

## The Standard Data Enquiry Service

To be provided by Local Records Centres in the East of England region to  
Environmental Consultants

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*Notable species records classified under the following designations will be provided as standard for a defined search area:*

Wildlife & Countryside Act 1981 Schedules 1, 5 & 8
The Conservation of Habitats & Species Regulations 2010 Schedules 2 & 5
Protection of Badgers Act 1992
Bonn Convention Appendix 1 & 2
Bern Convention Annex 1 & 2
Birds Directive Annex 1
Habitats Directive Annex 2, 4 & 5
NERC Act 2006 Section 41 Species
UKBAP & LBAP Species
Veteran Trees

*Notable species records classified under the following designations will also be available if requested:*

IUCN Red List Species
Wildlife & Countryside Act 1981 Schedule 9 (non-native species)
Red & Amber List Bird Species
Nationally Notable Species
Locally Rare Species

*The following information (as a minimum) will be provided for each notable species record:*

Taxon Group
Latin & Common Species Name
Location
Grid Reference
Date (as full as possible)
Record Type (e.g. was the species seen or just a sign of it; where available)
Designations
Comments (where available)

*LRCs will provide the most up to date information available covering at least the last ten years, as appropriate to their data holdings. A metadata statement will be available on each LRC website to provide further details (see below).*

*Notable species information can be provided either as a list in an Excel or Word table, or as a GIS layer, as requested. Paper copies can be provided on request but may incur an extra charge to cover printing and postage.*

*The following Important Site information will be provided as standard for a defined search area:*

Ramsar
Special Areas of Conservation (SAC)
Special Protection Areas (SPA)
Sites of Special Scientific Interest (SSSI)
National Nature Reserves (NNR)
Local Nature Reserves (LNR)
County Wildlife Sites (CWS)
Roadside Nature Reserves (RNR)
Local Geological Sites/RIGS
Ancient Woodland

*The following Important Site information will also be available if requested:*

Geodiversity Sites (where applicable)
BAP Habitats (where available)

*Important Site information will be presented in map form (pdf or jpg/gif) or GIS layers as requested by the consultant and depending on licensing issues. Paper maps can be sent out on request but may incur an extra charge to cover printing and postage.*

*SSSI boundaries cannot be sent out as GIS layers; a link to the appropriate page of Natural England's website will be sent out instead.*

*Accompanying site citations can be included on request (those for SSSIs, Ramsar sites, SPAs and SACs will link to the appropriate citation on the Natural England or JNCC website).*

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*A clear, plain metadata statement will be posted on each records centre website, providing information on:*

- The temporal coverage of the records held.
  - The geographical coverage of the records held.
  - The quality of the records held, including what validation/verification procedures are in place.
  - The data security procedures in place.
  - Details of who to contact for any datasets not currently held by the records centre.
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When you submit your data enquiry you will receive acknowledgement that it has been received along with an indication of how long it is likely to take to process and the estimated charge.

Records will be sent out within 10 working days of receiving your completed data request form.

In the unlikely event of no records being found within your search area, out of goodwill there will be no charge.

Where a data search crosses the boundary between two counties in the East of England region\*, the cross-boundary search procedure will apply. You will only be charged by one of the LRCs, whilst being provided with records from both.

\* Bedfordshire & Luton Biodiversity Recording and Monitoring Centre; Cambridgeshire & Peterborough Environmental Records Centre; Hertfordshire Environmental Records Centre; Norfolk Biodiversity Information Service; Suffolk Biological Records Centre.