

A3. DATA: CHARGING

Background:

- SEWBRc Limited is run as a not-for-profit company to provide biodiversity information products and services to a range of users. There is a cost to running such a service and, for SEWBRc to remain financially sustainable, these costs must be met by its users.

Policies and implementation notes:

A.3.i. SEWBRc recovers its costs by charging for its products and services

- SEWBRc charges are set to recover the costs of time spent accessing, collating, processing and managing data, as well as supplying data to end users. These costs include staff time and the overheads associated with running SEWBRc.
- No charge is made for the actual data or information which is passed on to users, as SEWBRc is neither the owner of the data, nor did it bear the cost of data collection.
- The charges (for 2019/20) which are set out in the table below have been set to take into account the following considerations:
 - Whether the user is commercial or non-commercial
 - Whether the user has a long-standing relationship with SEWBRc (defined as a continuous agreement to procure products and services for at least the previous five years).
 - Whether the user has a service level agreement (SLA) or data licence agreement (DLA) with SEWBRc.
 - Whether the user has charitable status.

Commercial users

Package	Point search (set price excl. VAT)	Polygon search (quote provided)
Package A: Bats & Roof-nesting Birds (BARB)	Set price £100 +VAT	Not available
Package B 1km	Set price £140 +VAT	Variable price starting from £140 +VAT
Package C 2km	Set price £180 +VAT	Variable price starting from £180 +VAT
Package D 5km	Set price £320 +VAT	Variable price starting from £320 +VAT
Custom Package	Price on application, upwards of £140	Price on application, upwards of £140

Non-Commercial users

Band	Rate (exc. VAT)	Who
A	-	Not in use (replaced by Commercial user charges shown above)
B	£67.50	New users (no SLA)
C	£65.00	New users (with SLA)
D	£62.50	Users with long-standing relationship with SEWBRc (no SLA)

Band	Rate (exc. VAT)	Who
E	£60.00	Users with long-standing relationship with SEWBRcC (with SLA)
F	£33.75	New charitable users (no SLA)
G	£32.50	New charitable users (with SLA)
H	£31.25	Charitable users with long-standing relationship with SEWBRcC (no SLA)
I	£30.00	Charitable users with long-standing relationship with SEWBRcC (with SLA)

A.3.ii. SEWBRcC operates charging exemptions for most educational and non-commercial personal enquiries

- Enquiries from members of the public, or those using the data for educational purposes, are usually dealt with free of charge, providing they are for non-commercial purposes and are in the interests of nature conservation. SEWBRcC regards all forms of property development (including purchasing a property) as a commercial activity, and there will be a charge for any information provided.
- The following users will normally be exempt from charges (although SEWBRcC reserves the right to make charges in the event of requests that would take a large amount of staff time):
 - School and university students.
 - Local natural history societies or groups.
 - Members of the public (unless representing a commercial interest).
- SEWBRcC shares its data with the Local Environmental Records Centres Wales Limited consortium which then makes data freely and publicly available via its Aderyn web portal (see: <http://aderyn.lercwales.org.uk/>). Coarse level data are also made available for non-commercial use via the NBN Atlas.

A.3.iii. SEWBRcC regularly reviews its charges and proactively communicates changes

- SEWBRcC will review its charges on an annual basis. If any changes are made they will be publicised via the SEWBRcC website and will be added to emails to current customers for a minimum period of one month before the increase comes into effect.

A.3.iv. SEWBRcC maintains up-to-date and transparent financial records

- SEWBRcC operates this charging policy in a transparent manner. Information on charges will be made widely available including via our website. All users are informed of charging rates or estimates of cost prior to confirming data requests. In certain cases, especially with large data requests, estimates may need to take the form of a charging range. Even if enquiries take longer than expected to process, charges made will not exceed the upper charge quoted.
- SEWBRcC maintains details of all financial transactions using professional accounting software. Customers are issued with invoices at the time of data supply and with payment terms of 30 days. Payment of overdue invoices may be sought through telephone or written contact immediately after the expiration of this 30 day period.
- Annual accounts are professionally produced by the company accountant and are presented to SEWBRcC membership at an annual general meeting. Abbreviated accounts are publicly accessible via Companies House (see: <https://beta.companieshouse.gov.uk/company/04961522/filing-history>).