(Forest Heath, St Edmundsbury and parts of Babergh and Mid Suffolk)

The Mortuary, West Suffolk Hospital,
Bury St Edmunds
Tel: 01284 713686

Police Headquarters, Raingate Street,
Bury St Edmunds
Tel: 01284 774167

Lowestoft (Waveney and parts of Mid Suffolk and Suffolk Coastal)

Coroner – A Leguen de Lacroix

Suffolk Police, Old Nelson Street,
Lowestoft, Suffolk
Tel: 01502 562121
Fax: 01502 508284

Coroner – M J C Burgess

Weybourne House, St Peter's Hospital,
Guildford Road, Chertsey, Surrey KT16 0PZ
Tel: 01932 205460
Fax: 01932 874757

*District**Address of Officer*

Police Station, Margaret Road,
Guildford, Surrey GU1 4BR
Tel: 01483 31111

Police Station, 79 Reigate Road,
Reigate, Surrey RH2 0RY
Tel: 01737 765040

Epsom General Hospital, Dorking Road,
Epsom, Surrey
Tel: 01372 735264

Camberley Police Station, Portesbury Road,
Camberley, Surrey GU15 3SZ
Tel: 01276 677598

Ashford General Hospital, London Road,
Ashford, Surrey
Tel: 01784 255503

SUSSEX

East (Hastings, Rother
and Eastbourne
and Wealden)

Coroner – A R Craze

Hastings and Rother District
Police Station, Bohemia Road, Hastings,
East Sussex, TN34 1BT
Tel: 01424 456009
Fax: 01424 456096

Wealden District
Police Station, Hailsham, East Sussex
Tel: 01323 414067
Fax: 01323 414038

Brighton and Hove**Coroner – Miss V Hamilton-Deeley**

Brighton Police Station, John Street,
East Brighton, Sussex, BN2 2LA
Tel: 01273 665525
Fax: 01273 665543

District

Address of Officer

West

Coroner – R J Stone

Police Station, Kingsham Road,
Chichester, W Sussex
Tel: 01243 520217
Fax: 01243 520270

Police Station, Union Place,
Worthing, W Sussex
Tel: 01243 843507
Fax: 01234 843546

Police Station, Bolnore Road,
Haywards Heath, West Sussex
Tel: 01444 445808
Fax: 01444 445857

Police Station, Hurst Road,
Horsham, West Sussex
Tel: 01243 520286
Fax: 01243 520315

TYNE AND WEAR

South Tyneside

(Gateshead and
South Tyneside)

Coroner – T Carney

South Tyneside Area Command, Station Road,
Millbank, South Shields NE33 2RR
Tel: 0191 454 7555
Fax: 0191 563 5052

Newcastle upon Tyne

Coroner – D Mitford

Coroner's Court, Bolbec Hall, Westgate Road,
Newcastle upon Tyne NE1 1SE
Tel: 0191 261 2845
Fax: 0191 261 2952

North Tyneside

Coroner – C B Gallon

3 Stanley Street, Blyth,
Northumberland NE24 2BS
Tel: 01670 352121
Fax: 01670 355951

*District**Address of Officer***Sunderland****Coroner – M C Shaw**

Police HQ, Southwick, Sunderland
Tel: 0191 4547555 ext 66154

WARWICKSHIRE**Warwick****Coroner – M F Coker**

Police Station, Priory Road,
Warwick CV34 4NA
Tel: 01926 415628
Fax: 01926 415724

Stratford upon Avon

Police Station, Rother Street,
Stratford upon Avon CV37 6RD
Tel: 01926 451111 ext 4156
Fax: 01926 415755

Nuneaton

Police Station, Vicarage Street,
Nuneaton CV11 4DW
Tel: 01203 641111 ext 3149
Fax: 01926 415756

Rugby

County Police Office, Newbold Road,
Rugby CV21 2DH
Tel: 01926 451111 ext 3749
Fax: 01926 415752

WEST MIDLANDS**Birmingham**

(Birmingham and Solihull)

Coroner – A K Cotter

Coroner's Court, 50 Newton Street,
Birmingham B4 6NE
Tel: 0121 303 3920
Fax: 0121 233 4841

Coventry**Coroner – D R Sarginson**

Police HQ, Little Park Street, Coventry
Tel: 01203 539018
Fax: 01203 539804

District

Address of Officer

Dudley

Coroner – V F Round

Dudley Police Station, New Street,
Dudley DY1 2LZ
Tel: 0121 626 8018
Fax: 0121 626 8914

Sandwell

Coroner – R Balmain

Smethwick Police Station, Piddock Road,
Smethwick, Warley, West Midlands B66 3BL
Tel: 0121 626 9036
Fax: 0121 626 9060

Walsall

Coroner – I S Smith

Kelvin House, 23 Lichfield Street, Walsall,
West Midlands WS1 1UL
Tel: 01922 725515
Fax: 01922 722004

Police Station, Green Lane, Walsall,
West Midlands
Tel: 01922 439019
Fax: 01922 439223

Wolverhampton

Coroner – R J Allen

Police Station, Bilston Street,
Wolverhampton, West Midlands
Tel: 01902 649018
Fax: 01902 649202

WILTSHIRE

Coroner – D C Masters

Divisional Police HQ, Wilton Road,
Salisbury, Wiltshire SP2 7HR
Tel: 01722 435293
Fax: 01722 435240

Divisional HQ, Hampton Park West,
Melksham, Wiltshire SN12 6QQ
Tel: 01249 449633
Fax: 01249 449626

*District**Address of Officer*

Swindon Central Police Station,
Princes Street, Swindon SN1 2HZ
Tel: 01793 507841
Fax: 01793 507840

WORCESTERSHIRE

(Worcester and
Wychavon and part of
Malvern Hills)

Coroner – V F Round

Coroner's Office, Worcester Police Station,
Castle Street, Worcester WR1 3AD
Tel: 01905 723888
Fax: 01905 723888

(Bromsgrove, Redditch
and Wyre Forest)

Kidderminster Police Station, Mason Road,
Kidderminster DY11 6AN
Tel: 01562 820888
Fax: 01562 583794

Alexandra Hospital Mortuary,
Alexandra Hospital, Woodrow, Redditch
Tel: 01527 505030
Fax: 01527 512007

YORKSHIRE, NORTH

Claro (Craven and parts
of Harrogate and Selby)

Coroner – C Moore

Divisional Police HQ, N Yorkshire Police,
North Park Road, Harrogate,
N Yorkshire HG1 5PJ
Tel: 01423 539332
Fax: 01423 539313

North East (parts of
Hambleton and

Coroner – T W B Wilkinson

Police Station, Northway,
Scarborough YO12 7AD
Tel: 01723 509332
Fax: 01723 509313

Police Station, 72 High Street,
Northallerton DL7 8BR
Tel: 01609 789458
Fax: 01609 789413

District

Scarborough and Ryedale (parts of Scarborough and Ryedale)

Western (Richmondshire and parts of Hambleton, Harrogate and Ryedale)

York (York and parts of Harrogate, Ryedale and Selby)

YORKSHIRE, SOUTH

East (Doncaster and Rotherham)

Address of Officer

Coroner – M D Oakley
Scarborough Police, Northway,
Scarborough, North Yorkshire
Tel: 01723 509332
Fax: 01723 509813

Coroner – J D Cave
Police Station, 72 High Street,
Northallerton, North Yorkshire DL7 8BR
Tel: 01609 789458
Fax: 01609 789413

Coroner – W D F Coverdale
N Yorkshire Police Divisional HQ,
Fulford Road, York YO1 4BY
Tel: 01904 669332
Fax: 01904 669313

York District Hospital,
Wigginton Road, York YO3 7HE
Tel: 01904 453044
Fax: 01904 454332

Coroner – E S Hooper
(Doncaster) Coroner's Court and Office,
5 Union Street, Off Sepulchre Gate West,
Doncaster DN1 3AE
Tel: 01302 385031
Fax: 01302 364833

(Rotherham) Police Station, Main Street,
Rotherham S60 1QU Tel: 01709 828182
Fax: 01709 832185

District

West (Barnsley and
Sheffield)

*Address of Officer***Coroner – C P Dorries**

Medico-Legal Centre, Watery Street,
Sheffield S3 7ET

Tel: 0114 273 8721

Fax: 0114 272 6247

Barnsley Police Station, Churchfield,
Barnsley, South Yorks

Tel: 01226 736031

Fax: 01226 736295

YORKSHIRE, WEST

Eastern (Leeds and
Wakefield)

Coroner – D Hinchliff

(Wakefield) 71 Northgate,

Wakefield WF1 3BS

Tel: 01924 293237

Fax: 01924 291603

(Pontefract) Pontefract Police Station,
Ream House, Ream Terrace,

Pontefract WF8 1DP

Tel: 01977 301060

Fax: 01977 792314

(Otley) Otley Police Station,
Bridge Street,

Otley LS21 3BA

Tel: 01943 858037

Fax: 01943 858024

(Leeds Central) Pearl Chambers,
22 East Parade, Leeds LS1 5BY

Tel: 0113 241 4103

Fax: 0113 244 8585

(Morley) Morley Police Station,
Corporation Street, Morley,

Leeds LS27 9NB

Tel: 0113 238 2037

Fax: 0113 238 2012

District

Western (Bradford,
Calderdale and Kirklees)

Address of Officer

Coroner – R L Whittaker
(Bradford) West Yorkshire Police HQ,
The Tyrls, Bradford, West Yorks
Tel: 01274 373037

City Courts, Bradford, West Yorkshire BD1 1LA
Tel: 01274 391362

(Keighley) West Yorkshire Police,
Keighley Division, Keighley, Dewsbury
Tel: 01535 617057

(Dewsbury) West Yorkshire Police,
Dewsbury Division, Aldams Road, Dewsbury
Tel: 01924 431037

(Huddersfield) West Yorkshire Police,
Huddersfield Division, Civic Centre,
Huddersfield
Tel: 01484 436700

(Halifax) Coroner's Office,
8 Carlton Street, Halifax HX1 2AL
Tel: 01422 354606
Fax: 01422 380153

WALES

**Bridgend & Glamorgan
Valleys District**

Coroner – P Walters
Police Station, Swan Street, Merthyr Tydfil
Tel: 01685 724228
Fax: 01658 724262

Police Station, Berw Road, Pontypridd
Tel: 01443 743698
Fax: 01443 743624

*District**Address of Officer***Cardiff & Vale of
Glamorgan District****Coroner – Dr L S Addicott**

Coroner's Court, New Police Headquarters,
Cathays Park, Cardiff CF10 3NN
Tel: 029 2022 2777
Fax: 029 2022 0638

**Carmarthenshire
District****Coroner – W J Owen**

Dyfed-Powys Police HQ, Waunlanyrafon,
Llanelli, Dyfed
Tel: 01554 772222
Fax: 01554 741118

Police Station, Friars Park, Carmarthen, Dyfed
Tel: 01267 232000
Fax: 01267 234262

**Central North Wales
District****Coroner – J B Hughes**

Marbel House, Overton Arcade,
High Street, Wrexham, LL13 8LL
Tel: 01978 357775
Fax: 01978 358000

Police Station, Prestatyn
Tel: 01978 290222

Ceredigion District**Coroner – P L Brunton**

Aberystwyth Police Station, Boulevard Street,
Briec, Aberystwyth SY23 2DU
Tel: 01970 612791
Fax: 01970 625174

Gwent District**Coroner – D T Bowen**

Victoria Chambers, 11 Clytha Park Road,
Newport, Gwent NP9 4PB
Tel: 01633 264194
Fax: 01633 841146

District

Address of Officer

**Neath and Port Talbot
District**

Coroner – D J Osborne

Pontardawe Police Station, High Street,
Pontardawe, Swansea, SA8 3JL
Tel: 01792 562784
Fax: 01792 562750

Coroner's Office, Sybil Street, Clydach,
Swansea SA6 5EU
Tel: 01792 845058
Fax: 01792 844902

**North East Wales
District**

Coroner – J B Hughes

Marbel House, Overton Arcade,
High Street, Wrexham, LL13 8LL
Tel: 01978 357775
Fax: 01978 358000

Police Station, Bodhyfryd, Clwyd
Tel: 01978 290222

**North West Wales
District**

Coroner – D P Pritchard Jones

Bangor Police Station, Garth Road,
Bangor, Gwynedd
Tel: 01248 370333

Pembrokeshire District

Coroner – M S Howells

25 Hamilton Terrace, Milford Haven,
Pembrokeshire SA73 3JJ
Tel: 01646 698129
Fax: 01646 690607

Powys District

Coroner – G Williams

Jeffreys and Powell, 4 Lion Street,
Brecon, Powys LD3 7AU
Tel: 01874 622106
Fax: 01874 623702

District

Address of Officer

Swansea District

Coroner – J R Morgan

Central Police Station,
Alexandra Road, Swansea
Tel: 01792 456999

Calvert House, Calvert Terrace,
Swansea SA1 6AP
Tel: 01792 655178
Fax: 01792 467002

B. FINDS LIAISON OFFICERS, LOCAL ADVISERS ON TREASURE AND NATIONAL MUSEUMS (INCLUDING THE TREASURE REGISTRAR)

Note: It is intended that the Portable Antiquities Scheme Finds Liaison Officers should act as co-ordinators for treasure cases from their areas. However, only 13 Finds Liaison Officers are currently in post (November 2002) and a further 24 posts will be created during 2003. The network will be complete in December 2003. It is possible that the location of some of these new posts will be subject to change. Full details will be published on the Portable Antiquities website, www.finds.org.uk

ENGLAND

Co-ordinator for all Treasure finds from England:

Treasure Registrar, c/o Department of Coins and Medals, British Museum,
London WC1B 3DG

Tel: 020 7323 8611; Fax: 020 7323 8546

Bedfordshire and Luton

Co-ordinator for Bedfordshire, Luton and Hertfordshire (from April 2003):

Finds liaison officer, c/o Bedford Museum and Verulamium Museum,
Hertfordshire

Bedford Museum, Castle Lane, Bedford, MK40 3XD

Tel: 01234 353323; Fax: 01234 273401

Objects may also be deposited at:

Luton Museum and Art Gallery, Wardown Park, Luton, LU2 7HA
Tel: 01582 546723; Fax: 01582 546763

Berkshire

Co-ordinator for Berkshire and Oxfordshire (from December 2003):
Finds liaison officer, c/o Museum of Reading and West Berkshire
Heritage Service

Reading Museums Service, The Town Hall, Blagrove Street,
Reading, Berks RG1 1QH
Tel: 0118 939 9800; Fax: 0118 939 9881

West Berkshire Museum, The Wharf, Newbury, Berks RG14 5AS
Tel: 01635 30511; Fax: 01635 38535

Bristol

Co-ordinator for Gloucestershire and Avon (from December 2003):
Finds liaison officer, c/o Bristol City Museum and Gloucestershire County
Council Archaeology Service

Bristol City Museum and Art Gallery, Queen's Road, Bristol BS8 1RL
Tel: 0177 922 3571; Fax: 0117 922 2047

Buckinghamshire and Milton Keynes

Co-ordinator for Buckinghamshire and Milton Keynes (from April 2003):
Finds liaison officer, c/o Buckinghamshire County Museum Resource
Centre, Tring Road, Halton, Bucks HP22 5PJ
Tel: 01296 624519; Fax: 01296 624519

Objects may also be deposited at:

Buckinghamshire County Museum, Church Street,
Aylesbury, Bucks HP20 2QP
Tel: 01296 337889; Fax: 01296 334884

Cambridgeshire and Peterborough

Co-ordinator for Cambridgeshire and Peterborough (from December
2003): Finds liaison officer, c/o Archaeology Section, Cambridgeshire
County Council and City Museum and Art Gallery, Peterborough

County Archaeology Office, Cambridgeshire County Council,
Box ELH 1108, Castle Court, Shire Hall, Castle Hill, Cambridge CB3 0AP
Tel: 01223 717312; Fax: 01223 362425

Peterborough Museum and Art Gallery, Priestgate, Peterborough PE1 1LF
Tel: 01733 343329; Fax: 01733 341928

Objects may also be deposited at:

Fitzwilliam Museum, Dept. of Coins and Medals,
Trumpington Street, Cambridge CB2 1RB
Tel: 01223 332900; Fax: 01223 332923

University Museum of Archaeology and Anthropology,
Downing Street, Cambridge CB2 3DZ
Tel: 01223 337733/333516; Fax: 01223 333517

Wisbech and Fenland Museum, Museum Square, Wisbech, Cambs PE13 1ES
Tel: 01945 583817; Fax: 01945 589050

Norris Museum, The Broadway, St Ives, Huntingdon, Cambs PE17 4BX
Tel: 01480 497314; Fax: -

Cheshire and Halton

Co-ordinator for Cheshire, Halton, Merseyside and Greater Manchester
(in post): Finds liaison officer, c/o Cheshire Museums Service, Liverpool
Museum and the Manchester Museum

Cheshire Museums Service, 162 London Road,
Northwich, Cheshire CW9 8AB
Tel: 01606 40394; Fax: 01606 350420

Objects may also be deposited at:

Grosvenor Museum, 27 Grosvenor Street, Chester, CH1 2DD
Tel: 01244 402008; Fax: 01244 347587

Norton Priory Museum Trust, Tudor Road, Manor Park,
Runcorn, Cheshire WA7 1SX
Tel: 01928 569895; Fax: 01928 589743

Cornwall and the Isles of Scilly

Co-ordinator for Cornwall (from August 2003): Finds liaison officer,
c/o Royal Cornwall Museum, River Street, Truro, Cornwall TR1 2SJ
Tel: 01872 272205; Fax: 01872 240514

Objects may also be deposited at:

Cornwall Archaeological Unit, Kennall Building, Old County Hall,
Station Road, Truro TR1 3AY
Tel: 01872 323606; Fax: 01872 323811

Cumbria

Co-ordinator for Cumbria and Lancashire (from December 2003):
Finds liaison officer, c/o Tullie House Museum, Carlisle and Museum of
Lancashire, Preston

Tullie House Museum and Art Gallery, Castle Street, Carlisle,
Cumbria CA3 8TP
Tel: 01228 534781; Fax: 01228 810249

Objects may also be deposited at:

Kendal Museum, Station Road, Kendal, Cumbria LA9 6BT
Tel: 01539 721374; Fax: 01539 737976

The Battery, Sea Brows, Maryport, Cumbria CA15 6JD
Tel: 01900 816168; Fax: 01900 816168

Dock Museum, North Road, Barrow-in-Furness, Cumbria LA14 2PW
Tel: 01229 894444; Fax: 01229 811361

Derbyshire and Derby

Co-ordinator for Derbyshire, Derby, Nottinghamshire and Nottingham
(from December 2003): Finds liaison officer, c/o Derby Museum and
Brewhouse Yard Museum, Nottingham

Derby Museum and Art Gallery, The Strand, Derby, DE1 1BS
Tel: 01332 716659; Fax: 01229 716670

Objects may also be deposited at:

Chesterfield Museum and Art Gallery, St Mary's Gate, Chesterfield,
Derbyshire S41 7TD
Tel: 01246 345727; Fax: -

Buxton Museum and Art Gallery, Terrace Road, Buxton,
Derbyshire SK17 6DA
Tel: 01298 24658; Fax: 01298 78394

Devon

Co-ordinator for Devon (from December 2003): Finds liaison officer,
c/o Royal Albert Memorial Museum, Queen Street, Exeter, Devon EX4 3RX
Tel: 01392 665858; Fax: 01392 421252

Objects may also be deposited at:

City Museum and Art Gallery, Drake Circus, Plymouth, Devon PL4 8AJ
Tel: 01752 304774; Fax: 01752 304775

Torre Abbey Historic House and Gallery, The King's Drive, Torquay TQ2 5JX
Tel: 01803 293593; Fax: 01803 215948

Museum of Barnstaple and North Devon, The Square, Barnstaple EX32 8LN
Tel: 01271 346747; Fax: 01271 346407

Dorset, Bournemouth and Poole

Co-ordinator for Dorset, Bournemouth, Poole and Somerset (in post):
Senior Archaeologist, Archaeology Service in conjunction with finds liaison
officer, c/o Environmental Services Directorate, County Hall, Colliton Park,
Dorchester, DT1 1XJ
Tel: 01305 224921/224277; Fax: 01305 224835

Objects may also be deposited at:

Dorset County Museum, Dorchester DT1 1XA
Tel: 01305 262735; Fax: 01305 257180

Borough of Poole Museum Service, 4 High Street, Poole, Dorset BH15 1BW
Tel: 01202 262600; Fax: 01202 262622

Durham, Northumberland, Teesside, Hartlepool and Tyne & Wear

Co-ordinator for North East (from August 2003): Finds liaison officer
c/o Museum of Antiquities, University of Newcastle and County
Archaeologist, Arts, Libraries and Museums, Durham County Council

Museum of Antiquities, The University, Newcastle upon Tyne NE1 7RU
Tel: 0191 222 7849; Fax: 0191 222 8561

County Archaeologist, Arts, Libraries and Museums, Durham County Council, County Hall, Co Durham DH1 5TY (also responsible for the Bowes Museum, Castle Barnard)

Tel: 0191 383 4212; Fax: 0191 384 1336

Objects may also be deposited at:

Tees Archaeology, Sir William Gray House, Clarence Road, Hartlepool TS24 8BT

Tel: 01429 523455; Fax: 01429 523477

Museum of Archaeology, University of Durham, The Old Fulling Mill, The Banks, Durham City D1 3EB

Tel: 0191 374 3623; Fax: 0191 374 3619

Arbeia Roman Fort and Museum, Baring Street, South Shields NE33 2BB

Tel: 0191 456 1369; Fax: 0191 427 6862

Essex

Co-ordinator for Essex (from August 2003): Finds liaison officer c/o Colchester Borough Council Museums Service and Heritage Conservation Branch, Essex County Council

Colchester Museums, Museum Resource Centre, 14 Ryegate Road, Colchester CO1 1YG

Tel: 01206 282931/2; Fax: 01206 282925

Heritage Conservation Branch, Essex County Council, Planning Division, County Hall, Chelmsford CM1 1QH

Tel: 01245 437637; Fax: 01245 258353

Objects may also be deposited at:

Chelmsford Museums Service, Old Cemetery Lodge, 1 Writtle Road, Chelmsford CM1 3BL

Tel: 01245 615120; Fax: 01245 611254

Museum of Harlow, Muskham Road, Off First Avenue, Harlow CM20 2LF

Tel: 01279 454959; Fax: 01279 442789

Central Museum, Victoria Avenue, Southend on Sea, Essex SS2 6EW

Tel: 01702 215131/434449; Fax: 01702 349806

Thurrock Museum, Thameside Complex, Orsett Road, Grays,
Essex RM17 5DX
Tel: 01375 382555; Fax: 01375 392666

Gloucestershire, South Gloucestershire and Bristol

Co-ordinator for Gloucestershire and Avon (from December 2003):
Finds liaison officer c/o Bristol City Museum and Gloucestershire County
Council Archaeology Service

Bristol City Museum and Art Gallery, Queen's Road, Bristol BS8 1RL
Tel: 0117 922 3571; Fax: 0117 922 2047

Archaeology Service, Gloucestershire County Council,
Environment Department, Shire Hall, Gloucester GL1 2TH
Tel: 01452 425705; Fax: 01452 425356

Objects may also be deposited at:

Planning Officer Archaeology/SMR, South Gloucestershire Council,
c/o Civic Centre, High Street, Kingswood, Bristol BS12 9TR
Tel: 01454 863648; Fax: 01454 865173

Cheltenham Art Gallery and Museum, Clarence Street,
Cheltenham, GL50 3JT
Tel: 01242 237431; Fax: 01242 262334

City Museum and Art Gallery, Brunswick Road, Gloucester, GL1 1HP
Tel: 01452 396131; Fax: 01452 410898

Corinium Museum, Park Street, Cirencester, Glos GL7 2BX
Tel: 01285 655611; Fax: 01285 643286

Hampshire, Portsmouth and Southampton

Co-ordinator for Hampshire, Portsmouth and Southampton (in post):
Finds liaison officer c/o Winchester Museums Service

Winchester Museums Service, Hyde Historic Resources Centre,
75 Hyde Street, Winchester SO23 7DW
Tel: 01962 848269; Fax: 01962 848299

Objects may also be deposited at:

Hampshire County Council Museum Service, Chilcomb House,
Chilcomb Lane, Winchester, Hants SO23 8RD
Tel: 01962 846304; Fax: 01962 869836

City Museum and Records Office, Museum Road,
Old Portsmouth, Hants PO1 2LJ
Tel: 023 9282 7261; Fax: 023 9287 5276

Museum of Archaeology, Winkle Street, Southampton, Hants SO14 2NY
Tel: 023 8063 5904; Fax: 023 8033 9601

Herefordshire

Co-ordinator for Herefordshire, Shropshire, Telford and Wrekin
(from December 2003): Finds liaison officer c/o Hereford Museum and
Rowley's House Museum, Shrewsbury

Hereford Museum and Art Gallery, Broad Street, Hereford,
Herefordshire HR4 9AU
Tel: 01432 260692; Fax: 01432 342492

Hertfordshire

Co-ordinator for Hertfordshire, Bedfordshire and Luton (from April 2003):
Finds liaison officer c/o Verulamium Museum, St Michaels, St Albans,
Herts AL3 4SW
Tel: 01727 751810; Fax: 01727 859919

Objects may also be deposited at:

North Hertfordshire Museums Resources Centre,
Burymead Road, Hitchin SG5 1RT
Tel: 01462 474256; Fax: -

Letchworth Museum and Art Gallery, Broadway,
Letchworth, Herts SG6 3PF
Tel: 01462 685647; Fax: 01462 481879

Welwyn Hatfield Museum Service, Mill Green Museum and Mill,
Mill Green, Hatfield, Herts AL9 5PD
Tel: 01707 271362; Fax: 01707 272511

Isle of Wight

Co-ordinator for Isle of Wight (from August 2003): Finds liaison officer
c/o Isle of Wight Archaeological Centre 61 Clatterford Road, Carisbrooke,
Newport, Isle of Wight PO30 1NZ
Tel: 01983 529963; Fax: 01983 823810

Kent

Co-ordinator for Kent and Medway (in post): Finds liaison officer,
Heritage Conservation Group, Kent County Council, 2nd floor,
Invicta House, County Hall, Maidstone ME14 1XX
Tel: 01622 221544; Fax: 01622 221636

Objects may also be deposited at:

Dartford Borough Museum, Market Street, Dartford, Kent DA1 1EU
Tel: 01322 343555; Fax: 01322 343209

Dover Museum, Market Square, Dover, Kent CT16 1PB
Tel: 01304 201066; Fax: 01304 241186

Folkestone Museum, Grace Hill, Folkestone, Kent CT20 1HD
Tel. and Fax: 01303 256710

Maidstone Museum and Bentrif Art Gallery, St Faith's Street,
Maidstone, Kent ME14 1LH
Tel: 01622 754497/756405; Fax: 01622 685022

Tunbridge Wells Museum and Art Gallery, Civic Centre,
Mount Pleasant, Tunbridge Wells, Kent TN1 1JN
Tel: 01892 554171/526121; Fax: 01892 534227

The Royal Museum and Art Gallery, 18 High Street,
Canterbury, Kent CT1 2RA
Tel: 01227 452747; Fax: 01227 455047

Lancashire

Co-ordinator for Lancashire, Blackburn with Darwen, Blackpool and
Cumbria (from December 2003): Finds liaison officer c/o Museum of
Lancashire, Preston and Tullie House Museum, Carlisle

The Museum of Lancashire, Stanley Street, Preston, Lancashire PR1 4YP Tel: 01772 264061; Fax: 01772 264079

Objects may also be deposited at:

City Museum, Market Square, Lancaster LA1 1HT

Tel: 01524 64637; Fax: 01524 841692

Ribchester Roman Museum, Riverside, Ribchester, Preston, Lancs PR3 3XS

Tel: 01254 878261; Fax: –

Planning Officer (Archaeology/SMR), Lancashire County Council Planning

Department, PO Box 9, Guild House, Cross Street, Preston PR1 8RD

Tel: 01772 261550/1; Fax: 01772 263423

Leicestershire, Leicester and Rutland

Co-ordinator for Leicestershire, Leicester and Rutland (from August 2003):

Finds liaison officer c/o Leicestershire County Council Heritage Services and Jewry Wall Museum

Leicestershire County Council, Heritage Services, Suite 4, Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicester LE1 4LB

Tel: 0116 2645810; Fax: 0116 2645819

Jewry Wall Museum, St Nicholas Circle, Leicester, LE1 7BY

Tel: 0116 247 3021; Fax: 0116 251 2257

Objects may also be deposited at:

Rutland County Museum, Catmos Street, Oakham, Rutland LE15 6HW

Tel: 01572 723654; Fax: 01772 757576

Lincolnshire

Co-ordinator for Lincolnshire (from April 2003): Finds liaison officer

c/o Lincolnshire SMR, Lincolnshire County Council Conservation Services, Highways and Planning Directorate, City Hall, Beaumont Fee, Lincoln LN1 1DN

Tel: 01522 553073; Fax: 01522 553149

Objects may also be deposited at:

City and County Museum, 12 Friars Lane, Lincoln, LN2 5AL

Tel: 01522 530401; Fax: 01522 530724

Community Archaeologist, Boston Borough Council,
c/o Heritage Lincolnshire, The Old School, Cameron Street,
Heckington, Sleaford NG34 9RW
Tel: 01529 461499; Fax: 01529 461001

Community Archaeologist, North Kesteven District Council,
c/o Heritage Lincolnshire, The Old School, Cameron Street,
Heckington, Sleaford NG34 9RW
Tel: 01529 461499; Fax: 01529 461001

Lincolnshire, North and North East Lincolnshire

Co-ordinator for North and North East Lincolnshire (in post):
liaison officer c/o North Lincolnshire Museum and Art Gallery,
Oswald Road, Scunthorpe, North Lincolnshire DN15 7BD
Tel: 01724 843533; Fax: 01724 270474

London, Greater

Co-ordinator for Greater London (from August 2003):
Finds liaison officer c/o Department of Early London History,
Museum of London, London Wall, London EC2Y 5HN
Tel: 020 7600 3699; Fax: 020 7600 1058

Objects may also be deposited at:

Vestry House Museum, Vestry Road, London E17 9NH
Tel: 020 8509 1917; Fax: –

Kingston Museum, Wheatfield Way, Kingston upon Thames, Surrey KT1 2PS
Tel: 020 8546 5386; Fax: 020 8547 6747

Manchester, Greater and Merseyside

Co-ordinator for Greater Manchester, Merseyside, Cheshire and Halton
(in post): Finds liaison officer c/o Liverpool Museum, the Manchester
Museum and Cheshire Museums Service

Liverpool Museum, William Brown Street, Liverpool L3 8EN
Tel: 0151 478 4259; Fax: 020 478 4066

The Manchester Museum, University of Manchester, Oxford Road,
Manchester, M13 9PL
Tel: 0161 275 2634; Fax: 0161 275 2676

Objects may also be deposited at:

Bolton Museum and Art Gallery, Le Mans Crescent, Bolton, Lancs BL1 1SE
Tel: 01204 332211; Fax: 01204 332241

Norfolk

Co-ordinator for Norfolk (in post): Finds liaison officers c/o Identification and Recording Service, Norfolk Museums and Archaeology Service, Gressenhall and Shirehall, Norwich

Identification and Recording Service, Norfolk Museums and Archaeology Service, Union House, Gressenhall, Dereham, Norfolk NR20 4DR
Tel: 01362 869289/869290; Fax: 01362 860951

Norfolk Museums and Archaeology Service, Shirehall and Study Centre, Norwich, Norfolk NR1 3JU
Tel: 01603 223625; Fax: 01603 765651

Northamptonshire

Co-ordinator for Northamptonshire (in post): Finds liaison officer c/o Historic Environment Team, Northamptonshire County Council, PO Box 163, County Hall, Northampton NN1 1AX
Tel: 01604 237249; Fax: 01604 236696

Objects may also be deposited at:

Central Museum and Art Gallery, Guildhall Road, Northampton NN1 1DP
Tel: 01604 238548; Fax: 01604 238720

Nottinghamshire

Co-ordinator for Derbyshire, Derby, Nottinghamshire and Nottingham (from December 2003): Finds liaison officer c/o Brewhouse Yard Museum and Nottingham County Council Heritage Team

Brewhouse Yard Museum, Castle Boulevard, Nottingham, NG7 1FB
Tel: 0115 915 3600; Fax: 0115 935 0988

Principal Archaeological Officer, Nottinghamshire County Council, Environment Department, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ
Tel: 0115 977 2116; Fax: 0115 977 2418

Objects may also be deposited at:

Bassetlaw Museum, Amcott House, Grove Street, Retford, Notts DN22 6JU
Tel: 01777 713749; Fax: 01777 713749

Mansfield Museum and Art Gallery, Leeming Street,
Mansfield, Notts NG18 1NG
Tel: 01623 463088; Fax: 01623 412922

Oxfordshire

Co-ordinator for Berkshire and Oxfordshire (from December 2003):
Finds liaison officer c/o Oxfordshire Museums Store

Oxfordshire Museums Store, Witney Road, Standlake, Oxon OX8 7QG
Tel: 01865 300972; Fax: 01865 300519

Objects may also be deposited at:

Heberden Coin Room, Ashmolean Museum, Oxford OX1 2PH
Tel: 01865 278058; Fax: 01865 278057

Department of Antiquities, Ashmolean Museum, Oxford OX1 2PH
Tel: 01865 278000; Fax: 01865 278057

Shropshire and Telford & Wrekin

Co-ordinator for Herefordshire, Shropshire and Telford & Wrekin
(from December 2003): Finds liaison officer c/o Rowley's House
Museum, Shrewsbury and Hereford Museum

Rowleys House Museum, Barker Street, Shrewsbury SY1 1QH
Tel: 01743 361196; Fax: 01743 358411

Objects may also be deposited at:

Shropshire County Council Archaeology Service, Winston Churchill
Building, Radbrook Centre Radbrook Road, Shrewsbury SY3 9BJ
Tel: 01743 254018; Fax: 01743 254047

Ironbridge Gorge Museum Trust, Ironbridge, Telford, Shropshire TF8 7AW
Tel: 01952 433522; Fax: 01952 432204

Somerset

Co-ordinator for Somerset (in post): Keeper of Archaeology,
Somerset County Museum Service, in conjunction with finds liaison
officer, The Castle, Castle Green, Taunton, Somerset TA1 4AA
Tel: 01832 320200; Fax: 01832 320229

Objects may also be deposited at:

Admiral Blake Museum, Blake Street, Bridgwater, Somerset TA6 3BN
Tel: 01278 456127; Fax: 01278 444076

Wells Museum, 8 Cathedral Green, Wells, Somerset BA5 2UE
Tel: 01749 673477; Fax: 01749 675337

Museum of South Somerset, Hendford, Yeovil, Somerset BA20 1UN
Tel: 01935 424774; Fax: 01935 424774

Somerset Rural Life Museum, Abbey Farm, Chilkwell Street,
Glastonbury, Somerset BA6 8DB.
Tel: 01458 831197

Exmoor National Park (for the attention of the archaeologist),
Exmoor House, Dulverton, Somerset TA22 0HL.
Tel: 01398 323665

Somerset, North and Bath & North East Somerset (parts of former county of Avon)

Co-ordinator for former county of Avon and Gloucestershire
(from December 2003): Finds Liaison officer, c/o Bristol City
Museum and Art Gallery, Queen's Road, Bristol BS8 1RL
Tel: 0117 922 3571; Fax: 0117 922 2047

Objects may also be deposited at:

Roman Baths Museum, Pump Room, 4 Stall Street, Bath BA1 1LZ
Tel: 01225 477773; Fax: 01225 477243

North Somerset Museum Service, Burlington Street,
Weston super Mare, Somerset BS23 1PR
Tel: 01934 621028; Fax: 01934 612526

Staffordshire and Stoke on Trent

Co-ordinator for Staffordshire, Stoke on Trent and West Midlands (from April 2003): Finds liaison officer c/o Potteries Museum and Birmingham City Museum

Potteries Museum, Bethesda Street, Hanley, Stoke on Trent ST1 3DE
Tel: 01782 232323; Fax: 01782 232500

Objects may also be deposited at:

Tamworth Castle and Museum Service, The Holloway, Ladybank,
Tamworth, Staffs B79 7LR
Tel: 01827 709626; Fax: 01827 709630

Suffolk

Co-ordinator for Suffolk (in post): Finds liaison officers c/o Archaeological Service Suffolk County Council, Shire Hall, Bury St Edmunds, IP33 2AR
Tel: 01284 352449; Fax: 01284 352443 or at

Archaeological Service, Suffolk County Council, St Edmund House,
Rope Walk, Ipswich IP4 1LZ
Tel: 01473 583290; Fax: 01473 230078

Objects may also be deposited at:

Ipswich Museum Service, High Street, Ipswich IP1 3QH
Tel: 01473 433550; Fax: 01463 433558

Moyse's Hall Museum, Cornhill, Bury St Edmunds, Suffolk IP33 1SX
Tel: 01284 757488; Fax: 01284 757079

Surrey

Co-ordinator for Surrey (from April 2003): Finds liaison officer c/o SMR, Sustainable Development Department, Surrey County Council, County Hall, Kingston upon Thames KT1 2DY
Tel: 020 8541 9083; Fax: 020 8541 9021

Objects may also be deposited at:

Guildford Museum, Castle Arch, Guildford, Surrey GU1 3SX
Tel: 01483 444750; Fax: 01483 532391

East Surrey Museum, 1 Stafford Road, Caterham, Surrey CR3 6JG
Tel: 01883 340275; Fax: –

Sussex, East and West and Brighton and Hove

Co-ordinator for Sussex and Brighton and Hove (from August 2003):

Finds liaison officer c/o Barbican House, 169 High Street, Lewes,
East Sussex BN7 1YE

Tel: 01273 486290; Fax: 01273 486990

Objects may also be deposited at:

Worthing Museum and Art Gallery, Chapel Road, Worthing,
West Sussex BN11 1HP

Tel: 01903 239999 x 2528; Fax: 01903 236277

Hastings Museum and Art Gallery, Cambridge Road,
Hastings, East Sussex TN34 1ET

Tel: 01424 781155; Fax: 01424 781165

Chichester District Museum, 29 Little London,
Chichester, West Sussex PO19 1PB

Tel: 01243 784683; Fax: 01243 776766

Fishbourne Roman Palace and Museum, Salthill Road,
Fishbourne, nr Chichester, West Sussex PO19 3QR

Tel: 01243 785859; Fax: 01243 539266

Warwickshire

Co-ordinator for Warwickshire and Worcestershire (in post): Finds liaison
officer c/o Warwick Museum, Worcestershire County Museum, Hartlebury
Castle and Worcester City Museum

Warwickshire Museum, Market Place, Warwick CV34 4SA

Tel: 01926 412500; Fax: 01926 419840

West Midlands

Co-ordinator for Staffordshire, Stoke on Trent and West Midlands
(from April 2003): Finds liaison officer c/o Birmingham City Museum
Birmingham Museum and Art Gallery, Chamberlain Square,
Birmingham B3 3DH

Tel: 0121 303 4636; Fax: 0121 303 1294

Objects may also be deposited at:

Herbert Art Gallery and Museum, Jordan Well, Coventry CV1 5QP

Tel: 01203 832381/86; Fax: 01203 832410

Wiltshire and Swindon

Co-ordinator for Wiltshire and Swindon (from August 2003):
Finds liaison officer c/o Wiltshire Heritage Museum, Devizes,
Salisbury and South Wiltshire Museum and Swindon Museum

Wiltshire Heritage Museum, 41 Long Street, Devizes, Wilts SN10 1NS
Tel: 01380 727369; Fax: 01380 722150

Salisbury and South Wiltshire Museum, The King's House,
65 The Close, Salisbury, Wilts SP1 2EN
Tel: 01722 332151; Fax: 01722 325611

Swindon Museum and Art Gallery, Bath Road, Swindon, Wilts SN1 4BA
Tel: 01793 466556; Fax: 01793 484141

Worcestershire

Co-ordinator for Worcestershire and Warwickshire (in post):
Finds liaison officer c/o Worcestershire County Museum,
Hartlebury Castle, Worcester City Museum and Warwick Museum

Worcestershire County Museum, Hartlebury Castle, Hartlebury,
nr Kidderminster DY11 7XZ
Tel: 01299 250416; Fax: 01299 251890

Worcester City Museum, Foregate Street, Worcester WR1 1DT
Tel: 01905 25371; Fax: 01905 616979

Worcestershire Archaeological Service, Woodbury Hall,
University College of Worcester, Henwick Grove, Worcester WR2 6AJ
Tel: 01905 855455

Yorkshire: North, East Riding, Hull and York

Co-ordinator for York, North Yorkshire and the East Riding (in post):
Finds liaison officer c/o The Yorkshire Museum, Museum Gardens,
York YO1 7FR
Tel: 01904 551806; Fax: 01904 551802

Objects may also be deposited at:

Royal Pump Room Museum, Crown Place, Harrogate,
North Yorkshire HG1 2RY
Tel: 01423 503340; Fax: 01423 840026

Hull and East Riding Museum, 36 High Street, Hull HU1 1PS
Tel: 01482 613902; Fax: 01482 613710

Yorkshire: South and West

Co-ordinator for South and West Yorkshire (from December 2003):
Finds liaison officer c/o Doncaster Museum and West Yorkshire
Archaeology Service, Wakefield

Doncaster Museum and Art Gallery, Chequer Road, Doncaster DN1 2AE
Tel: 01302 734293; Fax: 01302 735409

West Yorkshire Archaeology Service, Registry of Deeds,
Newstead Road, Wakefield WF1 2DE
Tel: 01924 306797; Fax: 01924 306810

Objects may also be deposited at:

Abbey House Museum and Kirkstall Abbey, Abbey Road,
Kirkstall, Leeds LS5 3EH
Tel: 0113 230 5492; Fax: 0113 230 5499

Sheffield City Museum and Mappin Art Gallery, Weston Park,
Sheffield, S Yorks S10 2TP
Tel: 0114276; Fax: 0114 275 0957

Rotherham Museum, Clifton Park, Rotherham, S Yorks S65 2AA
Tel: 01709 823635; Fax: 01709 823631

Manor House Art Gallery and Museum, Castle Yard,
Ilkley, West Yorkshire LS29 9DT
Tel: 01943 600066; Fax: 01943 817079

Bankfield Museum, Boothtown Road, Halifax HX3 6HG
Tel: 01422 354823/352334; Fax: 01422 349020

Wakefield Museum, Wood Street, Wakefield WF1 2EW
Tel: 01924 305351; Fax: 01924 305353

Tolson Memorial Museum, Ravensknowle Park, Huddersfield,
West Yorks HD5 8DJ
Tel: 01484 223830; Fax: 01484 223843

WALES

Co-ordinator for all Treasure finds from Wales:

c/o Department for Archaeology and Numismatics,
National Museum & Gallery, Cathays Park, Cardiff CF10 3NP
Tel: 029 20573229; Fax: 029 20667320

Bridgend and Glamorgan Valleys

Cynon Valley Museum & Gallery, Depot Road, Gadlys, Aberdare CF44 8DL
Tel: 01685 886729; Fax: 01685 886730

Cardiff and the Vale of Glamorgan

National Museum & Gallery, Cathays Park, Cardiff CF10 3NP
Tel: 029 2057 3229; Fax: 029 2066 7320

Carmarthenshire

Carmarthenshire County Museum, Abergwili, Carmarthen,
Carmarthenshire, SA31 2JG
Tel: 01267 231691; Fax: 01267 223830

Ceredigion

Ceredigion Museum & Gallery, Coliseum, Terrace Road,
Aberystwyth, Dyfed SY23 2AQ
Tel: 01970 633088; Fax: 01970 633084

Gwent

Abergavenny Museum, The Castle, Castle Street, Abergavenny,
Monmouthshire NP27 5EE (for Monmouthshire)
Tel: 01873 854282; Fax: 01873 736004

Chepstow Museum, Gwy House, Bridge Street, Chepstow,
Monmouthshire NP16 5EZ (for Monmouthshire)
Tel: 01291 625981; Fax: 01291 625983

The Nelson Museum and Local History Centre, Priors Street,
Monmouth, Monmouthshire NP25 3XA (for Monmouthshire)
Tel: 01600 713519; Fax: 01600 775001

Newport Museum and Art Gallery, John Frost Square, Newport NP20 1PA
Tel: 01633 840064; Fax: 01633 222615

Amgueddfa Pontypool Museum, Park Buildings,
Pontypool, Torfaen NP4 6JH
(for Torfaen County Borough)
Tel: 01495 752036; Fax: 01495 752043

Neath Port Talbot

Neath Museum, Gwyn Hall, Orchard Street, Neath,
Neath Port Talbot SA11 1DT
Tel: 01639 645741/645726; Fax: 01639 645726

Glamorgan-Gwent Archaeological Trust, Heathfield House,
Heathfield, Swansea SA1 5EL
Tel: 01792 655208; Fax: 01792 474469

North East Wales

Wrexham County Borough Museum, County Buildings,
Regent Street, Wrexham LL11 1RB
Tel: 01978 317970; Fax: 01978 317982

Flintshire Museums Service, Library Headquarters,
County Hall, Mold CH7 6NW
Tel: 01352 704409; Fax: 01352 753662

North Wales Central

Llandudno Museum, 17-19 Gloddaeth Street, Llandudno, Conwy, LL30 2DD
(for Conwy County Borough)
Tel: 01492 876517; Fax: 01492 876517

Rhyl Library, Museum and Arts Centre,
Church Street, Rhyl, Clwyd LL18 3AA (for Denbighshire)
Tel: 01745 353814; Fax: 01745 331438

Denbigh Library, Museum and Gallery, Hall Square,
Denbigh LL16 3NU (for Denbighshire)
Tel: 01745 816313; Fax: 01745 816427.

North West Wales

Bangor Museum and Art Gallery, Ffordd Gwynedd,
Bangor, Gwynedd LL57 1DT
(for Gwynedd)
Tel: 01248 353368; Fax: 01248 370426

Oriel Ynys Mon, Rhosmeirch, Llangefni, Anglesey LL77 7TQ
(for Anglesey)

Tel: 01248 724444; Fax: 01248 750282

Pembrokeshire

Scolton Manor Museum, Spittal, Haverfordwest, Pembrokeshire SA62 5QL

Tel: 01437 731328; Fax: 01437 731743

Powys

Brecknock Museum, Captain's Walk, Brecon,

Powys LD3 7DW

(for south Powys)

Tel: 01874 624121

Powysland Museum and Montgomery Canal Centre,

The Canal Wharf, Welshpool, Powys

SY21 7AQ (for north Powys)

Tel: 01938 554656; Fax: 01938 554656

Radnorshire Museum, Temple Street, Llandrindod Wells, LD1 5DL

(for mid Powys)

Tel: 01597 824513; Fax: 01579 825781

Swansea

Swansea Museum, Victoria Road, Swansea SA1 1SN

Tel: 01792 653763; Fax: 01792 652585

C. SITES AND MONUMENTS RECORDS, URBAN ARCHAEOLOGICAL DATABASES AND LOCAL GOVERNMENT ARCHAEOLOGISTS

Note: the information in this list is liable to change. English Heritage (National Monuments Record Centre, Great Western Village, Kemble Drive, Swindon, Wilts SN2 2GZ. Tel: 01793 414700/www.english-heritage.org.uk) maintains a current list of all Sites and Monuments Records and Urban Archaeological Databases.

ENGLAND

AVON (see also SOMERSET)

Bath

Archaeological Officer, Bath and North East Somerset Council,
Planning Services, Trimbridge House, Trim Street, Bath BA1 2DP
Tel: 01225 477651

Director of Excavations, Bath Archaeological Trust,
4 The Circus, Bath BA1 2EW
Tel: 01225 477756/316595

Bristol

City Archaeologist, Bristol City Council, Planning, Transport and
Development Services, Brunel House, St George's Road, Bristol BS1 5UY
Tel: 0117 922 3044

BEDFORDSHIRE

Historic Environment Information Officer, Heritage and Environment
Section, Bedfordshire County Council, County Hall, Cauldwell Street,
Bedford MK42 9AP Tel: 01234 228072

Luton

Luton Borough SMR, Planning Technician, Department of Planning
and Development, Urban Regeneration and Tourism Group,
Town Hall, Luton LU1 2BQ Tel: 01582 546310

BERKSHIRE

c/o Senior Archaeologist, Babbie Group, School Green, Shinfield,
Reading RG2 9HL

West Berkshire SMR Officer, West Berkshire Heritage Service,
West Berkshire Council, The Wharf, Newbury RG14 5AS
Tel: 0118 988 1555
Tel: 01635 519534
heritage@westberks.gov.uk

BUCKINGHAMSHIRE

SMR Archaeological Officer, County Archaeological Service,
Environmental Services, Buckinghamshire County Council,
County Hall, Aylesbury HP20 1UY
Tel: 01296 382072/382927
smr@buckscc.gov.uk

Milton Keynes

Archaeological Officer, Milton Keynes Council, Land Use and
Transport Strategy, PO Box 112, Civic Offices, 1 Saxon Gate East,
Milton Keynes MK9 3HQ
Tel: 01908 252902

CAMBRIDGESHIRE

Cambridgeshire SMR and Cambridge UAD, c/o Senior Archaeologist
Box ELH 1108, Castle Court, Shire Hall, Castle Hill, Cambridge CB3 0AP

Peterborough

Peterborough City SMR, Archaeological Officer, Peterborough City Council,
Peterborough Museum and Art Gallery, Priestgate, Peterborough PE1 1LF
Tel: 01223 717312
Tel: 01733 343329
aac632@peterborough.gov.uk

CHESHIRE

Chester

Cheshire SMR, Archaeological Officer, Cheshire County Council,
Environmental Planning, Backford Hall, Backford, Chester CH1 6PZ
Tel: 01244 603160

Chester City UAD, City Archaeologist, Chester Archaeology,
27 Grosvenor Street, Chester CH1 2DD
Tel: 01244 402021

City Archaeologist, Chester City Council, The Forum, Chester CH1 2HS
Tel: 01244 321616

CLEVELAND (TEESSIDE)

SMR Officer, Tees Archaeology, Sir William Grey House,
Clarence Road, Hartlepool TS24 8BT
Tel: 01429 523455 tees-archaeology@hartlepool.gov.uk

CORNWALL

SMR Officer, Cornwall Archaeological Unit, Planning Directorate,
Kennall Building, Old County Hall, Station Road, Truro TR1 3EX
Tel: 01872 323606

CUMBRIA

SMR Officer, Cumbria County Council, County Offices,
Kendal LA9 4RQ
Tel: 01539 773432

Carlisle

Carlisle UAD, Carlisle Archaeology University of Bradford, Shaddon Mill,
Shaddon Mill Gate, Carlisle CA2 5TY
Tel: 01228 625300

Lake District National Park

Archaeologist, Lake District National Park Authority,
Land Use and Planning, Park Office,
Busher Walk, Kendal LA9 4RH
Tel: 01539 724555 ext 2615

DERBYSHIRE

SMR Officer, Derbyshire County Council, Environmental Service
Department, County Offices, Matlock DE4 3AG
Tel: 01629 580000 ext 7125

Peak District National Park

Archaeologist, Peak District National Park, Archaeology and Heritage
Group, Aldern House, Baslow Road, Bakewell DE45 1AE
Tel: 01629 816200/814321

DEVON

Archaeologist, Devon County Council, Environment Department,
County Hall, Matford Offices, Topsham Road, Exeter EX2 4QW
Tel: 01392 382266

Dartmoor National Park

Principal Archaeologist, Dartmoor National Park, Parke, Haytor Road,
Bovey Tracey, Newton Abbot TQ13 9JQ
Tel: 01626 832093

Exeter

Exeter City UAD, SMR Officer, Exeter Archaeology, Bradninch Place,
Gandy Street, Exeter EX4 3LS
Tel: 01392 77888

Director, Exeter Archaeological Field Unit, Exeter City Council,
Department of Leisure and Tourism, Civic Centre, Paris Street,
Exeter EX1 1RP
Tel: 01392 77888

Exmoor National Park

Conservation Archaeologist, Exmoor National Park,
Exmoor House, Dulverton TA22 9HL
Tel: 01398 323665

North Devon

Heritage Officer, North Devon District Council,
Civic Centre, Barnstaple EX31 1EA

Plymouth

Archaeological Officer, Plymouth City Council, Planning and Transportation
Services, Directorate of Development, Civic Centre, Armada Way,
Plymouth PL1 2EW
Tel: 01752 304818

Torbay

Archaeology Officer, Torbay Council, Development and Conservation
Planning, Environment Services, Roebuck, Abbey Road, Torquay TQ2 5DP
Tel: 01803 207788

DORSET

SMR Officer, Dorset County Council, Environmental Services Directorate,
County Hall, Colliton Park, Dorchester DT1 1XJ
Tel: 01305 224921

DURHAM

Durham City UAD, Principle Design and Conservation Officer,
City of Durham Council, Environmental Services Department,
Byland Lodge, Hawthorne Terrace, Durham DH1 4TD
Tel: 0191 301 8728

Durham County SMR, County Archaeological Officer, Archaeology Section,
Durham County Council, Arts Libraries and Museums Department,
County Hall, Durham DH1 5TY
Tel: 0191 383 4212/archaeology@durham.gov.uk

ESSEX

Senior Records Officer, Essex County Council, Heritage Conservation
Branch, Planning Division, County Hall, Chelmsford CM1 1QH
Tel: 01245 437637

Chelmsford

Keeper of Archaeology, Chelmsford Museum Service,
Old Cemetery Lodge, 1 Writtle Road, Chelmsford CM1 3BL
Tel: 01245 281660

Colchester

Colchester UAD, Archaeological Heritage Officer,
Colchester Borough Council, Museums Service, Museum Resource Centre,
14 Ryegate Road, Colchester, CO1 1YG
Tel: 01206 282928

Southend-on-Sea

Keeper of Human History, Southend Central Museum,
Victoria Avenue, Southend-on-Sea SS2 6EW
Tel: 01702 215130

GLOUCESTERSHIRE

SMR Officer, The Archaeology Service, Gloucestershire County Council,
Environment Department, Shire Hall, Gloucester GL1 2TH
Tel: 01452 425705/archaeology@gloscc.gov.uk

Cirencester

UAD Officer, Corinium Museum, Park Street, Cirencester,
Gloucestershire GL7 2BX
Tel: 01285 655611

Gloucester

Gloucester City UAD Project Officer, Gloucester Archaeology Unit,
The Old Fire Station, Barbican Road, Gloucester GL1 2JF
Tel: 01452 396344/archaeology@glos-city.gov.uk

Director, Gloucester Archaeology, City Museum,
Brunswick Road, Gloucester GL1 1HP
Tel: 01452 526342

South Gloucestershire

SMR Officer, South Gloucestershire Council, c/o Civic Centre,
High Street, Kingswood, Bristol BS12 9TR
Tel: 01454 863648

HAMPSHIRE

Hampshire Archaeology and Historic Buildings Record,
SMR Officer, Hampshire County Council, County Planning Department,
The Castle, Winchester SO23 8UE
Tel: 01962 846736

Portsmouth

Portsmouth City SMR, Portsmouth City Council, Museums and Records
Office, Museum Road, Portsmouth, Hampshire PO1 2LJ
Tel: 023 9282 7261

Southampton

Planning Archaeologist (SMR), Southampton City Council,
Cultural Services, Southampton SO14 7LP
Tel: 023 8083 3192/2850

Test Valley

Test Valley SMR, Hampshire Archaeology, The Chapel, Romsey Cemetery,
Botley Road, Romsey SO51 5RP
Tel: 01794 515775

Field Director, Test Valley Archaeology Unit, Orchard House,
Orchard Lane, Romsey, Hants SO51 8DP
Tel: 01794 515775

Winchester

SMR Officer, Winchester Museums Service, Archaeology Section,
Historic Resources Centre, 75 Hyde Street, Winchester SO23 7DW
Tel: 01962 848269

HEREFORDSHIRE

SMR Officer, Herefordshire Council, PO Box 230, Hereford HR1 2ZB
Tel: 01432 260130

HERTFORDSHIRE

SMR Officer, Hertfordshire County Council, Environment Department,
County Hall, Hertford SG13 8DN
Tel: 01992 555245

North Hertfordshire

SMR , Keeper of Field Archaeology, North Hertfordshire District Council,
North Hertfordshire Museums Service, Museums Resource Centre,
Burymead Road, Hitchin SG5 1RT
Tel: 01462 434896

St Albans

District Archaeologist, St Albans City and District UAD,
City and District Council, Planning and Heritage Department,
Civic Centre, St Peters Street, St Albans AL1 3JE
Tel: 01727 819252

HUMBERSIDE

SMR Officer, Humber Archaeology Partnership, The Old School,
Northumberland Avenue, Kingston upon Hull HU2 0LN
Tel: 01482 217466/hap@hullcc.gov.uk

ISLE OF WIGHT

SMR Officer, Isle of Wight Archaeological Centre, 61 Clatterford Road,
Carisbrooke, Newport PO30 1NZ
Tel: 01983 529963

KENT

SMR Officer, Kent County Council, Strategic Planning Directorate,
Invicta House, County Hall, Maidstone ME14 2LX
Tel: 01622 221536

Canterbury

Canterbury UAD, Research Officer, Canterbury Archaeological Trust,
92a Broad Street, Canterbury CT1 2LU
Tel: 01227 462062

LANCASHIRE

SMR Officer, Lancashire County Council, Planning Department,
PO Box 9, Guild House, Cross Street, Preston PR1 8RD
Tel: 01772 261551

LEICESTERSHIRE

SMR Officer, Leicester County Council, Museums Service, Room 700,
Rutland Building, County Hall, Glenfield LE3 8TB
Tel: 0116 265 6791

Leicester

City Archaeologist, Leicester City Museum Service, Jewry Wall Museum,
St Nicholas Circle, Leicester, LE1 74LB
Tel: 0116 247 3023

LINCOLNSHIRE

Lincolnshire SMR Officer, Lincolnshire County Council,
Conservation Services, Highways and Planning Directorate,
City Hall, Beaumont Fee, Lincoln LN1 1DN
Tel: 01522 553073

Boston

Community Archaeologist, Boston Borough Council,
c/o Heritage Lincolnshire, The Old School, Cameron Street,
Heckington, Sleaford NG34 9RW
Tel: 01529 461499

Lincoln

Heritage Information Officer, UAD, Lincoln City Council,
Department of Planning, City Hall, Beaumont Fee, Lincoln LN1 1DF
Tel: 01522 511570/dplan@lincoln.gov.uk

Director, City of Lincoln Archaeological Unit, Charlotte House,
The Lawn, Union Road, Lincoln LN1 3BL
Tel: 01522 545326

North Lincolnshire

SMR Officer, North Lincolnshire Council, North Lincolnshire Museum,
Oswald Road, Scunthorpe DN15 7NB
Tel: 01724 843533

North East Lincolnshire

SMR Officer, North East Lincolnshire Archaeology Section,
Wellholme Galleries, Wellholme Road, Grimsby DN32 9LP
Tel: 01472 325586

North Kesteven

Community Archaeologist, North Kesteven District Council,
c/o Heritage Lincolnshire, The Old School, Cameron Street,
Heckington, Sleaford NG34 9RW
Tel: 01529 461499

South Kesteven

Community Archaeologist, South Kesteven District Council,
c/o Heritage Lincolnshire, The Old School, Cameron Street,
Heckington, Sleaford NG34 9RW
Tel: 01529 461499

LONDON, GREATER

Greater London SMR and City of London UAD Manager, English Heritage,
Greater London Archaeology Advisory Service, Room G0123 Savile Row,
London W1S 2ET
Tel: 020 7973 3779

MANCHESTER, GREATER

SMR Officer, Greater Manchester Archaeological Unit,
Manchester University, Oxford Road, Manchester M13 9PL
Tel: 0161 275 2319

MERSEYSIDE

Archaeological Officer, National Museums and Galleries on Merseyside,
Liverpool Museum, GWR Building, Mann Island, Liverpool L3 1DG
Tel: 0151 478 4258

NORFOLK

SMR Officer, Norfolk Landscape Archaeology, Union House,
Gressenhall, East Dereham NR20 4DR
Tel: 01362 861187

NORTHAMPTONSHIRE

SMR and UAD Officer, Northamptonshire Heritage, PO Box 163,
County Hall, Northampton NN1 1AX
Tel: 01604 237246/heritage@northamptonshire.gov.uk

NORTHUMBERLAND

SMR Assistant, Northumberland County Council, Conservation Team,
Environment Department, County Hall, Morpeth NE61 2EF
Tel: 01670 534060/archaeology@northumberland.gov.uk

Northumberland National Park

Archaeologist, Northumberland National Park, Eastburn,
South Park, Hexham NE46 1BF
Tel: 01434 605555

NOTTINGHAMSHIRE

SMR Officer, Nottingham County Council, Environment Department,
Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ
Tel: 0115 977 2162

City Archaeologist, UAD, Brewhouse Yard Museum, Castle Boulevard,
Nottingham NG7 1FB
Tel: 0115 915 3623

OXFORDSHIRE

SMR Officer, Oxfordshire County Council, County Archaeology Service,
Central Library, Westgate, Oxford OX1 1DJ
Tel: 01865 810825

UAD, Archaeologist, Planning Control and Conservation,
Oxford City Council, Ramsay House, 10 St Ebbes Street, Oxford OX1 1PT
Tel: 01865 252605

SHROPSHIRE

SMR Officer, Shropshire County Council, Natural and Historic Environment
Team, Community and Environment Services Directorate, Shire Hall,
Abbey Foregate, Shrewsbury SY2 6ND
Tel: 01743 252558

SOMERSET

SMR Officer, Somerset County Council, Environment and Property
Department, County Hall, Taunton TA1 4DY
Tel: 01823 3556426/heritage@somerset.gov.uk

North Somerset

Archaeological Officer, North Somerset Council,
c/o The Environment Group, Planning Directorate, Somerset House,
Oxford Street, Weston-super-Mare BS23 1TG
Tel: 01275 888523

STAFFORDSHIRE

SMR Officer, Staffordshire County Council, Development Services
Department, Riverway, Stafford ST16 2TJ
Tel: 01785 277290

Stafford

Borough Archaeologist, Stafford Borough Council,
Development Department, Civic Offices, Riverside, Stafford ST16 3AQ
Tel: 01785 619351

Stoke on Trent

Field Archaeologist, Potteries Museum and Art Gallery,
Bethesda Street, Hanley, Stoke on Trent ST1 3DW
Tel: 01782 2232589

SUFFOLK

SMR Officer, Suffolk County Council, Archaeological Service,
Shire Hall, Bury St Edmunds IP33 2AR
Tel: 01284 352000

SURREY

SMR Officer, Surrey County Council, Environment Department,
County Hall, Kingston upon Thames KT1 2DT
Tel: 020 8541 9083

SUSSEX, EAST

County Archaeologist, East Sussex County Council, Transport and
Environment Department, County Hall, St Anne's Crescent,
Lewes BN7 1UE
Tel: 01273 481608

SUSSEX, WEST

Archaeologist, West Sussex County Council, Planning Department,
County Hall, Tower Street, Chichester PO19 1RL
Tel: 01243 756858

Chichester

UAD Archaeological Officer, Leisure and Tourism, East Pallant House,
East Pallant, Chichester PO19 1TY
Tel: 01243 534792

TYNE AND WEAR

SMR Officer, Newcastle City Council, Specialist Conservation Team,
West Chapel, Jesmond Old Cemetery, Jesmond Road,
Newcastle upon Tyne NE2 1NJ
Tel: 0191 281 6117

WARWICKSHIRE

SMR Officer, Warwickshire County Council, Museum Field Services,
Field Archaeology Office, The Butts,
Warwick CV34 4SS
Tel: 01926 412734

WEST MIDLANDS

County Archaeologist, West Midlands Joint Data Team, West Midlands Sites
and Monuments Record, PO Box 1777, Clarendon House, Solihull B91 3RZ
Tel: 0121 704 6550

Birmingham

Planning Archaeologist, Birmingham City Council, Planning Department,
Alpha Tower, PO Box 28, Suffolk Street, Queensway, Birmingham B1 1TU
Tel: 0121 303 3161

Black Country

SMR Officer, Wolverhampton Metropolitan Borough Council,
Technical Services Department, Civic Centre, St Peters Square,
Wolverhampton WV1 1RP
Tel: 01902 555493

Coventry

Senior Keeper (Archaeology), Herbert Art Gallery and Museum,
Jordon Well, Coventry CV1 5RW
Tel: 024 7683 2433

Dudley

Borough Archaeologist, Dudley Metropolitan Borough Council,
Planning and Leisure Department, 3 St James Road, Dudley DY1 1HZ
Tel: 01384 814190/heritage.pls@mbc.dudley.gov.uk

WILTSHIRE

County Archaeologist, Wiltshire County Council, Libraries and Heritage
HQ, Bythesea Road, trowbridge BA14 8BG
Tel: 01225 713736/archaeology@wiltshire.gov.uk

WORCESTERSHIRE

SMR, Worcestershire County Council, Archaeology Service, Woodbury Hall,
University College Worcester, Henwick Grove, Worcester WR2 6AJ
Tel: 01905 855494/archaeology@worcestershire.gov.uk

Worcester

Worcester City SMR and UAD, Archaeological Officer,
Worcester City Council, Museum Archaeology Section,
The Commandery, Sidbury, Worcester WR1 2HU
Tel: 01905 355071

Archaeological Officer, Worcester City Museum, Queen Elizabeth House,
Trinity Street, Worcester WR1 2PW
Tel: 01905 722369

YORKSHIRE, NORTH

SMR Officer, Heritage Unit, North Yorkshire County Council, County Hall,
Northallerton DL7 8AH
Tel: 01609 532331

Harrogate

Curator, City of Harrogate Museum and Art Gallery Services,
Royal Pump Room, Crown Place, Harrogate HG1 2RY
Tel: 01423 503340

North York Moors National Park

Archaeological Conservation Officer, North York Moors National Park,
The Old Vicarage, Bondgate, Helmsley, York YO6 5BP
Tel: 01439 770657

York

York City SMR and UAD, Archaeologist, York City Council, Directorate of
Development and Environment Services, 9 St Leonard's Place, York YO1 2ET
Tel: 01904 613161

Yorkshire Dales National Park

Senior Conservation Archaeologist, Yorkshire Dales National Park
Authority, Yorebridge House, Bainbridge, Leyburn DL8 3EE
Tel: 01969 650456

YORKSHIRE, SOUTH

SMR Officer, South Yorkshire Archaeology Service, Planning Transport and
Highways, Howden House, 1 Union Street, Sheffield S1 2SH
Tel: 0114 273 6428/syorks.archservice@sheffield.gov.uk

YORKSHIRE, WEST

Senior Archaeologist, West Yorkshire Archaeology Service,
Registry of Deeds, Newstead Road, Wakefield WF1 2DE
Tel: 01924 306797

WALES

CLWYD AND POWYS

Clwyd-Powys Archaeological Trust, 7A Church Street,
Welshpool, Powys SY21 7DL
Tel: 01938 553670; Fax: 01938 552179

DYFED

Cambria Archaeology, Shire Hall, Carmarthen Street,
Llandeilo, Carmarthenshire SA19 6AF
Tel: 01558 823131

GLAMORGAN AND GWENT

Glamorgan-Gwent Archaeological Trust, Heathfield House,
Heathfield, Swansea SA1 6EL
Tel: 01792 655208; Fax: 01792 474469

GWYNEDD

Gwynedd Archaeological Trust Ltd., Craig Beuno, Garth Road,
Bangor, Gwynedd LL57 2RT
Tel: 01248 352535; Fax: 01291 625983

D. DEPARTMENT FOR CULTURE, MEDIA AND SPORT, NATIONAL MUSEUMS AND FUNDING BODIES

Department for Culture, Media and Sport

Cultural Property Unit,
Department for Culture, Media and Sport,
2-4 Cockspur Street, London SW1Y 5DH
Tel: 020 7211 6154/6181

NATIONAL MUSEUMS

British Museum

Treasure Registry,
Department for Portable Antiquities and Treasure,
The British Museum,
Great Russell St., London WC1B 3DG
Tel: 020 7323 8546 Treasure@thebritishmuseum.ac.uk

Department of Coins and Medals,
The British Museum,
Great Russell St., London WC1B 3DG
(for enquiries relating to coins)
Tel: 020 7323 8404; Fax: 020 7323 8171

Department of Prehistory and Early Europe,
The British Museum,
Great Russell St., London WC1B 3DG
(for enquiries relating to prehistoric and Roman objects other than coins)
Tel: 020 7323 8667; Fax: 020 7323 8588

Department of Medieval and Later Antiquities,
The British Museum,
Great Russell St., London WC1B 3DG
(for enquiries relating to medieval and modern objects other than coins)
Tel: 020 7323 8629; Fax: 020 7323 8496

National Museums & Galleries of Wales,
Department of Archaeology and Numismatics,
National Museums & Galleries of Wales,
Cathays Park, Cardiff CF10 3NP
Tel: 029 2057 3229; Fax: 029 2066 7320

FUNDING BODIES

Heritage Lottery Fund/National Heritage Memorial Fund

7 Holbein Place, London SW1W 8NR
Tel: 020 7591 6000; Fax: 020 7591 6001

National Art Collections Fund

Millais House, 7 Cromwell Place, London SW7 2JN
Tel: 020 7225 4800; Fax: 020 7225 4848

Resource/V&A Purchase Grant Fund

The Victoria and Albert Museum,
Cromwell Road, London SW7 2RL
Tel: 020 7942 2536

Appendix 3: Coins with less than 10% Gold or Silver

In section 1 of the Act it is stated that if the coins from the same find (for clarification on what is meant by this term see paragraphs 12-14) contain less than 10% of gold or silver, then the find must contain at least ten coins to be treasure (see paragraph 7). This list, which includes those coins that are commonly found in England and Wales that contain less than 10% of gold or silver, is for guidance only and is not intended to be definitive. Many contemporary forgeries may also contain less than 10% of gold and silver, but these cannot be listed here, although they may also be considered as treasure. In case of any doubt finders are advised to check with museums.

A. Celtic

The following issues are listed with reference to R D Van Arsdell, *Celtic Coinage in Britain* (VA). Although this list is quite long, in practice all these coins are relatively rare and museums would be always be glad to have the chance to record any examples. It does not include Continental Celtic bronze coins that are sometimes found in this country.

Cantii (Kent)

potin coins (VA 102-39); uninscribed (VA 154); Dubnovellaunus (VA 166-7, 173, 180-1); Vosenos (VA 187); Amminus VA 193, 195)

Atrebatas (Berkshire, Sussex and parts of Hants)

Epillus (VA 450-3)

Durotriges (Dorset and parts of Somerset, Wiltshire and Hants)
uninscribed (VA 1290, 1322-70)

Trinovantes/Catuvellauni (north of the Thames)

'Thurrock type' cast bronzes (VA 1402-42); Addedomarus (VA 1615, 1629, 1646); Dubnovellaunus (VA 1665-9); Tasciovanus (VA 1705-17, 1750, 1808-26); 'Sego' (VA 1855); 'Andoco' (VA 1871-3); 'Dias' (VA 1882); 'Rues' (VA 1890-1903); Cunobelin (VA 1963-89, 2081-2137)

B. Roman

- (1) All early imperial bronze coins (sestertii, dupondii and asses) made between the reign of Augustus (27 BC – AD 14) and that of Postumus (AD 260-9). These large bronze coins are fairly common finds and are easily recognizable.
- (2) All late imperial base silver and bronze coins made after AD 260 (ie from the sole reign of Gallienus or, in the Gallic Empire, from the last, debased, issue of Postumus), down to AD 400. This category includes about three-quarters of all Roman coins found in Britain. The main groups are:
 - (a) all debased radiates made during the sole reign of Gallienus and later (including those of Claudius II and the Gallic emperors Victorinus, Tetricus I and II) and all 'barbarous radiates'.
 - (b) the reformed radiates of Aurelian and his successors down to Diocletian (AD 270-94).
 - (c) the radiates of the British emperors Carausius and Allectus (AD 287-96).
 - (d) all 4th century base silver and bronze coins.

C. Medieval

Northumbrian stycas of the 9th century AD
All lead and lead-tin alloy tokens

D. Modern (until 1700)

James I (1603-25)

royal copper farthing tokens (for example, 'Harrington' farthings)

Charles I (1625-49)

royal copper farthing tokens (for example, 'Richmond' and 'Rose' farthings)

Charles II (1660-85)

copper halfpennies of 1672, 1673 and 1675

copper farthings of 1672-6 and 1679

tin farthings of 1684-5

James II (1685-88)

tin halfpennies of 1685-7 tin farthings of 1684-7

William and Mary (1688-94)

tin halfpennies of 1690-2 tin farthings of 1689-92 copper halfpennies and farthings of 1694

William III (1694-1702)

copper halfpennies of 1695-1701 copper farthings of 1695-1700

All seventeenth century traders' tokens

All lead and lead-tin alloy tokens

Appendix 4: The Care of Finds (see paragraph 47)

Once any find of potential treasure has been removed from the ground there is always the risk that it may deteriorate. The first priority must be not only to minimise any risk of deterioration but also to preserve evidence. Dirt and corrosion products on the surface of an object may retain important information about how it was used: for example, the corrosion layer on coins may bear traces of a textile wrapping and such evidence can easily be lost through inappropriate cleaning. It will generally be best if finds are packed and stored appropriately as soon as they are removed from the ground. If that is done, the deterioration of the object will be minimised.

The following notes are intended for general guidance only and cover the period between removal of objects from the ground and treatment by or with the advice of an archaeological conservator. More advice is provided in the references in the bibliography. Finders are strongly recommended to seek the advice of a professional archaeological conservator as soon as possible, via one of the sources of conservation advice listed in section 7.

1. NATURE OF FINDS

1.1. Materials

Under the Act a wider range of materials, in addition to silver and gold, could come within the definition of treasure, including metals (iron, copper alloys, zinc, lead, tin and pewter), ceramics, glass, stone, bone, antler, ivory, amber, jet, shale, wood and leather.

1.2. Condition

The condition of an object removed from the ground is likely to be very different from that of an object of the same material that has never been buried. The excavated object may look different, it will be much more fragile and it will be very susceptible to further deterioration. Its actual condition and appearance will be determined by a number of factors including the type of material, the condition when buried and the nature of the burial environment.

1.3. Evidence

Soil and corrosion concretions around objects may contain much important evidence about how the object was made or used and about the environment at the time of burial. Inappropriate cleaning can easily remove this evidence and so corrosion and soil concretions should be left undisturbed and the professional advice of an experienced archaeological conservator should be sought.

Finders should be particularly aware that:

- The original surface of a metal object, especially iron, copper and silver alloy objects, is usually preserved within the corrosion layers and is not at the level of any surviving bright metal. Cleaning methods (chemical and mechanical) that indiscriminately strip off corrosion layers are therefore also likely to remove the original surface of the object.
- Similarly the original surface of a flaking and discoloured decayed glass object will not be at the uncorroded glass surface and so the corroded layers should not be cleaned off.
- What appears to be 'corrosion' on a metal object may also be preserving the only evidence of organic materials that were part of, or in close proximity to, the object when buried. Traces of textile, leather, wood, bone, horn and other animal and vegetable products may survive in such a condition that they are not obvious to the untrained eye but can be recognised and identified when examined by a specialist.
- 'Corrosion' layers may also incorporate gilding, inlays, enamel, niello, all of which can easily be removed by inappropriate cleaning.
- Soil deposits in vessels and other containers may include pollen, seeds and other organic evidence of the vessel's contents, as well as providing clues to the environment at the time of burial. Whenever possible, the contents of vessels, including the soil, should be left in place until examined by a specialist. If the contents are removed the soil deposits should be packed separately and kept with the find.
- Ceramic pots may retain traces of their contents (food or liquids) on the surface and within the fabric of the clay. These will not be visible but may be detectable by scientific analysis. Washing will remove this evidence.

- Traces of paint, gilding and ground (gesso or plaster) may survive on stone, wood and leather objects. These traces are all easily missed and can be lost by indiscriminate removal of soil and burial concretions.

2. IDENTIFYING MATERIALS WITHOUT CLEANING

Some materials may still closely resemble their modern equivalents, even after hundreds of years in the ground: for example, pure gold or silver-gold alloys. Other materials, particularly other metals and some types of glass, which have been buried will have a very different appearance from their modern equivalents. Also the condition and appearance of the same material can differ considerably depending upon the burial environment. The following table provides some clues to identifying materials whose appearance may be greatly altered by the burial environment, without cleaning them. For more detailed information on the changes that happen to buried materials finders are recommended to works in the bibliography, particularly *First Aid for Finds*.

Material	Visual clues to identifying materials which have been altered by burial from their possible appearance on excavation
Gold:	gold colour (pure metal); or, if alloyed with silver and/or copper, may have appearance of the corrosion products of these metals.
Silver:	dull grey/white – turns dull lilac colour when excavated; or green patches or totally green (alloyed with copper); or black surface.
Copper alloys:	green: condition of corrosion can vary from smooth dark patina to powdery or warty and very fragile; or black, solid patina with shiny metallic patches.
Iron:	orange brown; white to light grey; black or deep orange/red (burnt); or black; may have blue patches when waterlogged; corrosion often incorporates soil deposits; (NB iron, even when corroded, will be attracted by a magnet).

Material	Visual clues to identifying materials which have been altered by burial from their possible appearance on excavation
Lead, tin, pewter or zinc:	lead: likely to be heavy relative to size; heavier than silver; lead and pewter: white to dull grey under fine light brown soil; may have lighter patches and darker warts; lead: red spots/patches; zinc: dull grey with white powdery encrustations, deep pits; tin: dull earthy surface; tin, pewter: black, often smooth surface.
Enamels:	(usually on copper alloys): may no longer retain original colour; may be very fragile and powdery and resemble copper corrosion.
Amber:	translucent yellow, cream, orange brown to red, may have crazed crust.
Glass:	opaque or black iridescence, flaking layers.

3. EFFECT OF REMOVAL FROM THE BURIAL ENVIRONMENT

When a buried object is removed from the soil there is a sudden and drastic change to its environment. This change can so destabilise an object, which may have survived in the ground for hundreds of years, that its condition can deteriorate very rapidly and irreversibly. To prevent this deterioration, objects should be placed in a controlled environment, appropriate to the type of material and its condition, as soon as possible after removal from the ground.

4. PACKAGING AND STORAGE

4.1 Storage Environments

If finds are stored in an appropriate environment from the moment they have been retrieved from the ground, this can help to minimise any risk that they might subsequently deteriorate. The following table is intended as a general guide to storage environments for different materials. The books listed in Section 8 (for example Hobbs et al 2002). will provide more information. Section 4.3 describes methods for creating different storage environments.

Material	Storage environment
Metals (iron and copper alloys with signs of 'bronze disease')	very dry (e.g. desiccated) with silica gel
Metals (non ferrous): eg, gold, silver and copper alloys Ceramics Unpainted stone	ambient (dry)
Glass Ceramics if low-fired or with flaking glaze Painted stone and plaster Metals with substantial or important organic remains (non-mineralised) Bone and ivory Amber Jet and shale	damp, cool (refrigerated, but not frozen) and dark
All materials from underwater marine sites Wood, leather and textiles from waterlogged burial environments	wet, cool (refrigerated, but not frozen) and dark

4.2 Packaging Materials

Packaging materials should provide objects with physical protection, enable an appropriate storage environment to be created, and be chemically inert so that in themselves they do not cause deterioration of the objects. The following are recommended and are in common use by museums and archaeologists. They may be available from high street shops; otherwise finders are recommended to contact their local museum or one of the sources for conservation advice given in section 7 below.

Polyethylene boxes:	with self-seal (snap on) lids, such as freezer storage boxes.
Polyethylene bags:	self sealing if possible. Make numerous small holes near the top.
Polystyrene boxes ('crystal' boxes):	clear, rigid plastic with hinged or detachable lids.
Polyethylene foam (non absorbent):	e.g. 'Jiffy' foam, or 'Plastazote'.

Polyether foam (absorbent):	foam with open cell structure.
Acid-free tissue paper:	
Polyethylene labels:	e.g. 'Tyvek' (will not deteriorate in dampest storage environments).
Markers for boxes, bags and labels:	permanent black felt tip pens; black ballpoint pen (do not use these to mark the actual objects).
Silica Gel:	<p>used to create a very dry storage environment. For health and safety reasons it is recommended that silica gel contained in sachets be purchased rather than loose gel.</p> <p>The sachets are then placed in a sealed polythene box with metal finds. If the silica gel is the blue self-indicating type it will become pink as it absorbs water. When the gel can no longer maintain a dry atmosphere in the sealed box it will need to be dried or reactivated.</p> <p>Pink silica gel can be dried out by heating it in an oven at about 100° C until dark blue again. Check the manufacturer's information for reactivating particular types of gel and sachets.</p>
Relative humidity indicator strips:	if placed inside polyethylene boxes to indicate dryness or dampness of micro-environment.
Aluminium foil/glass jars:	if samples (for example of pot sherds) are retained for analysis of organic residues they should not be packed in plastics.

4.3 Packing finds and creating storage environments

Robust small finds can be individually packaged in polyethylene bags. Some padding can be provided with 'Jiffy' foam. Delicate small finds should be placed in individual 'crystal' boxes and padded with 'Jiffy' foam or acid free tissue or in a polyethylene foam (e.g. 'Plastazote') cut out to provide firm but gentle support. Tissue paper should only be used where finds are to be kept dry and should not be used with lead alloys. The individually packaged finds can then be packed into the polyethylene boxes in which a micro-

environment can be created. Different materials should be placed in different boxes. Any empty space in the outer box can be packed with foam or bubble wrap to prevent objects rattling about when moved.

If the find is a hoard (for example, of coins), it should be lifted as one (in its original container if it survives) wherever possible. The original container, with its contents undisturbed, can then be packed into a rigid container, padded with acid-free tissue paper or 'Jiffy' foam, and covered, for example in a plastic bucket covered with polythene sheeting. Where the hoard is not in an original container, the objects should be lifted as a group with surrounding soil. The latter may not only contain important evidence but will also act as a support for fragile objects. The objects plus surrounding soil can then be placed in a rigid container as above.

- A **very dry environment** (e.g. for some metals) can be created by placing bagged silica gel in the polyethylene box with the finds. As a rough guide one should use an approximately equal weight of silica gel to finds. The silica gel may need to be changed/dried out several times, and at frequent intervals, before a very dry environment is created for newly excavated finds.
- A **damp environment** can be created by placing pads of damp (absorbent, not wet) foam in the polyethylene box with the finds. Glass to be kept damp can be packed between layers of damp foam in the polyethylene box.
- A **wet environment** can be created either by immersing the finds (in their polyethylene bags) completely in water or by placing very wet pads of foam in the box. The latter is more practical for transport purposes. Waterlogged and marine finds do present special problems and professional advice should be sought as soon as possible.
- The less vulnerable materials, that can be kept in **ambient conditions**, can be packed in cardboard boxes (acid free cardboard if possible) or in polyethylene boxes or crates.

Labels recording the find-spot should be kept with finds at all times.

5. SIGNS OF TROUBLE

In the following table are listed some visual indications that an object is actively deteriorating. If these, or any change generally in the appearance of an object, are spotted the storage environment should be adjusted, with advice from a conservator, as soon as possible.

Material	Signs of trouble
Copper alloys:	bright pale green powdery spots, or patches: 'bronze disease'.
Iron:	spots of orange liquid on surface; flaking, cracking, laminating; appearance of bright orange powdery corrosion.
Lead and lead alloys:	appearance of white powdery corrosion.
Ceramics and stone:	whitish crystals – efflorescence – on surface.
Any material (finds or packaging) that is being kept damp or wet:	appearance of: black spots, white fluffy deposits and/or smell of rotten eggs.
Glass:	crazing, flaking, laminating.
Wood, bone, ivory:	shrinkage, warping, cracking.

6. WHAT A MUSEUM IS LIKELY TO DO WITH FINDS BEFORE A CORONER'S INQUEST

In addition to photographing and documenting finds, some conservation and scientific analysis may be undertaken by appropriate museum staff for the purpose of the report to the coroner. Treatment by a conservator could include: x-radiography; sufficient preliminary cleaning to clarify identification of the find; 'first aid' to ensure the material is stable; repacking in the appropriate micro-climate.

7. SOME SOURCES OF CONSERVATION ADVICE

Department of Conservation, Documentation and Science,
The British Museum, Great Russell Street, London WC1B 3DG
(Tel: 020 7323 8678; Fax: 020 7323 8636).

National Museums & Galleries of Wales, Cathays Park,
Cardiff CF1 3NP (Tel: 01222 397951; Fax: 01222 373219).

Museum of London, London Wall, London EC2Y 5HN
(Tel: 020 7600 3699; Fax: 020 7600 1058) (can provide advice on finds
from the London area).

National Museums and Galleries on Merseyside, The Conservation Centre,
Whitechapel, Liverpool, L1 6HZ (Tel: 0151 207 0001).

United Kingdom Institute for Conservation (Archaeology Section),
6 Whitehorse Mews, Westminster Bridge Road, London SE1 7QD
(Tel: 020 7721 8721). Website: www.ukic.org.uk. Maintains a Conservation
Register of conservators in the private sector).

Conservators based in local museums via yellow pages or via Area Museums Councils:

South West Museums, Libraries and Archives Council, Creech Castle,
Bathpool, Taunton TA12DX (Tel: 01823 259696)

South East Museums, Libraries and Archives Council (SEMLAC),
8 City Business Centre, Hyde Street, Winchester, Hants, SO23 7TA
(Tel: 01962 844909).

Also at: The Garden Room, Historic Dockyard, Chatham, Kent ME4 4TE.
(Tel: 01634 405301)

West Midlands Museums Service, Hanbury Road, Stoke Prior,
Bromsgrove B60 4AD (Tel: 01527 872258)

East Midlands Museums Service, PO Box 7221,
Nottingham NG12 3WH (Tel: 01949 981734)

Yorkshire Museums Council, Farnley Hall Farnley Park,
Leeds LS12 5HA (Tel: 0113 2638909)

North West Museums Service, Griffin Lodge, Griffin Park,
Cavendish Place, Blackburn BB2 2PN (Tel: 01254 670211)

North of England Museums, Libraries and Archives
Council (NEMLAC), House of Recovery, Bath Lane,
Newcastle upon Tyne NE4 5SQ
(Tel: 0191 222 1661)

Council of Museums in Wales, The Courtyard, Letty Street,
Cathays, Cardiff CF2 4EL (Tel: 01222 225432)

London Museums Agency, Cloister Court, 22-26 Farringdon Lane,
London EC1R 3AJ. (Tel: 020 7549 1700)

The Regional Museums Councils are overseen by Resource:
Council for Museums, Archives and Libraries, 16 Queen Anne's
Gate, London, SW16 9AA. (Tel: 020 7273 1444).
Website: www.resource.gov.uk

Finds officers and conservators with local archaeological units from:

Institute of Field Archaeologists (Finds Group),
c/o IFA University of Reading, 2 Early Gate, PO Box 239,
Reading, RG6 6AU.
(Tel: 0118 9316446). Website: www.archaeologists.net

English Heritage (London-based as well as regional conservators),
Ancient Monuments Laboratory, 23 Savile Row, London, W1X 1AB.
(Tel: 0207 973 3000). Website: www.english-heritage.org.uk.

Nautical Archaeology Society, c/o Mary Rose Trust, College Road,
H M Naval Base, Portsmouth PO1 3LX
(Tel: 01705 750521; Fax: 01705 870588)

8. BIBLIOGRAPHY

Cronyn J, *The Elements of Archaeological Conservation*, Routledge,
London, 1990

*Conservation Guidelines no. 2. Packing and Storage of Freshly Excavated
Artefacts from Archaeological Sites*, United Kingdom Institute for
Conservation Archaeology Section, 1983.

Goodburn-Brown, D & UKICAS, *Excavated Artefacts and Conservation. Conservation Guidelines No.1 United Kingdom Institute for Conservation Archaeology Section*, 2001.

Hobbs, R, Honeycombe, C, Watkins, S. *A Guide to Conservation for Metal Detectorists*. Tempus. Stroud, 2002.

Peyton R, *The Retrieval of Objects from Archaeological Sites*, Archetype Publications, London, 1992

Robinson W, *First Aid for Underwater Finds*, Archetype, London, 1998.


Sease C, *A Conservation Manual for the Field Archaeologist*, UCLA-IA-Art Volume 4, Los Angeles, 1987.

Walker K, *Guidelines for the Preparation of Excavation Archives for Long-term Storage*, United Kingdom Institute for Conservation Archaeology Section, 1990.

Watkinson, D. and Neal V, *First Aid for Finds*, Rescue and United Kingdom Institute for Conservation Archaeology Section, 3rd edition, 1997.

Appendix 5: Treasure Receipt Form

Department for Culture, Media and Sport



Treasure Act 1996

Receipt for object(s) of potential treasure reported to the coroner

(Copies to be given to the depositor, the coroner and any body to which the object(s) are transferred. If the coroner has already been notified, please attach a copy of his acknowledgement. The SMR should also be informed of the find as soon as possible. The information concerning the findspot should normally be regarded as confidential.)

Treasure no:

Institution receiving find:

Name of person receiving find: Tel:

Signature: Date:

Signature of depositor: Date:

I confirm that the information given below concerning my name and address and the location, date and circumstances of the find is correct.

HM Coroner Name: Date reported:

District:

Finder (1) Name:

Address:

Postcode: Tel:

Finder (2) Name:

Address:

Postcode: Tel:

(N.B. If there are more than two finders their names, addresses and telephone numbers should be noted separately. If the objects found by the different finders are to be kept separate, it might be better to fill out a separate form for each finder.)

Occupier of land Name:

Address:

Postcode: Tel:

Owner of land Name:

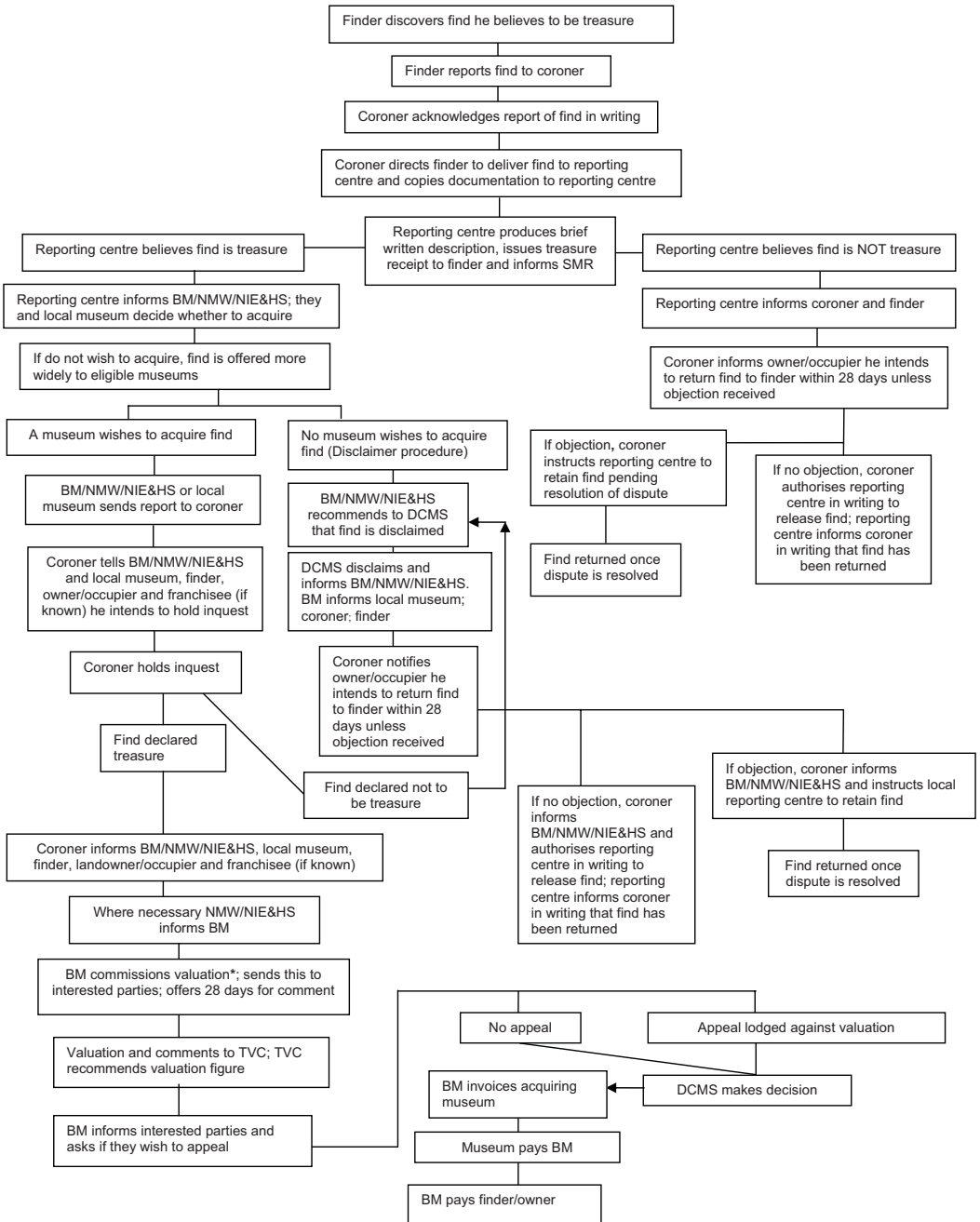
Address:

Postcode: Tel:

Date of find:	<input type="text"/>		
Circumstances of find:	<input type="text"/>		
<small>(For example: depth of the find; whether on cultivated land or grassland; whether other objects, such as metal or pottery fragments or building rubble, have been found nearby. Continue on a separate sheet if necessary.)</small>			
Location of findspot:	<input type="text"/>		
Parish CP:	<input type="text"/>		
County:	<input type="text"/>		
Grid Reference:	<input type="text"/>		
<small>(At least a six figure grid reference, along with the parish and county. A map may be attached. Since this information will be confidential, it may be advisable to keep a separate record of it.)</small>	<input type="text"/>		
	To be known as:		
Brief description of object(s):	<input type="text"/>		
<small>(For example: object type and material; inscriptions or decorations; weight and dimensions; condition. A photograph may be included. Continue on a separate sheet if necessary.)</small>			
	No. of items deposited:		
	<input type="text"/>		
Publicity in the Treasure Annual Report (TAR)			
Please tick Willing to be named in the TAR	<input type="checkbox"/>		
<small>Due to the Data Protection Act 1998, if you do not tick this, then we must withhold your name from the published TAR.</small>			
Reward			
Please tick Willing to waive your claim to a reward	<input type="checkbox"/> Finder <input type="checkbox"/> Landowner		
<small>The DCMS encourages finders and landowners to consider waiving their share of any reward and recognises this by giving certificates to those who do so. This is entirely your choice, and the choice of the landowner for their share; museums welcome full or partial donations at any stage of the process.</small>			
	Subsequent action – Subsequent transfers of the object(s) should be noted below		
Institution receiving find:	<input type="text"/>		
Name of person receiving find:	<input type="text"/>		Tel: <input type="text"/>
Signature:	<input type="text"/>		Date: <input type="text"/>
Name of person examining find (if different):	<input type="text"/>		Tel: <input type="text"/>
<small>If object(s) are considered to be treasure, once the coroner has been informed, the British Museum/National Museums & Galleries of Wales should be notified.</small>			
To download extra copies of this form, please visit the Cultural Property page at www.culture.gov.uk			
<small>DCMS PP 863 November 2005</small>			
			<small>Page 2</small>

Appendix 6: The National Council for Metal Detecting Code of Conduct

1. Do not trespass. Obtain permission before venturing on to any land.
2. Respect the Country Code. Do not leave gates open, and do not damage crops or frighten animals.
3. Wherever the site, do not leave a mess or an unsafe surface for those who may follow. It is perfectly simple to extract a coin or other small object buried a few inches below the ground without digging a great hole. Use a suitable digging implement to cut a neat flap (do not remove the plug of earth entirely from the ground), extract the object, reinstate the grass, sand or soil carefully, and even you will have difficulty in locating the find spot again.
4. If you discover any live ammunition or any lethal object such as an unexploded bomb or mine, do not disturb it. Mark the site carefully and report the find to the local police and landowner.
5. Help keep Britain tidy. Safely dispose of refuse you come across.
6. Report all unusual historical finds to the landowner, and acquaint yourself with current NCMD policy relating to the Voluntary Reporting of Portable Antiquities.
7. Remember it is illegal for anyone to use a metal detector on a protected area (e.g. scheduled archaeological site, SSSI, or Ministry of Defence property) without permission from the appropriate authority.
8. Acquaint yourself with the definitions of Treasure contained in the Treasure Act 1996 and its associated Code of Practice, making sure you understand your responsibilities.
9. Remember that when you are out with your metal detector you are an ambassador for our hobby. Do nothing that might give it a bad name.
10. Never miss an opportunity to explain your hobby to anyone who asks about it.



*except in cases where the BM is the acquiring museum In those cases DCMS commissions valuations, informs interested parties, invoices BM and pays the finder/landowner

Index

<i>Category of person</i>	<i>Paragraph(s)</i>
Secretary of State	2, 4, 9, 19, 20, 31, 45, 46, 49, 51, 59-61, 64, 65, 68-75, 77-82, 84
Finders	1-3, 9, 12, 14, 20-4, 28, 29, 31, 32, 34-7, 40-4, 47, 49, 50, 54, 60-3, 65-9, 71-5, 77, 78, 82
Metal detectorists	2, 25-8, 31, 33, 34, 74
National museum	20, 41, 46, 51, 55, 57, 59, 60, 62, 80
Other museums, archaeologists	1-3, 12, 20, 21, 23, 28, 31, 33-6, 38, 41-6, 49-51, 55, 57, 59, 60, 62, 66, 73, 75, 76, 82
Sites and Monuments Record	14, 31, 33, 39, 43, 46
Church of England	16, 60
Franchisees	1, 17-20, 60
Coroners	1, 12, 13, 20-3, 36-8, 40, 42, 43, 46-59, 60, 61, 82
Police	2, 82
Treasure Valuation Committee	1, 57, 59, 61, 62, 64, 65, 71, 79, 82
Occupiers of land	1, 28, 30, 34, 37, 43, 47, 50, 54, 62, 65, 67-71, 75-7
Landowners and persons with an interest in land	1, 28, 30, 34, 37, 43, 47, 50, 54, 62, 65, 68, 69-71, 75-9, 82
Dealers	2, 42, 62, 63

We can also provide documents
to meet the specific requirements
of people with disabilities.
Please call 020 7211 6200 or
email enquiries@culture.gov.uk

Department for Culture, Media and Sport
Printed in the UK on recycled paper
© Crown Copyright
date/pp reference/no of copies



department for
**culture, media
and sport**

2-4 Cockspur Street
London SW1Y 5DH
www.culture.gov.uk