

DATA ENQUIRY AND RELEASE FORM: BATS & ROOF-NESTING BIRDS (BARB)

Please complete, sign and email to info@sewbrec.org.uk, fax to 084 3265 2714; or post to SEWBReC, 13 St. Andrew's Crescent, Cardiff, CF10 3DB.



SOUTH EAST WALES BIODIVERSITY RECORDS CENTRE
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ABOUT THE BATS & ROOF-NESTING BIRDS DATA SEARCH

- This product has been specifically designed for those customers that only require information on bats within a 1km buffer, and roof-nesting birds within a 150m buffer. It has been developed in accordance with the Bat Conservation Trust's 'Bat Surveys: Good Practice Guidelines, March 2012' (http://www.bats.org.uk/publications_detail.php/1127/bat_surveys_good_practice_guidelines_2nd_edition).
- There will be no quotation for this product, as the price is fixed at £55.00 plus VAT. In the event that there are no records in your search area, confirmation will automatically be sent to you via email and you will not be charged. Our turnaround time is up to 10 working days.
- The search will be based upon a 1km and 150m buffer around a single point, so please provide an accurate grid reference.
- If you require other information (e.g. additional species, designated sites or habitats), or wish to change the size of the search buffers, please complete the regular Data Enquiry and Release Form for a bespoke search. See: <http://www.sewbrec.org.uk/data-enquiries-folder/data-enquiries.page>.

DATA PROVIDED

Records of all bat species within a 1km radius of the grid reference.

Records of all roof-nesting birds (i.e. House Sparrow, Swallow, House Martin, Swift, Barn Owl, Peregrine, Kestrel, Starling, Jackdaw, Pied Wagtail, Little Owl, Black Redstart, Redstart, Wren, Herring Gull and Lesser Black-Backed Gull) within a 150m radius of the grid reference.

The presence of Barn Owl will be reported within a 5km search buffer. *Nb. These records will not be provided in the report or included on the GIS plot.*

A list of all Special Areas of Conservation (SACs) and Sites of Special Scientific Interest (SSSIs) designated for bat species within a 10km radius of the grid reference.

CONTACT AND ADMINISTRATION DETAILS

Name	Position	
Please note these details should be those of the signatory. Please note that additional names of clients, agents and colleagues (including from other sections or departments) who will access data provided by SEWBReC MUST be added to page two of this form. Please see overleaf for		
Organisation		
Contact address	Invoice address* (if different) <small>*Must be within the same company – we cannot invoice third parties</small>	
E-mail address	Email address for invoice (if different)	
Telephone number	Order number (if applicable)	

INFORMATION REQUEST

Location of search: The search will be based upon a 1km and 150m buffer around a single point, so please provide an accurate grid reference and a site name for your search. All grid references will be automatically buffered by 1km and 150m.

Reason for request and intended use of information:
Please note: Under the terms of the Environmental Information Regulations (2005), you are not obliged to provide this information.

OUTPUT FORMAT REQUIRED

Paper (GIS plot & Word report) <small>NB. There will be an extra charge of £20.00 plus VAT for paper outputs.</small>	✓	Electronic (GIS plot JPEG & PDF report)	✓
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FAST TRACK SERVICE

Please select this service if you require information within 1-3 working days, as opposed to the standard 10 working days from acceptance of quote. *NB. There will be an extra charge of £100.00 plus VAT on top of the fixed charge for this service.*

DATA RELEASE AGREEMENT

SENSITIVE AND CONFIDENTIAL INFORMATION:

- I understand that data marked as sensitive or confidential is provided outside the Environmental Information Regulations (EIR) 2004 and the Freedom of Information Act (FoIA) 2000 (to prevent its becoming by default "public information"). It is provided only to me and those named below.
- I understand that, when held by a public body (as defined separately by the FoIA and EIR), the data will still be subject to FoIA and EIR, but proper regard must be given to its level of sensitivity in assessing whether to release the data in response to a request under the above legislation in a public interest test.
- I understand that all data (including that marked sensitive or confidential) may not be passed on to other bodies or individuals (including clients, agents and colleagues) unless they are named below, have received a copy of this form and agree to abide by its terms.
- I understand that I may not copy, distribute, disseminate, publish or broadcast any data (including that marked sensitive or confidential) in any format, including on the internet, to anyone not named below, without written consent from SEWBRc, unless required to do so by law.
- I agree that where other parties not named below require the information, I will direct them to SEWBRc.
- I agree to keep all data secure from unauthorised or accidental use, access, disclosure or loss, and to take reasonable practical steps to ensure its security.
- I agree to delete or destroy all data after 12 months or after use.

GENERAL TERMS:

- I understand that the South East Wales Biodiversity Records Centre (SEWBRc) operates as a not-for-profit company for the provision of objective biodiversity information. Charges made are purely administrative to reflect the cost of collating, managing and disseminating biodiversity information.
- I confirm that all data requested will be used for legitimate and legal purposes.
- I confirm that to the best of my knowledge neither I, nor any of my colleagues or associates who may have access to data obtained from SEWBRc, have been investigated for or convicted of any form of wildlife crime, nor have they been responsible for any misuse of data obtained from other Local Records Centres.
- I understand that the copyright of raw biological records remains with the original recorder and that copyright of processed data and reports belongs to SEWBRc.
- I acknowledge that I cannot use information for any purpose other than that for which it was requested.
- Data supplied by SEWBRc must not be entered into a computerised database or geographic information system without written permission from SEWBRc unless supplied in that format.
- SEWBRc will be acknowledged in any publications or reports, which are produced, using data it supplied. A copy of any such publication or report produced using the data from SEWBRc would be gratefully received if provided free of charge.
- Permission to use data supplied expires 12 months after receipt. SEWBRc will be contacted within one month of expiry if the data is still required.
- Data is provided 'as held' by SEWBRc and was deemed to be accurate at the time of collection. SEWBRc cannot guarantee the accuracy of data supplied, although all data is verified and validated as far as possible.
- I will not hold SEWBRc or its data suppliers liable for problems/financial loss, which might arise from inaccuracy of any data supplied by SEWBRc.
- Past records of presence of a habitat or species do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held at SEWBRc.
- Use of SEWBRc data does not in any way replace the need for adequate field survey.

ADDITIONAL NAMES OF CLIENTS, AGENTS AND COLLEAGUES WHO WILL ACCESS DATA PROVIDED BY SEWBRc:

Please continue on a separate sheet if required. Please note that this section is compulsory, and if you do not complete it satisfactorily, there may be a delay in processing your enquiry. General terms such as 'landowner', 'client', or 'colleagues' cannot be accepted.

Name (of individual or department)	Organisation	Position

- I confirm that the above section has been left blank intentionally, as the data provided by SEWBRc is for my sole use and no other clients, agents or colleagues will access the data (please tick box if this statement applies).

By signing below you confirm that you will abide by all terms of the above Data Release Agreement and that you will ensure that other parties named above are also made aware of, and agree to abide by, the same terms.

Signature:

NB. Signatory name may be typed if electronic signature is unavailable

Date:

Details of this enquiry will be held on a database by SEWBRc and may be made available on request to our funding partners.

- Please tick this box if you do not wish the information on this form to be shared in this way.