

**INFORMATION REQUEST FORM**

Registered in England and Wales.

**Registered Office:**

Brogdale Farm Office, Brogdale Farm, Brogdale Road, Faversham, ME13 8XZ

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KMBRC is both a company limited by guarantee and a registered charity

Registered Charity No 1110163

**KMBRC** requests that you complete the following form before we can release the relevant data we hold. We receive data from a variety of sources, from large organisations to amateur naturalists. With the **KMBRC** operating as agents, these individuals and groups, who have provided their records free of charge, have the right to retain copyright on their data. **KMBRC** retains copyright on its database holdings. In the interests of legal protection of all parties concerned we ask that you sign the declaration at the end of this form.

Whilst the information from **KMBRC** in itself will remain free **KMBRC** reserves the right to charge a ‘reasonable’ (non-profit) cost to cover administration, and we are not responsible for the charging policies of other organisations. Furthermore, we require you to acknowledge **KMBRC** in all documents containing any part of the information released.

**Enquiry Specification**

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| **Location** |
| Site name:  |
| Ordnance Survey grid reference: |
| Have you enclosed a GIS layer or a map of the site boundary?  |
| Site buffer required: (default is 1km; bat records always given to 5km)1. Maps…………..
2. Data Searches……………..
 | ***Guideline charges for commercial searches for an area not exceeding 50km2: £140+VAT for any one item; £280+VAT for two or more items from the list below.*** |
| Additional location notes:  |
| **Data Required** |
| **KMBRC Standard Report (results supplied in PDF format)**  |
|  | **YES** | **NO** |
| Map of enquiry area and statutory and non-statutory designated sites |  |  |
| Protected Species Inventory **excludes bats and birds** |  |  |
| Conservation Concern Species Inventory (NERC Section 41 & BAP Priority) **excludes bats and birds** |  |  |
| Invasive Non-native Species Inventory |  |  |
| Kent Rare & Scarce Species Inventory **excludes bats and birds** |  |  |
| Bat records from Kent Bat Group including a bat roost map |  |  |
| Bird records from Kent Ornithological Society, including an indication of breeding |  |  |
| **Additional Items** |
| *Guideline charge:* ***£20+VAT*** *per habitat map.* |
| Map of enquiry area and habitat data from the IHS Kent Habitat Survey 2012  |  |  |
| Map of enquiry area and BAP habitat data from the IHS Kent Habitat Survey 2012  |  |  |
| SSSI Risk Zones report and Map (£30 + VAT) |  |  |
| Other (please specify): |

**Enquirer Details**

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| **Report Details** |
| **What will the data supplied be used for?** |
| Planning Application |  | Conservation / Land Management |  |
| Education / Research |  | Environmental Impact Assessment |  |
| Agri-Environment Scheme (FEP) |  | Other: |
| **Who will see the data?** |
| Client name & organisation:  |
| If you are intending to append any information obtained from KMBRC to a report then please indicate the intended report distribution:  |
| **Your Details** |
| Organisation: |
| Contact Address:  | Invoicing Address/e-mail (if different): |
| E-mail: |
| Tel:  | Fax:  |
| Your Reference no.: | Your Purchase Order no.: |
| Subject to staff availability, we aim to send out reports within 5 working days. If information is required urgently, you may wish to pay the prioritisation surcharge of **20% of the total enquiry charge**. In this case we aim to send out reports in 1 working day, or as soon as possible. |
| Prioritise this request (fee applies): | **YES** |  | **NO** |  |
| I wish to be notified of costs before work is undertaken: | **YES** |  | **NO** |  |
| **Any Additional Comments:**  |

**Declaration**

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| If permission is granted, I / we understand the following :* **KMBRC disclaim the responsibility for the accuracy of the information**
* **Any biological record is specific to the date of recording and does not necessarily 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**
* **KMBRC may charge for the time required to extract the information**
* **I / we will be entitled to use the data for 12 months only, and therefore must reapply for permission to use the report information beyond this period**

I / we confirm that the information supplied by KMBRC will not be used for any other purpose other than that stated above, nor communicated to any other person other than those directly involved. I also agree to provide KMBRC, on request, a copy of relevant sections of any report resulting from this enquiry. |
| Signature (required):  | Date:  |
| Name:  | Job Title: |

The Kent & Medway Biological Records Centre is an independently registered not-for-profit company and partnership funded by Kent County Council, Environment Agency, Southern Water and Kent Wildlife Trust.

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