

# DATA ENQUIRY FORM



## General Information

Name	
Organisation	
Address	
Phone	
Fax	
E-mail	

## Type of organisation

Member of public .....	<input type="checkbox"/>	Statutory organization.....	<input type="checkbox"/>
Education/research.....	<input type="checkbox"/>	Consultancy .....	<input type="checkbox"/>
NGO.....	<input type="checkbox"/>	Other (please specify) _____	
Is the organisation a registered charity? .....			
<input type="checkbox"/>			


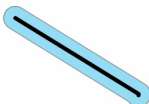
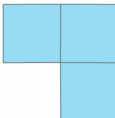

## Project details

What is the reason for the enquiry? Please describe briefly what the data will be used for.

Is there a deadline for the receipt of data? If so please state. \_\_\_\_\_

End date for project (after which data will not be held) \_\_\_\_\_

## Search Area Information: Please tick the search area you require

	<input type="checkbox"/>	<b>Circle:</b> A buffer of a defined distance around a point (6-figure grid reference). Six figure grid reference (e.g. NX 123456) : _____ Buffer distance required _____
	<input type="checkbox"/>	<b>Linear:</b> A line/route with an associated buffer Linear feature supplied: on attached map <input type="checkbox"/> in electronic format (e.g. GIS) <input type="checkbox"/> Buffer distance required _____
	<input type="checkbox"/>	<b>Grid square:</b> A defined OS grid square(s) (e.g., 1km sq. NX1234 or 10km sq. NS12) Grid square(s) required: 1.      2.      3.      4.      5.      6. or alternatively please attach separate sheet listing required squares
	<input type="checkbox"/>	<b>Irregular shape/polygon:</b> An irregular area defined by a boundary on a map. Boundary/shape supplied: on attached map <input type="checkbox"/> in electronic format (e.g. GIS) <input type="checkbox"/> Buffer distance required _____
Other (e.g. named site, designated area)	<input type="checkbox"/>	Please give name and/or description of the location or site you are interested in and provide a map where possible:

**Species Search:** Please tick which search option you require:

<p>1) Species status search (list of records for species with the selected status(es))</p> <p>UK legally protected species (e.g. W&amp;C Act etc.) ..... <input type="checkbox"/></p> <p>European designated species (e.g. Birds directive etc) ..... <input type="checkbox"/></p> <p>Biodiversity list species e.g. (e.g. UK BAP, LBAP) ..... <input type="checkbox"/></p> <p>Rare/scarce species (Nationally notable A/B etc) ..... <input type="checkbox"/></p> <p>Species of conservation concern (RDB/BoCC) ..... <input type="checkbox"/></p> <p>Invasive species ..... <input type="checkbox"/></p>	<p>2) Full records list..... <input type="checkbox"/> (includes a detailed list of all records within the search area with grid references)</p> <p>3) Full records list with designations..... <input type="checkbox"/> (as above with but also with designated species highlighted)</p>
<p>If you require information only on specific taxonomic groups (e.g. mammals, birds, bats etc) please state below:</p> <p>If you have any additional requirements or comments please state below:</p> <p>Species search results are provided in Excel format. Results for designated species can also be provided as a ArcGIS or Google Earth file. Please select preferred format from the dropdown list</p>	

**Habitats Search**

<p>Habitat information available...</p> <p>Broad habitat map for search area (from 1998 survey)? ..... <input type="checkbox"/></p> <p>Ancient Woodland/Raised Bogs..... <input type="checkbox"/></p> <p>NVC map<sup>1</sup> ..... <input type="checkbox"/></p>
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**Designated Sites search**

<p>Do you require a list of designated sites within your search area?</p> <p>Statutory sites (e.g. SSSI, NNR, SAC, SPA etc) ..... <input type="checkbox"/></p> <p>Non-statutory sites (e.g. local wildlife sites, nature reserves)..... <input type="checkbox"/></p> <p>Other, please specify:</p>
<p>For these designated sites, do you require any of the following:</p> <p>Boundaries<sup>2</sup> ..... <input type="checkbox"/>      Select format:</p> <p>Citation information<sup>3</sup> ..... <input type="checkbox"/></p> <p>Site descriptions/reports<sup>3</sup> ..... <input type="checkbox"/></p>

**Aerial photographs**

<p>Do you require an aerial photograph(s) of the search area? ..... <input type="checkbox"/></p> <p>If yes, how should this be supplied?</p> <p>Georeferenced jpg/tif images..... <input type="checkbox"/>      Paper copy (A4 @ 1:10000) ..... <input type="checkbox"/></p>
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**Any other information**

<sup>1</sup> Information only available for a small selection of areas, mainly upland and/or grassland

<sup>2</sup> GIS boundary information can be supplied for certain datasets only due to license restrictions on datasets.

<sup>3</sup> This information is only available for certain sites.

## Ordnance Survey Licensing

If outputs of the data enquiry are to be mapped using OS map backdrop (1:50,000 scale), maps and the license to reproduce these must be covered by the client.

I confirm that the following Ordnance Survey license number ( ) covers reproduction of OS maps for the purposes of this data enquiry..... <input type="checkbox"/>
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## Authorisation

I agree to abide by the terms and conditions of data release (see p4) .....

Signature:  (Please ensure that the 'authorisation' box above is ticked if completing electronically)	Job Title:
Printed Name:	Date:

Please note that a costed quote for providing the above information will be provided prior to commencement of the data search.

## For Office Use Only

Data Enquiry reference	
Date request received	
Cost of work agreed	
Cost of aerial photo agreed	
Customer order number	
Deadline for data provision	
Data posted out	
Contains confidential records	
Charge	£
Date Invoiced	
Date Paid	

## Notes on any telephone enquiries for data search

## Terms and Conditions of Data Release

### Data Ownership

- The information held by the DGERC belongs to either the DGERC or such organisations, groups or individuals from which the DGERC sources information, and in all respects copyrights shall remain vested in such parties notwithstanding any payments made. All rights to the data are retained.
- It is the responsibility of the person requesting information from the DGERC that all other staff working on/accessing data sourced from the DGERC should be made aware of these Terms and Conditions.

### Data Accuracy

- Data held by the DGERC, although verified as far as possible, are not definitive.
- There may be data concerning items in the ecological environment that are as yet unknown to the DGERC which were not recorded in the DGERC at the time of this enquiry. Similarly there may be data held by other individuals and organisations which the DGERC is presently unable to access. The absence of information does not infer absence of biological/environmental interest. The DGERC will not be held liable for the absence of any data.
- The DGERC does not warrant the accuracy of any information supplied and shall have no liability for any loss, damage or expense incurred as a result of reliance on any information supplied.
- The data held by the DGERC is updated regularly and is likely to become out-of-date quickly. If you intend to use this data after a period of 6 months please contact us to check that we have no new data for the search area.

### Use of Data

- Data may only be used for the purpose stated in the data request form, contact the DGERC to inform if any changes to data use occur.
- Permission to use the data sourced by the DGERC expires after 6 months from receipt, see point 4 under Data Accuracy.
- Data sourced by the DGERC must be referenced as such, including the date on which the data search was conducted.

### Aerial Photographs

- All images remain ©Solway Heritage and are released only for the purpose specified on the data enquiry form.
- Images may not be re-used without prior permission of the copyright holder. Re-use of images may incur a further charge.
- Images may not be transferred or sold to third-parties without prior agreement.

## Environmental Data Collected in Dumfries and Galloway

The DGERC requests that where possible any additional data collected relating to Dumfries and Galloway as part of this or other projects should be passed onto the DGERC as soon as the project is completed, thus helping to build a more complete picture of biodiversity in the region and the UK as a whole. This supports paragraph 4.2.9 of the Institute of Ecology and Environmental Management Code of Professional Conduct\*, which states:

*“Wherever possible, [members should] make scientific data collected during the course of their work available to appropriate recording centres.”*

\*see [www.ieem.org.uk](http://www.ieem.org.uk)