**Sheffield Biological Records Centre and Barnsley Biological Records Centre**

c/o SCC Ecology Service, Parks and Countryside, Neighbourhoods Services

Sheffield City Council, Centre in the Park, Guildford Avenue

Sheffield, S2 2PL

Telephone: 0114 250 0500

Email: [parksandcountryside@sheffield.gov.uk](mailto:parksandcountryside@sheffield.gov.uk)

|  |
| --- |
| Data Request Form (updated 16.6.2025) |

**Information requested by:**

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Date: Click or tap here to enter text. |
| Organisation: Click or tap here to enter text. | |
| Address: Click or tap here to enter text. | |
| Tel: Click or tap here to enter text. | Your reference: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | |

**What will the data supplied be used for?**

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for request? Click or tap here to enter text. | | |  |
| **Chargeable as per table on p2** |  | **Non chargeable** (apart from exceptions)**\*** |  |
| Planning /Development/ Commercial |  | Education / Research/ Partnership Projects |  |
| Utilities, Infrastructure |  | Recorders/naturalists/members of the public |  |
| Agri-environment schemes |  | Friends of/Local Group |  |
| Other *(please specify)* | | | |

**Search area (see guidance notes for explanation of terms):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site Name:  *(to verify grid reference)* | Click or tap here to enter text. | | | |
| Point + Radius | OS grid ref for centre point: | Click or tap here to enter text. | Length of radius: | Click or tap here to enter text. |
| Line + Buffer *(please enclose map or GIS layer)* | Width of buffer (km): | | Click or tap here to enter text. | |
| Site boundary + buffer  *(please enclose map or GIS layer)* | Width of buffer (km): | | Click or tap here to enter text. | |

**Restrictions**

|  |
| --- |
| Restrictions: *(please note any restrictions you would like to apply, e.g. to limit the search to a certain species, or limit the age of records returned, etc)*  Click or tap here to enter text. |

**Data Required**

Please confirm which features you require. Please see guidance notes below for a full description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contiguous OS Grid Squares, Point + Radius Searches | | Charges (excluding VAT) from 1st July 2025 | | | |
| Format | Data | Up to 1km point & radius or line | Tick if required | 1km - 4km point & radius or line | Tick if required |
| Map (PDF) | Boundaries of statutory sites and Local Wildlife Sites (non-statutory) | £50 |  | £80 |  |
| Habitat data (where it is held) | £50 |  | £80 |  |
| Excel spreadsheet | Species list | £60 |  | £90 |  |
| Or: species list filtered to highlight protected & notable species | £100 |  | £150 |  |
| Word / PDF documents | Information about the Local Wildlife Sites (citation sheets) per search area | £30 |  | £60 |  |

|  |  |
| --- | --- |
| \*Bespoke e.g. major projects, species-specific requests or requests for large amounts of data or any analysis. Large requests will take longer to respond to and may not be able to be provided without charge. Contact the BRC for a quote. | £ Click or tap here to enter text. |
| Total charge for conducting the data search. | £ Click or tap here to enter text. |
| **Please note that a minimum charge of £90 + VAT applies**  **All payments are to be made on-line in advance, using a link that will be provided once the total cost has been agreed** (e.g. if there are no relevant data in a category then that charge may not apply)  **Once payment has been received, the data search process can commence.** | |

|  |
| --- |
| Special requests / comments:  Click or tap here to enter text. |

|  |  |
| --- | --- |
|  | I confirm that I have read & understood the conditions of data supply & recognise that my organisation / company is entering into a legally binding contract with SCC in commissioning this data search |

Sheffield City Council (SCC) hosts the Sheffield BRC, plus the Barnsley BRC on behalf of Barnsley MBC. Enquirer data from this form will be held by SBRC (SCC) in electronic format in line with the SCC Privacy notice below. No information will be released to a third party without written permission of the enquirer. Exceptions to this are other related data centres such as the [National Biodiversity Network (NBN) Atlas](https://nbnatlas.org/) and the [Global Biodiversity Information Facility](https://www.gbif.org/). The Sheffield City Council Privacy Notice [www.sheffield.gov.uk/utilities/footer-links/privacy-notice](http://www.sheffield.gov.uk/utilities/footer-links/privacy-notice) sets out what we will do with the personal data you provide us with and who you can contact for enquiries or concerns about the use of your personal data. If you would like a paper copy of the Privacy Notice, please contact us.

**Search Areas**

|  |  |
| --- | --- |
|  | **Point & Radius**  The point should be defined as an OS grid reference. Please specify the radius you wish to be applied |
|  | **Line & Buffer**  Please provide a map or GIS layer showing the line. Please specify the buffer you wish to be applied |
|  | **Site & Buffer**  Please provide a map or GIS layer showing the site boundary & specify the buffer you wish to be applied |

**Site information held by SBRC includes:** Statutory nature conversation site boundaries (SSSI, SPA, SAC, National Parks, LNR & NR). Non-statutory nature conservation site boundaries (Local Wildlife Sites).

**Species information held by SBRC includes:** Species records with details of species name, site name, grid reference & date, as a minimum.

**Specific locations of confidential or sensitive records** may be omitted from the search results. The enquirer will be notified if this is the case.

Species searches routinely include all historical records from our database. If you would like to limit the search to records since a certain date, please let us know.

We can filter results of the species search to produce a list of **protected / notable species**. Where this is requested, the species list will highlight those species with the following status:

* BAP 2007 UK priority species list
* Wildlife & Countryside Act 1981
* Birds of Conservation Concern (Red & Amber lists)

SBRC does not currently hold records for the following organisations who may need to be contacted directly in addition if data held by them is required:

* South Yorkshire Bat Group
* South Yorkshire Badger Group
* Sheffield Bird Study Group
* Sheffield and Rotherham Wildlife Trust
* Sheffield Area Geological Trust