



Leicestershire & Rutland

environmental records centre

Charging Policy and Data-searches

April 2018

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1. Standard commercial data-searches

Summary of standard tariff costs		Radius around central point	
		1km	2km
Package A	All Designated Sites and Protected/Priority species	£205	£375
Package B	All Designated Sites and Protected species	£146	£256
Package C	All Designated sites only	£120	£205
Package D	Priority and protected species only	£120	£205
Package E	Protected species only	£61	£86

Package F	Householder bat-search – all bat records within 100m of the centre of your house	£40
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All standard searches include an administrative charge of £35

Points or polygons

Packages A – E are also available as a buffer zone around a central polygon; in these cases the costs are automatically adjusted to be proportional to the costs of a standard radius around a central point.

Package F (householder bat-search) is only available as a radius of 100m around a central point.

Chargeable searches

LRERC charges for commercial data-searches in accordance with the Environmental Information Regulations.

<https://ico.org.uk/for-organisations/guide-to-the-environmental-information-regulations/what-are-the-eir/>

The following enquiries are chargeable:

- Consultants and developers seeking data for planning applications, mitigation schemes, environmental impact assessments etc.;
- Infrastructure projects such as pipelines;
- Home-owners and landowners requiring information for planning applications, including information used to fight planning applications from other parties;
- Landowners for information relating to agri-environment schemes.

On-line data requests

Commercial data-search requests will only be processed if LRERC's online form is completed; by doing this, customers are agreeing to LRERC's Terms and Conditions.

Standard commercial search requests should be made via the on-line portal <https://my.lerc.online?src=lr>, and once authorised by LRERC, are automated. Once the customer has completed the on-line form, LRERC will check details, and carry out the search. A link to access the data on eMapper will then be supplied to the customer via e-mail. The link will remain open 12 months. eMapper does not have a live-link to our database, so the data will not be refreshed during this time.

Changes to the request received after authorisation may incur additional charges.

Fee structure

LRERCs standard search fees are made up of two elements. The variable costs cover collection, collation, standardising, verification, validation and import of data. Costs increased as the search area increases, in a ratio dependant on an equivalent area of set radius.

Proportional adjustments are made to reduce costs of searches where part of the area falls outside the boundary of Leicestershire and Rutland.

A fixed administrative charge is then applied as a £35.00 flat fee to all searches, covering the costs of authorising, invoicing and maintaining the on-line portal.

Reductions

The data-collection element of a search fee will be waived for searches that produce a negative result in either sites or species.

At LRERC's discretion, a reduction in fees may be made for other searches.

Additional costs

Custom search - additional administration fee	£55 added to each search
Hourly rate (for document searches)	First 30mins is free; subsequent time at £25 per 30 minutes
Photocopying/sheet	50p/A4 sheet B+W; £1/A4 sheet colour A4
Postage	Standard 2 nd class

All searches are subject to VAT

2. Free data-searches

Data searches are usually provided free-of-charge to partners and for non-commercial uses:

- Research, including undergraduate and post-graduate projects
- Nature Conservation
- Wildlife Recording groups/County Recorders Network
- Landowners and tenants seeking information about their land-holdings UNLESS the request is connected to planning applications or agri-environment scheme applications, in which case charges will apply – see below.
- Parish Councils preparing Neighbourhood Plans or similar local projects.

LRERC may ask for evidence of non-commercial use – e.g. a letter from a supervising tutor, or supporting information about a conservation project or organisation.

Most data can be provided as electronic documents or digital scans.

Exceptions

Requests may incur a fee to cover costs if they are time-consuming to process. This will be charged at the hourly rate of £50.00.

A photocopying and postal charge may be made for requests for data on paper, of 50p/A4 sheet B+W; £1/A4 sheet colour A4, plus standard second-class postal charge. Before doing the search, LRERC will inform the person/organisation making the request if this charge will be applied.

3. Custom searches – Requests for LRERC to process searches on customer's behalf

If the enquirer does not wish to complete the on-line request form for a standard search, LRERC will do this on their behalf. Enquirers will be asked to accept the search details and costing, and agree to LRERC's Terms and conditions, before LRERC proceed with the search.

Requests must be accompanied by a map of the area required, including a buffer zone, either as a .pdf or a GIS file (MapInfo or shapefiles). LRERC reserves the right to reject plans that are not clear. If the boundary of the search-area is provided in a .pdf, LRERC will plot these to its best ability on the GIS system, but cannot guarantee an exact match to the .pdf.

LRERC will aim to do complete the search within 10 working days. The information will be provided as a .pdf of the search results; it will not include access to eMapper.

Costs

These will be based on the area of search, in accordance with the standard packages, but will carry a total administrative charge of £90.

4. Custom searches – non-standard search parameters

For non-standard search-requests, which fall outside the standard packages, enquirers can request a custom search. LRERC will provide a quote for the data. These will be processed by LRERC, and a link will be provided to eMapper.

Costs

These will be based on the area of search, in accordance with the standard packages, but will carry a total administrative charge of £90.

5. Cross-boundary searches

LRERC does not currently have agreements with neighbouring record centres regarding searches that cross administrative boundaries. Instead, LRERC will adjust its standard area tariff costs to cover the search area within LRERC's remit. We will not make an additional administration charge for doing this.

6. Response times

LRERC aims to:

- Process all standard on-line searches within 1 working day of receiving an on-line request
 - Process all custom on-line searches within 5 working days of receiving an on-line request
 - Process all other searches with 10 working days
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7. Income

All income from data-searches is used to support the costs to LRERC of updating and improving its databases and data-holdings. There is no charge for the data itself.

See sections 8 – 11 for information on how LRERC sources and manages data.

8. Content of Data searches

eMapper

The results of all standard searches and most custom searches will be made available through eMapper. This has been developed by Cofnod, the Environmental Records Centre for North Wales, and is used by LRERC under licence. eMapper produces search results as interactive mapping of species and sites on Ordnance Survey Maps, aerial photos and other background layers. Features include:

- Customisable display of species records
- Filtering records by year, distance, resolution, species list and more
- Downloading records in PDF, Excel or Shapefile formats
- Trusted (not for publication without LRERC's permission) and Public (for publication) versions

Source documents

We can supply electronic or paper copies of source documents, where these exist; electronic scans are the preference. This includes Local Wildlife Site citations. We may redact personal information from source documents. Provision of source documents may incur additional charges.

Any copies of Ordnance Survey maps included in our response are there as an aid to geographically locate the information that we have supplied in answer to your enquiry. Any such maps can only be used for that purpose and they should not be used for any other purpose. Our charges are for the supply of our information only and we are not supplying any copy of any Ordnance Survey map as part of that commercial arrangement. If you wish to re-use any Ordnance Survey map you will need to agree a separate contract with the Ordnance Survey.

Site and species data categories

Designated sites include SSSIs and other statutory national/international site designations, Local Nature Reserves (LNR), Local non-statutory Wildlife (LWS) and Geology Sites (RIGS).

Protected species include those protected under:

- European legislation (The Conservation (Natural Habitats, &c.) Regulations 2010)
- the Protection of Badgers Act
- the Wildlife and Countryside Act. This includes species such as Adder, Palmate Newt, Slow-worm, Common Toad, etc. listed in Sch5 but subject only to Section 9(5) preventing sale or possession)

Priority species include those listed in:

- the UKBAP and NERC Act Section 41 (See <http://jncc.defra.gov.uk/page-5> for a full list of these species.). There is considerable overlap.
- the Leicester, Leicestershire and Rutland Local BAP
- Species listed as 'rare' or 'scarce' in the *Flora of Leicestershire and Rutland: Checklist and Rare Plant Register* (Jeeves, MB, 2011). The local BAP Group has agreed that these have LBAP species status.
- Invasive Non-native species (INNS) defined by the GB Non-native Species Secretariat <http://www.nonnativespecies.org>

9. Sensitive and confidential data

LRERC has agreed with some of its data suppliers and County Recorders to withhold certain parts of some records -

- Records provided by LROS (the Leicestershire and Rutland Ornithological Society) are not shown with the recorder's name; instead the generic name 'LROS' is given.
- Site names for some species, Bat roosts and Badger setts have been edited to remove those parts of addresses that may reveal precise locations of a record (e.g. house numbers).
- Other confidential species records may be provided at a reduced grid reference resolution

Confidential records will only appear in the Trusted data output, which must not be published. The Public output will not include confidential or sensitive records and may be published.

10. Species data

Database

LRERC's species data is held on ORCA which is maintained by Cofnod, the record centre for North Wales. Data is held on Cofnod's servers and accessed on-line by LRERC and enquirers.

ORCA is continually updated. LRERC aim to update protected species data every month.

Sources of data

Data is collated from a variety of sources, including the NBN, iRecord, Naturespot, County Recorder's Network, in-house surveys carried by LRERC staff and contractors, national recording schemes, Leicestershire County Council staff, casual records and public surveys, amateur naturalists and surveys carried out by ecology consultants working for developers. Metadata on each source is maintained in ORCA and can be viewed by clicking on the link in 'Dataset ID' of your 'View Species Records' output.

Date range of species in reports

All records held by LRERC from the last 25 years are included in standard data-searches.

Species names

Names follow those in the Natural History Museum dictionary <http://www.nhm.ac.uk/our-science/data/uk-species.html>

Validation

Through ORCA's in-built validation data-checker LRERC makes every attempt to validate data (i.e. checking accuracy of dates and grid references) before it is imported into the database.

It is not possible to check all parameters of every record from every source.

LRERC welcomes information on errors and inconsistencies and will do its best to correct any mistakes.

Verification

Wherever possible, the records are verified by local experts in the County Recorder's Network, or by national experts and national recording schemes.

Not all of our data (especially the historic information) has been through this process.

Records are stored on ORCA with a verification status as follows: those with a tick appear in standard reports with the appropriate code.

Unassessed	UA	✓	Record awaiting verification
Unconfirmed	UC	✓	Record that cannot be verified, but retained as it is likely/of interest
Known incorrect	KI		
Probably incorrect	PI		
Presumed correct	PS	✓	Generally applied to records from professional ecologists, conservationists and acknowledged naturalists
Known correct	KC	✓	Generally applied to records verified by local County Recorders' Network or National Recording Scheme
Not required	NR	✓	
Not accepted by CRN	NA		A County Recorder has not accepted the record
Accepted by Naturespot	NS	✓	Naturespot is the local on-line recording website with its own verification procedures

11. Site and habitat data

Nationally designated sites

These boundaries and minimal information are obtained from Natural England. More detailed information is available from this source. <https://designatedsites.naturalengland.org.uk/>.

- Sites of Special Scientific Interest (SSSIs)
- National Nature Reserves (NNRs)
- Special Areas of Conservation (SACs)
- Special Protection areas (SPAs)

Locally designated sites: recent data

More recent data (post 2000) is mainly linked to the Local Wildlife Site survey programme, to Phase 1 Habitat surveys or to site-specific surveys. Much of this information is available as an electronic copy or scan. It includes survey work undertaken by external partners and organisations as well as Leicestershire County Council staff.

- **Local Wildlife Sites (Candidate and Notified LWS)**

Formerly known as Sites of Importance for Nature Conservation (SINCs), these are designated following the criteria and procedures set out in the '*Guidelines for the selection of Local Wildlife Sites in Leicester, Leicestershire and Rutland (revised 2011)*' published by Leicestershire County Council. The definition of LWS in this publication is:

'Local Wildlife Sites are important reservoirs of rare, local and declining native species and are the best examples of typical Leicester, Leicestershire and Rutland habitats. LWS may also be areas of ecological interest that provide people with the opportunity to learn about, appreciate and experience habitats and species of the natural world.'

The first LWS were designated in 2000. It is not a comprehensive series of sites, as the designations are not based on a comprehensive survey of habitats.

Notified Local Wildlife Sites are those that have been ratified by a local Panel of experts, following landowner consultation. The Panel no longer meets, and new sites are currently not being notified.

Candidate Local Wildlife Sites are sites where there is clear evidence that they meet the criteria for designation, but they have not been formally notified, and the landowner may not have been consulted.

Some sites are also Ancient Semi-natural Woodlands (ASNW) or Local Nature Reserves (LNRs).

Electronic copies of citations and survey information for these sites are available on request.

For the purposes of planning and policy, Notified and Candidate LWS have the same status.

- **Local Wildlife Sites (Potential)**

These are sites where LRERC has recent evidence that they are likely to meet the LWS criteria, but further survey is needed to confirm this. Some sites are also LNRs or Planted Ancient Woodland Sites (PAWS).

Further information/electronic copies of source documents are available on request.

Locally designated sites: historic data

LRERC holds historic data on sites and habitats going back to the 1950s. This is held on paper files for each Parish in Leicestershire and Rutland. Most has been catalogued and scanned and is available as an electronic copy. Most of the information on historic designated sites is information from surveys carried out by Leicestershire County Council staff in the 1980s and early 1990s. LRERC does not hold historic site and habitat information for Leicester City; this can be obtained from Leicester City Council.

- **Local Wildlife Sites (Potential: Historic)**

These are the former **Parish, County and District-level sites** that have not been recently surveyed to check their modern status. These sites were designated during the late 1980s/early 1990s, based on comprehensive habitat surveys done largely in the 1980s. Although the system of designation has been

superseded by the LWS process, many of these sites have retained their biodiversity value and this series of sites remains an important part of our local biodiversity 'alert' system. Further information on the majority of these sites is available on request.

To remove duplication, historic sites that have since been designated (e.g. as Wildlife Sites or SSSIs) have been removed from the register. Where LRERC has evidence from aerial photos or surveys that historic sites have been destroyed or degraded through development, ploughing, improvement, quarrying, infilling etc., these have also been removed from the register.

Further information/electronic copies of source documents for many of these sites are available on request.

Local Geology Sites/Regionally Important Geology Sites (RIGS)

The boundaries of either confirmed or candidate RIGS are shown, based on information received from the Leicestershire RIGS group. LRERC is currently unable to provide background information or citations for these sites.

Local and National priority BAP habitats

Further information is available from LRERC.

Phase 1 Habitat Surveys

There has not been a recent comprehensive habitat survey covering the whole of Leicester Leicestershire and Rutland. Parts of the area have been recently surveyed, and LRERC have a rolling programme of re-survey of Parishes. The current state (April 2018) is as follows:

Leighfield Forest (boundary Rutland/Harborough/Melton)	LRERC	2006	Details available from LRERC on request.
Oadby & Wigston District	commissioned by O&WBC	2005	Copy available from LRERC
North West Leicestershire District	LRERC	2006-08	Details available from LRERC on request. All sites meeting LWS criteria are designated
Leicester	Leicester City	2006-08	Contact City Council for more information
Charnwood	commissioned by CBC	2012	https://www.charnwood.gov.uk/pages/habitat_and_species_assessments
Blaby (c.35% parishes)	LRERC	2010-18	Details available from LRERC on request. All sites meeting LWS criteria are designated
Hinckley & Bosworth (c.50% parishes)	LRERC	2010-18	Details available from LRERC on request. All sites meeting LWS criteria are designated
Coalville, Whitwick and surrounding area	LRERC	2013	Details available from LRERC on request. All sites meeting LWS criteria are designated
Harborough (c.15% of parishes)	LRERC	2010-18	Details available from LRERC on request. All sites meeting LWS criteria are designated
Melton (c.30% of Parishes)	LRERC	2010-18	Details available from LRERC on request. All sites meeting LWS criteria are designated

Leicestershire and Rutland Environmental Records Centre, April 2018



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