**The Wildlife Information Centre**

**Data Request Form - Commercial**

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| **Client Details** |
| Company\Organisation: | Click here to enter text. |
| Contact Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Email: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| **Payment Details** |
| Invoicing contact name:PO required: | Click here to enter text.Yes[ ]  No [ ]  **If yes, please specify Purchase Order Number:** Click here to enter text. |
| Address for invoicing: | Click here to enter text. |
| Email for invoicing: | Click here to enter text. |
| **Search Details** |
| Site Name: | Click here to enter text. |
| Grid Reference: | Click here to enter text. |
| Boundary supplied as: | [ ]  Distance from a point |
| Buffer required: | [ ]  Yes [ ]  No |
| Buffer Distance | Click here to enter text. |
| **Data Required** |
| **Species Data** |
| [ ]  Bats (to 2km) | **Data format required for species data:**[ ]  Excel Spreadsheet[ ]  ArcGIS Shapefile[ ]  Google Earth KML File[ ]  PDF Report[ ]  Other: Click here to enter text. |
| [ ]  Roof-nesting Birds (to 150m) |
| **Designated Sites** |
| [ ]  Local Biodiversity Sites\*/ Local Nature Conservation Sites(\*Midlothian LBS are provided as centroid only) | **Data format required for designated sites:**[ ]  PDF Map[ ]  ArcGIS Shapefile[ ]  Google Earth KML File[ ]  Other: Click here to enter text. |

**Please tell us what the data will be used for**: (we will use this information to improve our services)

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| Click here to enter text. |
| **Declaration:**[ ] I confirm I have read and accepted the terms and conditions below. |
| **TERMS & CONDITIONS** |

**Conditions for use of data**

1. The data may not be copied to third parties, published in any form or placed on the internet without written permission from TWIC.
2. The user is permitted to incorporate the provided data in a report as long as the following conditions are adhered to:
	* The recipient(s) of the report are stated overleaf.
	* Full acknowledgement is given in the report to TWIC.
	* The data supplied by TWIC is not amended in any way.
	* Any specific copyright or confidentiality clauses attached to the data are adhered to.
3. Permission to use the data is valid for 12 months after the data is supplied.
4. The data must not be entered on any computerised database or Geographical Information System (GIS) that would enable its storage or use for any other purpose than the project outlined in the data request form or out with the 12-month data validity period.
5. This request does not constitute a contract until it has been approved by TWIC. This form will become a contract on receipt of an email accepting our quote and the terms and conditions listed here.

**Data access restrictions**

1. Some of the species/habitat data held by TWIC are of a sensitive nature and access to these data will be allowed once confidentiality is assured by the recipient. Sensitive species are those defined by NatureScot’s Sensitive species of Scotland recommendations. These can be found at: <https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/protected-species/protected-species-z-guide>
2. Phase 1 Habitat data for Scottish Borders is originated and supplied by Scottish Borders Council.

**Disclaimer**

1. The data supplied are derived from TWIC’s databases which are compiled from a wide variety of sources. Although every effort is made to verify the data we hold, we cannot vouch for their authenticity. The TWIC database reflects both the geographic and taxonomic coverage of species or biological recording and this may include gaps on coverage, therefore the absence of records does not necessarily imply absence of species.
2. TWIC accepts no liability for any indirect, consequential or incidental damages or losses arising from the use of provided data.

**Pricing & Payment**

1. The Wildlife Information Centre (TWIC) charges for its services to include two components - firstly a charge for the time and resources used in supplying data, producing reports or supplying other services and secondly a charge to contribute to the cost of collating and managing the data. TWIC’s charging policy explains the principles behind setting charges. For data requests we estimate how long the request will take us to process and provide a quote based on this. The amount of time estimated varies depending on the size of the site, the size of the buffer area and the amount and type of data requested. We charge £173 ex. VAT for the first hour of work and £86.50 ex. VAT for every half hour thereafter. Large data provision projects (those taking 4 hours or more) will be charged at £139 ex. VAT for each hour of work.
2. A Null Result will be charged at the rate of £45 ex VAT.
3. Upon completion and delivery of the results of the data request TWIC will issue an invoice. This invoice is to be paid within 30 days of issue. Should the invoice not be paid within this time frame, TWIC reserves the right to issue a further invoice for a late payment fee. This fee will be £79 ex. VAT and is again to be paid within 30 days of issue.