

## **Requesting data searches**

CPERC asks that all enquirers initially complete and sign a data request form (obtainable from [www.cperc.org.uk](http://www.cperc.org.uk)). The data request form:

- Helps clarify the request, making response times faster
- Confirms that the client has read these terms and conditions
- Acts as a purchase order for work undertaken where a charge is to be made

CPERC aims to return the results of data requests within five working days of receipt of the request (but results can be received sooner than this). Data searches can (subject to our workload) be prioritised (completed within 1-2 working days) and will be subject to a 25% surcharge on the total net cost of the search. Time taken for enquirers to respond to these terms and conditions is not included in the number of days mentioned above.

## **Standard Data Search**

A Standard Data Search consists of searching the records centre's datasets on:

- Statutory and non-statutory designated sites of nature conservation interest. Non-statutory designated sites include County Wildlife Sites, City Wildlife Sites (within Cambridge city) and Protected Road Verges.
- Protected species (Wildlife and Countryside Act 1981); UK Biodiversity Action Plan (UKBAP) Priority species; Natural Environment and Rural Communities (NERC) Act 2006 Section 41 species; Nationally Notable, Scarce and Rare species; Cambridgeshire and Peterborough Additional Species of Interest and others as listed on the data request form

Please specify the search radius from your chosen location. A search is centred on a site (point or polygon), or series of sites, a map of which is supplied by the client, or on a six-figure (100m precision) OS grid reference.

Unless otherwise specified on the form CPERC will undertake a Standard Data Search for the given search area. If any of the above is not required please inform us.

Results of a Standard Search will consist of:

- A map of the search area showing the locations of designated sites
- Reasons for designation of the SSSIs, County Wildlife Sites and City Wildlife Sites
- Records of species recorded in the search area which are covered by the designations searched for

Searches for additional species/sites/habitats can be performed as requested. Normally preparation of extra data will be charged at the same rate as the Standard Search, exceptions will be brought to the attention of the client prior to undertaking the search.

## **Small Data Search**

Requests that require little searching and collation may, at the discretion of CPERC staff, be subject to a Small Data Search. For example:

- Reason for designation of a named County Wildlife Site
- Presence/absence of records for a named species at a given site

Enquirers should request data in the same manner as for the Standard Search, providing the same information (location, area of search, species required etc), but will be advised by staff at the time of enquiry whether their request is considered a Small Search.

## **Charges**

The records centre makes an administrative charge for the preparation of data requested.

### **Search**

Standard Search	£110 per hour * (1 hour minimum charge) £500 per day *
Small Search	£55
Prioritised Search	+25% on the above

\* whichever is cheaper

Charges may vary from the above prices, and enquirers will be informed of estimated costs when the enquiry has been received by CPERC staff. If CPERC holds no data at all within the search area under the terms of the requested information then there will be no charge. If, whilst working on the request, it becomes apparent that costs are likely to be significantly greater than estimated, the enquirer will be notified before completion of the work and billing. If the search area crosses a county boundary then CPERC may have an agreement with the neighbouring records centre, such that this records centre may provide additional relevant information at no extra charge. CPERC staff will inform the enquirer of this where appropriate.

## **Late payment**

Invoices are issued by the records centre's hosting organisation (Wildlife Trust BCN) and must be paid within 30 days of the invoice date.

1. Enquirers who have invoices unpaid beyond 30 days will have no further work undertaken for them until the account is settled.
2. A 10% administrative surcharge to the net cost will be made for late payment. This is cumulative for each 30 day period by which the payment is late.  
e.g. £110.00 (+VAT) to be paid in 30 days,  
£121.00 (+VAT) if payment is in 31-60 days  
£133.10 (+VAT) if payment is in 61-90 days etc.
3. No further work will be undertaken at all for enquirers with a consistently poor history of payment.

The records centre's accounts and banking are administered by Wildlife Trust BCN. All payments should be made to the Wildlife Trust BCN.

**VAT at 20% must be added to all charges**  
VAT No. 770781803

## **Conditions**

CPERC provides data subject to the following conditions:

1. Whilst every effort is made to ensure the accuracy of all data provided, CPERC can accept no responsibility for any costs, damages or liabilities whatsoever arising from the use of data provided by CPERC or any inaccuracies within it. Particular attention should be paid to the description of the datasets and the limitations of the methodologies employed.
2. Data supplied should not be considered comprehensive, and absence of records does not imply any species, habitat or designation is absent from the search area. Nor does recorded presence imply current, continuing or breeding presence. Boundaries of sites should be considered as indicative and not definitive. The date of all records will be supplied.
3. No transfer in ownership of data is to be inferred from the act of data provision by CPERC to the client.
4. All data held by CPERC, not originated by employees of CPERC or its predecessor bodies, remains the intellectual property and in the ownership and copyright of the originator(s).
5. All data is provided solely for the use of the client and for the purpose(s) specified by the client when data is requested. Data cannot be re-used in the future, published (including uploading to the internet) or passed on to others without written consent from CPERC.
6. Grid references and comments must be removed from any species records published in reports in order to protect sensitive species.
7. Data supplied to CPERC as confidential may be excluded from our data search results.
8. Data will be provided within twenty working days of receipt of the request, unless the complexity or volume of the request prevents it. In such cases data will be provided within forty working days, with the client notified of the delay within the first twenty working days. A surcharge may be imposed for clients who require data significantly before the twenty day deadline to account for the extra administrative burden.

After submitting an initial request, CPERC may contact the client seeking clarification or confirmation of the request. Time taken for clients to confirm their request, and to respond to these terms and conditions is not included in the twenty days mentioned above. If a client has not responded within twenty working days of CPERC seeking clarification or confirmation, the request will be deemed to have lapsed, and will need to be re-submitted.

9. All charges made by CPERC relate to the provision of the data handling and search services, and to contribute to administration and survey costs.