



## ESSEX WILDLIFE TRUST BIOLOGICAL RECORDS CENTRE

### PRICING POLICY

**Status of this document: Approved**

**Date for review: 30/06/2018**

### **POLICY ON CHARGING FOR LOCAL ENVIRONMENTAL RECORDS CENTRE SERVICES**

Essex Wildlife Trust Biological Records Centre (the Records Centre) will hold and make data available on behalf of its partners as freely as possible, whilst covering the costs involved in providing the data. For further details please see our terms of reference.

#### **1. Essex Wildlife Trust Biological Records Centre will:**

- 1.1.** Make clear at all times that it does not charge other organisations for the data it holds. Any charges payable are imposed to cover the costs of database maintenance and data extraction and formatting, rather than for the data itself.
- 1.2.** Operate on a not-for-profit basis, and the charges it imposes for data provision will be calculated solely on the basis of meeting the costs it incurs in the day-to-day running of the organisation, plus an additional fund for contingency and development costs.
- 1.3.** Review this policy on a biannual basis.
- 1.4.** Encourage the use of Service Level Agreements wherever possible, in order to provide some security of income in advance.
- 1.5.** Request that a data request form be completed for external boundary data requests (downloadable here: <http://www.essexwtrecords.org.uk>). Please ensure that you request the correct data as we may have to ask you to complete a separate data request if your original request is incomplete or inaccurate.
- 1.6.** Request that a valid OS license number be supplied along with data requests for boundary data. Boundary datasets derived from Ordnance Survey maps cannot be used by third parties unless a valid OS license is held.
- 1.7.** Provide boundary data sets as ArcView Shape files unless otherwise requested. We can provide data in other formats but cannot always guarantee the quality of the data in an alternative format.

#### **2. Commercial enquiries**

- 2.1.** Commercial organisations e.g. ecological consultants will be able to request standard data searches on a case-by-case basis from the Records Centre. Charges for use of this service are set out in Appendix 1.
- 2.2.** Charges for commercial organisations will cover data provision in line with the East of England [Standard Minimum Service guidelines](#) for data provision to consultants.
- 2.3.** Commercial organisations will be encouraged to provide any data they hold to the Records Centre database, where possible and in line with recommendations from Professional Institutes.
- 2.4.** In line with the regional Standard Minimum Service guidelines for Local Environmental Records Centres in the East of England, where a standard data search returns no results the Records Centre will not impose a charge as a good-will

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*Essex Wildlife Trust  
Company Registered  
No 638666 England*

*Registered Charity  
No 210065*

*VAT Registered  
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gesture. The Records Centre may waive or reduce fees for smaller data searches, or under certain conditions at their discretion.

**2.5.** Cross boundary searches: the cross-boundary search procedure comes into play when a data search is submitted, the extent of which spans a boundary between two counties in the East of England region (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk). In the event of this occurring, two separate searches will be carried out, one by each of the county Local Environmental Record Centres (LERCs) concerned. However the LERC in the county in which the largest section of the search area falls will be the 'lead' LERC. They will send both of the reports to the customer (the second county will send their report to the 'lead' LERC) and only the lead LERC will charge the customer (at their standard data search rate).

**2.6.** The Records Centre will also consider offering a priority service with a quick turnaround to commercial organisations when resources allow, as detailed in Appendix 1.

### **3. Public service providers**

**3.1.** Public service providers, e.g. local authorities and utility companies, will have the opportunity to sign a Service Level Agreement (SLA) with the Records Centre. SLAs can be tailored to the recipient, but usually include the data covered by the Standard Minimum Service and online access to Local Wildlife Sites Citations.

**3.2.** The pricing structure is based on SLAs lasting for one year. This is intended as a guide only; the actual amount may vary dependent on the length of the agreement, the area covered, the frequency of updates and the datasets requested. Organisations wishing to sign an SLA are encouraged to consider longer term agreements where possible. Joint agreements with other data users or other LERCs in the East of England region may also be possible, please contact us if you wish to discuss this further.

**3.3.** The Records Centre will also consider offering a discount on SLA prices for organisations offering in kind contributions to assist the development of the Records Centre (for example data provision or digitisation services). In kind contributions will be costed at a standard rate.

**3.4.** Additional services provided by The Records Centre such as training or support will be costed separately as required, and depending on the resources available.

### **4. Not for Profit/charitable enquiries**

**4.1.** Essex Wildlife Trust Biological Records Centre does not usually impose a charge for non-commercial enquiries, e.g. to provide data to local recorders, societies / third sector organisations or students. However, due to limited resources we may not be able to respond to all not-for-profit requests.

**4.2.** Non-commercial organisations are encouraged to become a partner of Essex Wildlife Trust Biological Records Centre and supply their data to us free of charge in exchange for any data they receive.

**4.3.** Non-commercial organisations are encouraged to approach the Records Centre at the earliest opportunity if they are intending to put in a funding bid for a project that is likely to involve the use or provision of data from our database. Any funding bid should ideally factor in the costs of

extracting Records Centre data for the project where possible, in order to ensure that we have the resources necessary to support the project when requested.

**4.4.** Non-commercial organisations intending to collect data in Essex as part of a funding bid should liaise with the Records Centre before submitting the application to ensure that they are aware of any existing data that is available, and make their data available to us wherever possible. You may need a permit to collect data on Essex Wildlife Trust reserves; please see our [policy for recording on Trust reserves](#) for details.

## **5. Other services**

**5.1.** The Records Centre can also provide services such as data digitisation (e.g. habitat mapping; digitisation of paper records) where resources are available. These services are charged at a daily rate and are in addition to any other services provided.

**5.2.** The Records Centre would not normally charge non-commercial organisations for additional services, but our ability to provide these services is dependent on resources being available to do so.

**For more information or a quote please contact:**  
[records@essexwt.org.uk](mailto:records@essexwt.org.uk), and mark for the attention of:

Biological Records Officer (Service Level Agreements)

Biological Records Assistant (Data searches)

Please submit records online via our records website, or to  
[records@essexwt.org.uk](mailto:records@essexwt.org.uk)

RECORD OF REVIEW:

POLICY WRITTEN BY: Dr Lorna Shaw, Biological Records Officer