



**Essex**  
Wildlife Trust

## **ESSEX WILDLIFE TRUST BIOLOGICAL RECORDS CENTRE**

**Status of this document: Approved**

### **POLICY ON CHARGING FOR LOCAL ENVIRONMENTAL RECORDS CENTRE SERVICES. Appendix 1 - Charges**

#### **1. Pricing Structure (commercial enquiries only)**

##### **1.1. Charges for Standard Data Searches** are as follows:

**1.1.1.** A flat rate of £120 plus VAT for a standard data search, usually a one or two km radius search around a point location. This search will conform to the Standard Minimum Service guidelines developed for regional records centres in the East of England. A data search around a site boundary will usually cost from £180 plus VAT (i.e. an hour and a half of staff time), depending on the size and complexity of the site.

**1.1.2.** Extra charges may be imposed for additional information required over and above the Standard Minimum Service for data provision, e.g. for searches that cover a larger area or require additional information. Any additional costs will usually be charged at a rate of £60 plus VAT per hour.

**1.1.3.** At our discretion, simple data searches that require less information may be charged at a reduced rate of £60 plus VAT. In line with the Standard Minimum Service for the East of England region, data searches that return no records will not incur a charge as a goodwill gesture.

**1.1.4.** Provision of individual LoWS citations or pdf maps will be charged at £10 plus VAT per map. If requested as part of a standard data search this cost is included in the standard data search fee, up to a maximum of 5 maps, after which the £10 fee will apply.

**1.1.5.** A priority data search, as outlined in the Standard Minimum Service guidelines for consultants, may be introduced when the Records Centre resources allow. This service is likely to cost in the region of £180 per hour plus VAT.

**1.2. Data digitisation services** are charged at a daily rate of £360 per day plus VAT. For further details please contact the Records Centre directly.

**1.3. Charges for Service Level Agreements** with organisations (e.g. Local Authorities) will ordinarily be charged at £4,000 plus VAT per annum. This will include data on protected and invasive non-native species, veteran trees, and protected habitats provided in a usable format, usually in the form of ArcGIS mapping files plus associated metadata. Prices are negotiable dependant on the length of the agreement, the data required and the frequency of updates; please contact us for details.

**1.4. Non-commercial enquiries** will usually be free of charge (although please see our pricing policy for details).

**1.5.** Invoices are payable to: Essex Wildlife Trust. Please quote your name, purchase order number and the invoice reference on all invoices.

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