

# DATA ENQUIRY & RELEASE FORM (DERF)



SOUTH EAST WALES BIODIVERSITY RECORDS CENTRE  
CANOLFAN GOFNODION BIOAMRYWIAETH DE DDWYRAIN CYMRU

Please complete, sign and email to [info@sewbrec.org.uk](mailto:info@sewbrec.org.uk), fax to 084 3265 2714,  
or post to SEWBRc, 15 Talbot Road, Talbot Green, Pontyclun, CF72 8AD.

## CONTACT AND ADMINISTRATION DETAILS

Name			Position		
Please note these details should be those of the signatory. Additional names of clients, agents and colleagues (including from other sections or departments) who will access data provided by SEWBRc <b>MUST</b> be added to page two of this form. Please see overleaf for further information.					
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 (grid reference and site name):			Tick here if you have included a map or GIS files	
<i>If possible, please include a map or GIS layer with a clear site boundary.</i>				
Reason for request and intended use of information:				
<i>Please note: Under the terms of the Environmental Information Regulations (2005), you are not obliged to provide this information.</i>				

## DATA REQUIRED

We will provide a quotation within 5 working days on receipt of a DERF. Once the quotation is accepted, we will provide your report within 10 working days. During peak times, it may therefore take 15 working days from submission to completion. Please make allowances for this when planning your enquiry.

DATA REQUIRED	<input checked="" type="checkbox"/>		Search Buffer † (please specify a maximum of three different search buffers; additional search buffers may increase the quotation. Our minimum recommended buffer is 500 metres)		
<b>1. Protected and Priority Species:</b> EU and UK legally protected species: Section 42 (NERC Act, 2006) species, UK BAP Species*, CITES species.			Tick here if you only require "recent" records for your selected species categories (i.e. from last 10 years).		
<b>2. Other Species of Conservation Concern:</b> Red Data Book and Nationally Scarce species, EC Birds Directive, Bonn Convention species.					
<b>3. Locally Important Species:</b> Local BAP species, locally rare and scarce species (as identified by local experts).					
<b>4. Schedule 9 (Wildlife &amp; Countryside Act) &amp; Other Alien/ Invasive Species:</b> e.g. Japanese Knotweed, Himalayan Balsam, American Signal Crayfish, and American Mink etc <sup>‡</sup> .					
<b>5. All Species:</b> All records held including common and widespread species. <i>Please note that this category can produce very large lists of records.</i>					
<b>6. Selected Species:</b> Please list species required, e.g. Bats, Barn Owl, Great Crested Newt, etc.					
<b>7. International Designations:</b> e.g. SAC, SPA, Ramsar.					
<b>8. National Designations:</b> e.g. SSSI, NNR, MNR, AONB, National Park.			Tick here for copies of the citations for any SSSIs in the search area.		
<b>9. Local Designations:</b> e.g. SINC <sup>††</sup> /Wildlife Site, LNR, Country Park, Wildlife Trust Reserve, RIGS.			Tick here for copies of the notification forms for any local sites in the search area <sup>††</sup> .		
<b>10. Habitats:</b> CCW/NRW Phase I habitat survey data, Phase II (woodlands, saltmarsh and grasslands).			Tick here if you would also like the Ancient Woodland (FCW/NRW) boundaries.		

## OUTPUT FORMAT REQUIRED

NB. Paper or Excel reports are additional options, but may increase quotation.

OUTPUT FORMAT REQUIRED	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
Electronic: GIS plots (JPEG) & PDF report			Electronic: GIS layers (ESRI or MapInfo) & PDF report	ESRI Shape files <b>or</b> MapInfo TAB files		

## 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 quotation. *NB. There will be an extra charge of £100.00 plus VAT on top of the original quotation for this service.*

\* BAP - research only species will be summarised as a species list, unless full records are requested.

† When selecting size of search buffer, please note that the search system reports all records of priority or protected species that lie within a specified search area, *plus* records of any mobile high priority species (e.g. mammals, amphibians, certain invertebrates) which lie *outside* the specified search area, but which should be taken into account in ecological assessment due to the possibility of their using land within the search area as part of their territory, or for part of their life cycle. For our current list of mobile high priority species, please see [www.sewbrec.org.uk/services-folder/data-users-folder/mobile-species.page](http://www.sewbrec.org.uk/services-folder/data-users-folder/mobile-species.page)

<sup>‡</sup> The complete list of Schedule 9 (Wildlife & Countryside Act) and other alien/invasive species is available at [www.sewbrec.org.uk/services-folder/data-users-folder/schedule-9.page](http://www.sewbrec.org.uk/services-folder/data-users-folder/schedule-9.page)

<sup>††</sup> SINC information is currently only available for some local authority areas; please see [www.sewbrec.org.uk/services-folder/data-users-folder/data-supplied-notes.page](http://www.sewbrec.org.uk/services-folder/data-users-folder/data-supplied-notes.page) for further details.

# 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 (including any planning portal or any publicly available planning system), 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, and can only be used for a single project or client.
- 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.