

## Charging Policy for Commercial Enquiries

Please note that the results of any search will reflect only those data currently contained within the database, which in no way purports to be a complete reflection of everything which may occur. Clients should therefore satisfy themselves by comprehensive, competent, expert, appropriate field surveys, especially for protected and rare species, of what is present before development or any other work begins.

**For most non-commercial uses (e.g. research, nature conservation etc.) services are provided free of charge. Searches for private individuals relating to planning are regarded as commercial searches.**

**Where charges are made they are for the time taken to collate, process and analyse data rather than for the information itself.**

### RATES

SEARCH TYPE	DESCRIPTION	CHARGE
Single Site Citation		£30
Small	Single species search or 500m radius search	£75
Standard		£120
Large	Includes a species search of over 5km radius	£240
Day Rate		£300
Bulk Buy	Ten data searches purchased in advance	£960

Tailored Service Level Agreements are available on request

*All search charges are at the discretion of NBIS staff and will be agreed before the search proceeds.*

*These charges do not include VAT.*

Payments will be requested by invoice from Norfolk County Council.

Charges will be waived if no records are found within the search area.

Data enquiries, and in particular paid enquiries, must be made in writing (including fax or email) using the Data Request Form. Quotes will be given for individual requests and if the work needs more time than estimated then clients are informed before further charges are incurred.

Enquiries are dealt with on a 'first come – first served' basis and will be answered within 10 days of receipt of a formal request.

Please note: There may be some licensing restrictions regarding the release of protected site boundaries as GIS files.

Any queries regarding enquiries should be forwarded to:

**Norfolk Biodiversity Information Service, Norfolk County Council, Floor 6, County Hall, Martineau Lane, Norwich, Norfolk, NR1 2SG.**

[enquiries.nbis@norfolk.gov.uk](mailto:enquiries.nbis@norfolk.gov.uk)