



Registered in England and Wales.

Registered Office:

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

Tel: (01795) 532385

Fax: (01795) 532386

E-mail: info@kmbrc.org.uk

Web: www.kmbrc.org.uk

KMBRC is both a company limited by guarantee and a registered charity
Registered Charity N^o 1110163

INFORMATION REQUEST FORM

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

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)	(i) MAPS	(ii) DATA SEARCHES
Additional location notes:		
DATA REQUIRED		
KMBRC Standard Report (results supplied in PDF format)		
<i>Guideline charges for commercial searches for an area not exceeding 50km²: £100+VAT for any one item; £200+VAT for two or more items from the list below.</i>	YES	NO
Map of enquiry area and statutory and non-statutory designated sites		
Protected Species Inventory (N.B. Includes Kent ARG database ¹ search, but excludes bats and birds)		
Biodiversity Action Plan Species Inventory (N.B. excludes bats and birds)		
Kent Red Data Book Species Inventory (N.B. excludes bats and birds)		
Bat records from Kent Bat Group		
Bird records from Kent Ornithological Society		
Additional Items		
<i>Guideline charge: £20+VAT per habitat map.</i>		
Map of enquiry area and habitat data from the IHS Kent Habitat Survey 2003		
Map of enquiry area and BAP habitat data from the IHS Kent Habitat Survey 2003		
<i>Guideline charge for paper copies: £20+VAT per hard copy.</i>		
Hard Copy Required (please state number of copies)		

¹ Inclusive KRAG data searches are limited to a maximum of 50km², for searches over this threshold please contact KRAG directly.

Other (please specify):

Enquirer Details

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 (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

If permission is granted, I / we understand the following :	
<ul style="list-style-type: none"> 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, Natural England, Environment Agency, South East Water, Southern Water and Kent Wildlife Trust.