

Information Request Form

The Sussex Biodiversity Record Centre (SxBRC) requests that you complete the following form before we can release data. We receive data from a variety of sources, from large organisations to amateur naturalists. The SxBRC operates as agent to those who provide their records free of charge. The data suppliers retain copyright on their data, while SxBRC retains copyright on its desktop biodiversity reports. In the interests of legal protection for all parties concerned we ask that you complete the declaration at the end of this form. While the information from SxBRC in itself will remain free, SxBRC reserves the right to charge a reasonable (non-profit) cost to cover administration. Furthermore, we require you to acknowledge SxBRC in all documents containing any part of the information released.

Enquirer's details

Name:		Date:
Organisation:		
Address:		
Tel:	Fax:	Your reference no:
Email:		Your purchase order no:
If for the purpose of this enquiry you are working on behalf of one of our funding partners, please complete the following. (A list of our partners can be found on our website: www.sxbrc.org.uk/about/partners)		
Funding partner:		Contact person:

Invoice details (if different from above)

Name & address:	
Email:	Tel:

Enquiry details

Site name:	
Ordnance Survey grid reference for centre of site:	(Or postcode if unknown:)
County: <input type="checkbox"/> West Sussex <input type="checkbox"/> East Sussex <input type="checkbox"/> Brighton & Hove	District:
Have you enclosed a map with the boundary of the enquiry area highlighted? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Information requested

Please select the species searches you require and the radius size from the centre of the enquiry site. Details of each option can be found on our website: www.sxbrc.org.uk/enquiries

		Protected Species							
Radius size	Maps	Protected Species Register	Sussex Bat Inventory	Sussex Bird Inventory *	BAP Species Inventory	Rare Species Inventory	Sussex Invasive Alien Species Register	Full Species List	Environmental Survey Directory
1 km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guideline charges for standard enquiries

The amounts below apply to commercial data searches e.g. for ecological consultants and developers, and are for a full report at a single radius choice for all search options set out on Page 1.

1 km radius	2 km radius	3 km radius	4 km radius	5 km radius
£200 + VAT	£255 + VAT	£310 + VAT	£365 + VAT	£420 + VAT

PLEASE NOTE: We will email you a quote on receipt of this form. If you would prefer not to wait for a quote before we proceed with the report, please tick here: ☐

Quotes are given for each enquiry and may vary from the above fees. We aim to complete and return the results of a standard enquiry within five working days of a quote being agreed. If results are required more urgently, a surcharge may be levied.

Report format

Reports are produced in digital format (pdf). If you would prefer a paper copy, please tick here: ☐

(Commercial enquiries can be produced in both digital and paper formats, at an additional cost of £50 + VAT.)

Comments / Further instructions

Declaration

- SxBRC disclaim responsibility for the accuracy of the information within its reports.
- Any record is specific to the date of recording and does not imply the continuance of the species at that site.
- The lack of species or habitat information for a geographically defined area does not necessarily imply a low biodiversity value for that area; it may simply be unrecorded.
- SxBRC may charge for the time required for extracting the information.
- I will be entitled to use the data for 12 months and must reapply for permission to use the data thereafter.
- The information supplied by SxBRC will not be communicated to any person other than those directly involved.
- I agree to provide SxBRC, on request, a copy of relevant sections of any report resulting from this enquiry.
- I agree that SxBRC may pass on my company name and site boundary to Sussex Ornithological Society (SOS) if I have been supplied with bird data.
- If the data supplied by SxBRC in response to this enquiry is to be used in an academic report, a copy will be supplied to SxBRC and the recording groups whose data SxBRC has supplied will be acknowledged.

☐ **By ticking this box, you agree to the terms and conditions outlined above.**

(Data requests can not be processed unless this box is ticked.)

Name (BLOCK CAPITALS): _____ **Date:** _____

* The Sussex Ornithological Society (SOS) has requested that we pass them details of who has been supplied with their data. We will therefore pass your company name and search area to them upon request. This is for their internal use only.

The Sussex Biodiversity Record Centre (SxBRC) is the centre for reference for authoritative information relating to biodiversity in Sussex, working in partnership with both data users and data providers for public benefit. SxBRC is funded by a wide range of bodies – for a full list please see www.sxbrc.org.uk SxBRC is hosted by the Sussex Wildlife Trust – a company limited by guarantee under the Companies Act. Registered in England. Company No. 698851. Registered Charity No. 207005. VAT registration No. 191 3059 69. Registered Office: Woods Mill, Henfield, West Sussex BN5 9SD.