

DATA REQUEST FORM



**Environmental Records
Information Centre
North East**

Enquirer details:

Contact name:		Company / organisation:	
Address:			
Phone:		Email:	
Specify if member of CIEEM or similar:			
Client (SLA only)*	Reason for request:		
Date of request:	Intended distribution of report:		

*if you believe your client may have a Service Level Agreement with us please provide the organisation name in the box provided. Otherwise, please leave blank.

Data required:

Site name:			
Search from (Please select one):	a) Central Grid Reference: <input type="checkbox"/>	Grid Reference: _____	
	b) Site Boundary: <input type="checkbox"/>	Can you provide a map of the Site Boundary? YES <input type="checkbox"/> NO <input type="checkbox"/>	Can you provide a GIS shapefile of the Site Boundary? YES <input type="checkbox"/> NO <input type="checkbox"/>
Other comments/ requests:			

	Search radius around Central Grid Reference / Site Boundary				
	1km	2km	3km	5km	Other: ___km
Reports:					
All Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protected and Notable Species*1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Wildlife Site Citations#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single species/species group (i.e. Barn owl, Bats)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interactive PDF Maps:					
Map of Statutory Sites*2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map of Non-Statutory Sites*3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priority Habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Our interactive PDF maps contain a description of each LWS and its reason for designation. This information is available for sites in County Durham, Gateshead, Sunderland, South Tyneside, Newcastle and the Tees Valley. We can provide detailed LWS citation documents for Gateshead, County Durham, South Tyneside, Sunderland and Hartlepool upon request.

For Northumberland, Newcastle and North Tyneside LWS citations please contact Northumberland Wildlife Trust (email:info@northwt.org.uk) who are currently updating information on these sites. A separate charge may apply.

Charging policy

A fee of £80 per hour plus VAT is levied to commercial users to cover the administrative costs of performing a data request and maintaining the database. There is no charge for the data.

A standard data request covers a specified search area from a supplied central grid reference, comprising of a map of statutory and non-statutory sites and a list of protected and notable species records. If ERIC North East does not hold any data for the requested area, the fee will be waived.

Standard Data Request	Time	Cost
1km	1 hour	£80 + VAT
2 - 3km	1.5 hours	£120 + VAT
> 3km	Price upon request	
LWS Citations	+ 0.5 hours	+£40 + VAT
Site Boundary GIS Shapefile	Price upon request	
Non-Standard request	Price upon request	
2km single Species/Species group	0.5 hours	£40 + VAT

Terms & Conditions for Data Use

The data provided by ERIC North East in response to a data request represents the data available at the time of the request. The data provided does not necessarily represent all extant data for a given area, nor should the absence of data be interpreted as indicative of the absence of a given species or habitat.

Clients are recommended to consult other data holders, including the local wildlife trust, the bat, badger and bird groups, and the relevant local authority. Additional charges may apply.

Please note that permissions to use the data have been obtained from the data provider where possible.

ERIC North East retains the right not to supply data to clients at its discretion. The release of data will normally be agreed unless one or more of the following situations occurs:

1. The external data source is unwilling for the data to be released for the proposed purpose.
2. The enquirer cannot agree to the conditions listed below, has not adhered to the conditions on a previous occasion and/or is not prepared to pay the extraction fee. Please note that consultants requesting access to sensitive and / or confidential data will normally be required to show membership of the Institute of Ecology and Environmental Management, or similar professional body, and operate within the Institute's Professional Code of Conduct or other recognised codes of best practice.
3. The enquirer is seeking data that are out of proportion to the case, study or research project concerned. The geographical scope of the data supplied will be appropriate to the enquiry made. Complete data sets for the North East of England or a significant proportion of it will not normally be released.

CONDITIONS

1. The data may not be copied to third parties, published in any form, placed on the world wide web or supplied

to the recipient's client without written permission from ERIC North East except in the circumstances given below.

2. Reports that include the data supplied by ERIC North East may be provided to the recipient's client and to consultees provided that any special arrangements made in respect of confidential data are adhered to and full acknowledgement is given in the report to ERIC North East and, where appropriate, the original recorders.
3. The data must not be entered on a database or Geographical Information System without written permission from ERIC North East. The data are supplied for the purpose of informing a short-term case study or research project and are not intended for storage by the recipient for future use.
4. Any maps provided by ERIC North East must not be published without first obtaining a Paper Map Copying License direct from Ordnance Survey.
5. Permission to use data expires 12 months after approval and the date the data was received must be published in the recipient's report. Applications to extend beyond this period should be made at least one month before the expiry date.
6. Where a charge is levied to cover the administrative costs of performing a data request, payment must be made within 14 days of receipt of the invoice.
7. Legal claim will not be made against ERIC North East if the wildlife data proves to be inaccurate.

ERIC North East also requests that, wherever possible, other biological data collected by the enquirer relating to the North East of England during the course of the project is lodged with ERIC North East at the end of the project or as soon as possible after the project. This helps to build an improved picture of biodiversity in the UK, enables ERIC to provide a more comprehensive service to all users and is in the best interests of all parties. Please refer to the IEEM Professional Code of Conduct for further details.

http://www.ieem.net/data/files/Resource_Library/Professional_Conduct/Professional_Conduct-Code-Of_Professional_Conduct.pdf

I confirm that I have read and understood the conditions of data supply and recognise that my company / organisation is entering into a legally binding contract with ERIC North East in commissioning this data search.

I would like to receive occasional updates from ERIC on new products and services they offer.

Send this form by post or e-mail to:

ERIC North East
Great North Museum: Hancock
Barras Bridge
Newcastle-upon-Tyne
NE2 4PT
Phone: 0191 222 5158
e-mail: eric.ne@twmuseums.org.uk

***1 Protected and notable species list includes:**

- EU & UK legally protected species
- NERC Act 2006 Section 42
- Wildlife & Countryside Act Schedule 1981

- Protection of Badgers Act
 - Countryside & Rights of Way Act Section 74
 - UK BAP species
 - LBAP species
 - EC Birds Directive
 - EC Habitats (Annex 1) and Species (Annex 2) Directive
 - RSPB Red & Amber Lists
-
- Bonn Convention on the Conservation of Migratory Species of Wild Animals
 - CITES Convention on International Trade in Endangered Species of Wild Flora & Fauna
 - Red Data Book species
 - Red listed and rare species Nationally Notable A
 - Bern Convention
 - Invasive alien species

***2 Statutory sites includes the following designated sites:**

- National Nature Reserves (NNR)
- Ramsar Sites
- Sites of Special Scientific Interest (SSSI)
- Special Areas of Conservation (SAC)
- Special Protection Areas (SPA)
- Local Nature Reserves (LNR)

***3 Non-statutory sites include:**

- Local Wildlife Sites (LWS, formerly SNCIs)