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|  | Sheffield Biological Records CentreEcology ServiceParks and Countryside ServiceMeersbrook ParkBrook LaneSheffield S8 9FLTelephone: **(0114) 27 36951** or **27 34481**E-mail: parksandcountryside@sheffield.gov.uk.  |
| Data Request Form |

**Information requested by:**

| Name:      | Date:      |
| --- | --- |
| Organisation:      |
| Address:      |
| Tel:      | Fax:      | Your reference number:      |
| E-mail:      | Your purchase order number:      |
| Are you a member of IEEM or similar? *Please specify:*      | Reason for request:      |

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

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| Planning application | [ ]  | Conservation / Land Management | [ ]  |
| Education/Research | [ ]  | Environmental Impact Assessment | [ ]  |
| Agri-Environment Scheme | [ ]  | Other:     *(please specify)* |

**Search area**

(see guidance notes for explanation of terms):

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| Site name:*(to verify grid ref.)* |       |
| OS 1km grid squares | List of squares **or** grid references for SW and NE corner |       |
| Point + radius | Centre of site: |       | Length of radius: |      km |
| Line + buffer(please enclose map or GIS layer) | Width of buffer: |      km |
| Site boundary + buffer(please enclose map or GIS layer) | Width of buffer: |      km |
| Restrictions: *Please note any restrictions you would like to apply, e.g. limit search to certain species, limit age of records returned etc*      |

**Data required**

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

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| **Contiguous OS Grid Squares and Point and Radius Searches** | **Charge** |
| **Format** | **Data** | Up to 9 1km OS grid squares, or up to 1.5km point and radius | Please tick if required | Up to 64 1km OS grid squares or >1.5 to 4km point and radius | Please tick if required |
| Map (pdf) | Boundaries of statutory and Local Wildlife Sites (non statutory) within the search area. | £30 | [ ]  | £60 | [ ]  |
| Areas of interest from the National Habitat Inventories. | £30 | [ ]  | £60 | [ ]  |
| Known distribution of a selected species within search area (please specify the species:      ) Species will be shown on separate maps unless agreed in advance with SBRC. A revised price will be applied in these instances based on the complexity of the task. | £     £20 per species | [ ]  | £     £40 per species | [ ]  |
| Known distribution of LBAP habitats within the search area | £30 | [ ]  | £60 | [ ]  |
| Map (pdf) | PDF map showing the known distribution of one or more selected species within the Sheffield District. Species will be shown on separate maps unless agreed in advance with SBRC. A revised price will be applied in these instances based on the complexity of the task. | N/A | N/A | £     £80 per species  | [ ]  |
| Excel spreadsheet | Species list for the search area. | £30 | [ ]  | £60 | [ ]  |
| **Or:** Species list filtered to highlight protected & notable species within the search area. | £60 | [ ]  | £120 | [ ]  |
| Word/pdf documents | Citation sheets with information about the Local Wildlife Sites within the search area | £30 | [ ]  | £60 | [ ]  |
| **Line and Buffer/Site and Buffer Searches**  | **Charge** |
| The same outputs as for grid squares and centre point and radius searches can be provided for both linear and site boundary searches. These searches can be carried out by prior arrangement with SBRC. A price will be agreed dependant on the complexity of the search and output required.  | £      |
| Total charge for conducting data search: | £      |
| **All prices quoted are exclusive of VAT****Please note that a minimum charge of £60+VAT applies.** **Invoices must be paid within 30 Days of Receipt using the payments methods given on the Invoice (cheques are not accepted).** **SBRC reserves the right to request payment in advance for searches.** **SBRC reserves the right to waive or discount charges in particular cases.** |

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| Special requests / comments:      |

[ ]  I confirm that I have read and understood the conditions of data supply and recognise that my organisation/ company is entering into a legally binding contract with SBRC in commissioning this data search.

 Enquirer data from this form will be held by SBRC in electronic format for invoicing purposes only. No information will be released to a third party without the written permission of the enquirer

Guidance notes

Search areas:

We can define search areas in one of four ways:

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 | Contiguous OS grid squaresPlease specify the contiguous 1km OS grid squares for which you would like data, or supply the grid references for the SW and NE corners. |
|  | Point and radiusThe point should be defined as a grid reference. Please specify the radius you wish to be applied |
|  | Line and bufferPlease provide a map or GIS layer showing the linePlease specify the buffer you wish to be applied |
|  | Site and bufferPlease provide a map or GIS layer showing the site boundary and specify the buffer you wish to be applied |

Site information held at SBRC includes:

* Statutory nature conservation site boundaries (SSSI, SPA, SAC, National Parks, LNR).
* Non-statutory nature conservation site boundaries (Local Wildlife Sites).

Species information held at SBRC includes:

Species records with details of species name, site name, grid reference, date, recorder name. Specific locations of confidential or sensitive records may be omitted from the search results as may the name of the original recorder. The enquirer will be notified if any records have been omitted from the data search.

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 the 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
* RSPB birds of conservation concern
* Wildlife & Countryside act 1981

We can provide a pdf map showing a species’ known distribution from our records within the search area. The species records will be marked as squares over an OS map, the squares reflecting the resolution of the record (eg if the grid ref is SK1234, the square will be 1km x 1km).

We can provide a pdf map of a species’ known distribution within the Sheffield District from our records. The species records will be marked as squares over an OS map, the squares reflecting the resolution of the record (eg if the grid ref is SK1234, the square will be 1km x 1km).

SBRC does not hold data from South Yorkshire Badger Group, South Yorkshire Bat Group, Sheffield Bird Study Group or Geological records for the Sheffield area/Sheffield Area Geological Trust, these groups should be contacted direct if a search of data held by them is required.