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| CBDC-RGB-logo_496x287Enquiry No.: ­­\_ \_ \_ \_ \_ \_ \_ \_ (For office use)**Cumbria Biodiversity Data Centre (CBDC)**Tullie House Museum and Art Gallery TrustCastle Street, Carlisle, CA3 8TPTel:01228 618718Fax: 01228 810249**DATA REQUEST FORM**Email: info@cbdc.org.uk |

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| **NAME** |       |  |
| **ORGANISATION** |       |
| **EMAIL** |       | **DATE** |       |
| **ADDRESS** |       | **INVOICING ADDRESS (if different)** | [ ]  |
|       |       |
|       |       |
|       |       |
| **POSTCODE** |       |       |
| **PHONE** |       | **PHONE** |       |
| **Purchase Order** |       | **EMAIL** |       |

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| **SITE NAME** |       |
| **SEARCH AREA** | [ ]  | **CENTRAL GRID REFERENCE**i.e. NY 2345 2345 or E: 32345 N: 52345 |       |
| [ ]  | **SITE BOUNDS**  | GIS File | [ ]  | Enclosed Map  | [ ]  |

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| **Data Required – see Data Charges for more infomation** | **Search Radius** |
| **SEARCH TYPE** | [ ]  | **SPECIES SEARCH**  | **Spreadsheet** of post-1980 rare, priority and protected species records | **...**      **...km** |
| [ ]  | **HABITATS SEARCH** | **Map** showing broad habitats | **...**      **...km** |
| [ ]  | **Non-Statutory** **sites search**  | **Map** showing County Wildlife Sites, Special Roadside Verges, Local Geological Sites, Sites of Invertebrate Significance. | **...**      **...km** |
| [ ]  | **Statutory****sites search**  | **Map** showing Ramsar, SAC, SPA, SSSI, NNR and LNR | **...**      **...km** |
| [ ]  | **Citations** | **Citations** are available on request for non-statutory sites |
| **OTHER REQUIREMENTS :** (not catered by the above – see data charges sheet for common options such as GIS files) |       |

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| **WHAT IS THE DATA TO BE USED FOR?** | [ ]  Planning/EIA |   | [ ]  Land Management |  |
| [ ]  Education/Research | [ ]  Conservation |  |

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| **Quote Requested** | [ ]  Yes | [ ]  No/go ahead |
| **Prioritise This Search** (additional fee applies) | [ ]  | Subject to staff availability, send out results in 1 working day. |



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| [ ]  | I/we understand the terms and conditions as listed overleaf. I/we also agree that the information supplied will be used only for the purposes stated above and will not be passed to third parties. |

**TERMS AND CONDITIONS OF CUMBRIA BIODIVERSITY DATA CENTRE (CBDC)**

**DATA SEARCH**

1. **SOURCE OF DATA**

CBDC at Tullie House Museum is the Local Environmental Records Centre for Cumbria. Tullie House Museum has been collecting information on the wildlife of Cumbria for more than 100 years. The electronic species records database of nearly a million records has been built up since the early 1990’s. Most of the information on the database is contemporary and has been supplied by local amateur naturalists who send in their wildlife records to CBDC. Those providing data retain copyright over their records. CBDC retains copyright on the holdings of the species records database. Sites and habitats information collated by CBDC remains the intellectual property of the original owners.

**2. TYPE OF DATA PROVIDED**

Data is provided as described on the CBDC website: <http://www.cbdc.org.uk/index.php?page=request-data>.

Our minimum search radius is 500m to allow for imprecision in data (for example, where the grid reference for a species record is a site centroid).

A Data Search will only be initiated when a completed data request form is received with the declaration acknowledged, ensuring that the data will be used in accordance with the terms and conditions. Data will be provided within 10 working days from receipt of a completed data request from.

**3. CONFIDENTIALITY**

There are a small number of records on the database that are regarded as confidential and will not be automatically released with a data search.

Some of the records provided may be of rare and sensitive species and special care must be taken not to reveal locations or otherwise endanger the species. No data provided may be published.

**4. DATA QUALITY AND INTERPRETATION OF DATA**

Data is provided on the understanding that:

* Presence in a species search does not imply breeding status or that a species still exists at a given site.
* Absence from a search does not necessarily mean that a species isn’t found in a given search area, it may just be unrecorded.
* Whilst CBDC does all that it can to validate and confirm records submitted, it cannot accept responsibility for the accuracy of the information that is provided. CBDC’s validation and verification procedures are listed on our website.

**5. CHARGES**

Charges are defined in the CBDC Data Request Charges available from: <http://www.cbdc.org.uk/index.php?page=charging-policy>

A charge does not imply transfer of copyright or intellectual property rights on the supply of the data.

You will be invoiced from Tullie House Museum and Art Gallery Trust (Trading) Ltd.

Payment details are included on the invoice or are available from CBDC in advance if required.

Free of charge requests are still subject to these terms and conditions.

**6. USE OF DATA**

Data supplied will be used only for the purposes stated and raw data will not be passed to third parties. A summary of the data may be provided as part of an ecological report to a client or local planning authority.

The data is licensed for use for a period of **12 months**, after which all electronic copies should be deleted. Should use of the data be required beyond this time period, an application for extension should be sought.