



## Data Request Form

### Enquirer's details

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Your purchase order no: \_\_\_\_\_

Tel: \_\_\_\_\_ Your reference no: \_\_\_\_\_

If for the purpose of this data request you are working on behalf of one of our funding partners, please complete the following. (A list of our partners can be found on our website: [www.sxbrc.org.uk/about/partners](http://www.sxbrc.org.uk/about/partners))

Funding partner: \_\_\_\_\_ Contact person: \_\_\_\_\_

### Invoice details of person/department responsible for payment (if different from above)

Name & address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

### Search area details

Site name: \_\_\_\_\_

Ordnance Survey grid reference for centre of site: \_\_\_\_\_ (Or postcode if unknown: \_\_\_\_\_)

County:  West Sussex  East Sussex  Brighton & Hove District: \_\_\_\_\_

Search options:

Radius from central point. Radius size (km): \_\_\_\_\_  Buffer along linear route. Buffer size (km): \_\_\_\_\_

List of 1km grid squares. List in comments box on page 2.  Arbitrary shape. Please supply a map.

Administrative boundary e.g. parish or district: \_\_\_\_\_

Have you included a map with the boundary of the search area highlighted?  Yes  No

### Data required

Standard desktop biodiversity report (pdf).  Full  Standard  Basic (See table on page 2 for more details.)

Records from a particular taxonomic group, or individual species (Excel spreadsheet).

Other. Please specify in comments box on page 2.

## Desktop biodiversity report options (All options are explained in more detail on our website.)

	Protected Species Register	Sussex Bat Inventory	Sussex Bird Inventory	BAP Species Inventory	Rare Species Inventory	Sussex Invasive Alien Species Register	Maps (designations, habitats and management)	Full Species List	Environmental Survey Directory
<b>Full</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Standard</b>	✓	✓	✓	✓	✓	✓	✓		
<b>Basic</b>	✓	✓	✓						

### Comments / Further instructions

### Report format

Desktop biodiversity reports are supplied in digital format. If you would prefer a paper copy, please tick here:

### Quotes

**Charges apply to commercial data requests only.** We will email you a quote on receipt of this form. If you would prefer not to wait for a quote before we proceed with the request, please tick here:

### Terms and Conditions

- SxBRC disclaim responsibility for the accuracy of the information supplied.
- Any record is specific to the date of recording and does not imply the continuance of the species at that site.
- The lack of species or habitat information for a geographically defined area does not necessarily imply a low biodiversity value for that area; it may simply be unrecorded.
- SxBRC may charge for the provision of information (see charging policy on our website). Our payment terms are 14 days.
- I will be entitled to use the data for 12 months and must re-apply for permission to use the data thereafter.
- The information supplied by SxBRC will not be communicated to any person other than those directly involved in the project for which the data has been requested.
- I agree to provide SxBRC, on request, a copy of relevant sections of any report resulting from this data request.
- I agree that SxBRC may pass on my company name and site boundary to Sussex Ornithological Society (SOS) if I have been supplied with bird data.
- If the data supplied by SxBRC is to be used in an academic report, a copy will be supplied to SxBRC and the recording groups whose data SxBRC has supplied will be acknowledged.

**By ticking this box, you agree to the terms and conditions outlined above.**