



Buckinghamshire & Milton Keynes

Environmental Records Centre

Tring Road • Halton • Aylesbury • Bucks • HP22 5PN

Tel: 01296 696012 • Fax: 01296 624519

Web: www.bucksmkerc.org.uk • Email: erc@buckscc.gov.uk

Data searches

An Information Request Form needs to be completed before we release any data. When completing the attached form please bear in mind the following:

Search area

A data search usually covers a selected site, point or line with a specified buffer, or a specific area clearly highlighted on a map.

Protected species

We will not release records where it might be to the detriment of wildlife or where we suspect that the information will be used to interfere illegally with protected species. Some records are classified as sensitive and can only be supplied in summary form.

Format

Information is usually provided in the form of maps, site reports and species lists. However, BMERC can also provide distribution maps and general information about particular habitats and species (drawn from published and unpublished sources).

Information is normally provided via email in .pdf (Acrobat) format. Hard copies of data search reports can also be provided, but may incur additional costs. If you wish to obtain large datasets or computerised information please contact us.

Charges

For commercial enquiries a charge is made to cover the cost of compiling and supplying reports. There is no charge for the actual data.

Our standard minimum charge is £75 per hour plus VAT, which allows for an hour's work on the data search and report. For reports requiring more than an hour's work we charge an additional £75 + VAT for each additional hour or part hour. We will always provide a firm quote to you before proceeding to do the work.

We aim to complete and send the results of an average enquiry within 10 working days. If you need the information urgently (within 5 working days) a 50% surcharge will be levied.

If a search results in the absence of any data the charge will be discounted by 50%.

We do not usually charge for non-commercial enquiries, however, if a request takes several hours to complete or involves high printing or postage costs a small charge may be levied.

Please see our Charging Policy, available on our website for charging / non-charging categories.

Please return the Information Request Form to the following address:
BMERC, c/o Museum Resource Centre, Tring Road, Halton, Aylesbury, HP22 5PN
OR fax to: 01296 624519 • OR email to: erc@buckscc.gov.uk

On receipt of an Information Request Form we will assess the work required to provide a report, and will provide a quote for our costs. We then require confirmation (including a purchase order number) from you if you wish us to proceed with the search.

*The Buckinghamshire and Milton Keynes Environmental Records Centre is a partnership service provided by
Buckinghamshire County Council and Milton Keynes Council*

Information Request Form

Information requested by:

Name:	
Organisation:	
Address:	
Address for invoicing, if different to above:	
Telephone:	Fax:
Email:	
Your reference:	Purchase Order No.:

If you are, for the purpose of this request, working on behalf of another organisation please enter details below:

Organisation:	
Contact:	Telephone:

Reason for request and brief summary of what the information will be used for:

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Search area:

Location Name:	
PLEASE PROVIDE:	
Grid reference:	and buffer radius from this grid ref:
OR: list of 1km grid squares to include:	
OR: search area boundary supplied as attached GIS file (preferably ESRI/Arc shapefile format): <input type="checkbox"/>	
OR: search area boundary supplied on map background, attached: <input type="checkbox"/>	

Scope of search:

The following are the standard searches that we are most frequently asked to carry out; we will be happy to discuss any additional requirements you may have, please contact us for further details

- | | |
|---|---|
| <input type="checkbox"/> Statutory sites (e.g. cSAC, SSSI, NNR; data from Natural England) | <input type="checkbox"/> Protected species |
| <input type="checkbox"/> Local, non-statutory sites (e.g. LNR, LWS, LGS) | <input type="checkbox"/> Species of Principal Importance (UK BAP Priority species) |
| <input type="checkbox"/> Habitats of Principal Importance (UK BAP Priority Habitats; data from county-wide habitat mapping project (Bucks CC) & Natural England national habitat inventories) | <input type="checkbox"/> All notable species (includes above categories, plus Red Data Book, Nationally Scarce, Birds of Conservation Concern etc.) |

The above information will be provided via email as .pdf files, unless otherwise requested.

Please note that the location of protected species records should be kept out of the public domain.

Other requests or comments:

Date information required by: _____

We aim to complete and send the results of an average enquiry within 10 working days. If you would like the information urgently (within 5 working days) a surcharge will be levied.

TERMS AND CONDITIONS

Copyrights

- The data held by Buckinghamshire and Milton Keynes Environmental Records Centre (BMERC) belongs either to BMERC or to those organisations, groups and individuals from which BMERC sources information. In all respects copyrights shall remain vested in such parties notwithstanding any payments made.
- All site boundaries have been mapped using Ordnance Survey data and where Ordnance Survey material has been provided all relevant licences are in place for such production or reproduction. Persons viewing this material should contact Ordnance Survey for advice if they wish to licence Ordnance Survey data for their own use.

Data accuracy

- BMERC does not guarantee the accuracy of any information supplied and shall have no liability for any loss, damage or expense incurred as the result of reliance on any information supplied.
- BMERC can only provide information based on the data held by us. In particular, the absence of records for a species does not necessarily indicate that the species itself is absent, merely that we have not received records for it.

Access and use of data

- The data in this report must not be used for commercial purposes. When publishing information derived from this data, BMERC and the date of receipt must be acknowledged.
- The data supplied in this report must not be added to a permanent database without prior permission from BMERC.
- The data held by BMERC is updated regularly and will become out-of-date. If you intend to use this data after a period of six months please contact us to confirm that we have no new records.
- Protected species records should be kept out of the public domain.

I have read and agree with the Terms and Conditions above.

Signed:

Date: