

# Guidelines for the Completion of a Data Enquiry & Release Form (DERF)

## Contact and administration details

Name, Position, Organisation, Contact Address, Email Address, and Telephone Number must be completed.

Please also supply an invoicing postal and/or email address if different from your contact details, and a purchase order number if applicable.

Please note that we **cannot** invoice third parties.

## Information Request

Location of Search – please provide both a grid reference and site name (this is important as it will be included in the report). If you want your search based on a site boundary (polygon), please include GIS files or a clear map when sending in your DERF.

Ideally please also state the reason for request and intended use of information (optional).

## Data Required

We price point searches (i.e. a circular buffer around a central grid reference) and polygon searches (i.e. a buffer applied to a site boundary) in different ways. You will need to choose from the following packages:

Package	Description	Point Search	Polygon Search
Package A: Bats & Roof-nesting Birds (BARB)	Bats <b>2km</b> , Roof-nesting Birds <b>150m</b> , SSSIs & SACs (designated for presence of bats) <b>10km</b>	Set price £100 +VAT	NOT AVAILABLE*
Package B 1km	Search for relevant species, designated sites and Phase I habitats within a <b>1km buffer</b>	Set price £140 +VAT	Variable price starting from £140 +VAT
Package C 2km	Search for relevant species, designated sites and Phase I habitats within a <b>2km buffer</b>	Set price £180 +VAT	Variable price starting from £180 +VAT
Package D 5km	Search for relevant species, designated sites and Phase I habitats within a <b>5km buffer</b>	Set price £320 +VAT	Variable price starting from £320 +VAT
Custom Package	The data search is tailored to your exact requirements.	Price on application, upwards of £140	Price on application, upwards of £140

\* Polygon searches are not available for Package A.

You can also select a "bat bolt on" or "single species bolt on" from the second table on page 1. Please specify the buffer size you would like. Up to 6km for bolt on point searches will be a set price £50 plus VAT. Polygon searches and larger buffers may vary in price.

## Data Release Agreement

Please ensure you read all the Terms and Conditions listed on page 3, and sign to show you will abide by them. Any other person(s) who will view the raw data provided by SEWBRc must be made aware of these Terms & Conditions, and be listed in the "additional names" table.