



Hampshire Biodiversity
Information Centre

Hampshire Biodiversity Information Centre

www.hants.gov.uk/biodiversity/hbic

HBIC Data Access Policy & Charging Schedule Updated July 2017

1. Access Policy

1.1 Introduction

The purpose of the Hampshire Biodiversity Information Centre (HBIC) is to “collect, collate, manage and disseminate information of known quality on Hampshire’s biodiversity to those who require it, to increase knowledge and understanding, and to enable informed decisions to be made about factors affecting the environment”.

HBIC offers an interpreted and enhanced biodiversity information service. Data maintained by HBIC is in digital format and comes from a variety of sources, including data supplied by voluntary recording groups through data exchange agreements, and surveys carried out by HBIC and funded by a range of organisations including Hampshire County Council, District and Unitary authorities in Hampshire, New Forest and South Downs National Parks, Natural England, Hampshire & Isle of Wildlife Trust, and the Environment Agency.

The data supplied comprises boundary and attribute data for designated sites, priority habitats and notable/protected species locations and has been verified, filtered and aggregated to ensure the requestor receives only the most relevant and up-to-date data. The data is accompanied by explanatory notes and definitions of terminology with links to legends and species legislation to provide context.

1.2 Data Quality

All users of biological data should be aware of the limitations of the data supplied. Notable species records reflect the information held on our databases and does not represent a comprehensive list of notable species present within the search area. Absence of a record does not mean absence of the species. Likewise, the presence of a species record on the list does not necessarily indicate breeding status.

Data supplied by HBIC has been validated and verified (in terms of geographical accuracy certainty of species determination etc.) as far as is possible. Errors, however, cannot be totally eliminated. The HBIC Partnership cannot guarantee the full accuracy or completeness of the data. The data supplied should be viewed as static upon release and may be liable to change without notification. The HBIC Partnership is therefore not liable for any actions that may be taken as a result of using the data.

1.3 Copyright & Restrictions

The ownership of all information collected through HBIC survey remains the property of Hampshire County Council and HBIC’s funding partners. Data provided by recording organisations and individuals through data exchange agreements remains the property of that organisation or individual and the terms of any licence issued by HBIC to re-use data

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reflect this. HBIC can only provide copies of data to data requesters under the terms and conditions set out in the individual data exchange agreements. This may include the release of sensitive species records at a coarser resolution than that requested.

1.4 The Environmental Information Regulations

The EI Regs allow for the fact that sensitive information, including that supplied and owned by third parties, is only released after careful consideration of the request and with the consent of all the parties involved. Regulation 12 lists all the exceptions to the duty to disclose environmental information including where “ its disclosure would adversely affect – the protection of the environment to which the information relates” The associated guidance states that information on the location of nesting sites, rare habitats and endangered/protected species may need to be withheld to avoid the risk of damage. However, the disclosure of such information can also be vitally important to ensure protection of that species or habitat. Similarly If HBIC holds data belonging to a third party, organisation or individual who has not consented to its disclosure then that data cannot be released and the person requesting the data will be transferred to the original Data Custodian with their consent.

When a request for data is refused the reasons for refusal will be specified in writing in accordance with the Environmental Information Regulations.

1.5 Requesting data & Response times

A request for data should give the;

- name and contact details of the person requesting the data and the name and address of the person or organisation they are acting for (where applicable),
- geographical extent of the area of interest defined on a map at a suitable scale.
- precise nature of the information required
- purpose for which the data is being used – this will help determine whether sensitive data can be released.

Under the Environmental Information Regulations a request for environmental data must be responded to within 20 working days of the request being made. An extension can be sought for more complex requests.

HBIC will undertake to supply data within 10 working days. 97% of all requests were responded to within 10 working days during 2016/17. For urgent requests see section 2.4.

1.6 Biological Users Declaration & Re-Use Declaration Licence

When submitting a data request the enquirer has to agree to the conditions of the HBIC Biological Data Users Declaration and Re-Use Licence (where applicable). This states they are aware of restrictions on copyright & use of the data, and limitations on data quality.

<https://www.hants.gov.uk/landplanningandenvironment/environment/biodiversity/informationcentre/requestdatasearch/datausersdeclaration>

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2. Charging Schedule

2.1 Introduction

Information from HBIC in itself is free at point of use, however HBIC reserves the right to charge a licence fee for re-use of data supplied. This is to contribute towards the cost of collection, management, production, reproduction and dissemination of data and a reasonable return on investment for when data is being re-used. A percentage of the income received is redirected to the Hampshire species recording groups in recognition of the data they supply to the Centre.

HBIC may waive charges to the following individuals and organisations, except where additional costs are incurred which HBIC would otherwise be expected to cover:

- Members of the public (including students) for non-profit making private study, research and local interest projects.
- Voluntary organisations including community groups and species recording groups for non-profit making projects
- Local authorities and other organisations who receive data through service level or data supply agreements.

Charges may also be waived or reduced for the supply of data for projects that are of direct benefit to the work of the HBIC Partnership.

2.2 Pre-payment options

HBIC are now able to offer a pre-paid facility for standard data searches, reducing the need for administration and invoicing. Options are available for Development (commercial) requests, Householder requests, and Landowner/Agent requests (conservation schemes). All fees shown are exclusive of VAT.

2.2.1 Development (commercial) requests:

Data supplied	Distance from point (minimum 6 fig grid ref)			
	Up to 1km		Up to 2km	
All statutory & non statutory designated sites, priority habitats, broad habitats, protected & notable species (includes bats), invasive non-native species.	£210		£260	
Additional Bat records - If a larger search area is required for bats then there is an additional charge	2km	3km	4km	5km
	£30	£40	£50	£60

2.2.2 Householder requests:

Data supplied	100m distance from dwelling
All statutory & non statutory designated sites, priority habitats, broad habitats, protected & notable species (includes bats) and invasive non-native species.	£55

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2.2.3 Landowner/agent requests for agri-environment/conservation schemes

Data supplied	Area covered (includes buffer requested) up to:			
	500 ha	1000 ha	1500 ha	2000 ha
All statutory & non statutory designated sites, priority habitats, broad habitats, protected & notable species (includes bats), invasive non-native species.	£110	£180	£250	£320

Note : If a habitat (Phase 2) survey has been carried out by HBIC for a particular site then the report is normally provided free of charge directly to the landowner. If a landowner or his agent requests a second copy, or if a new landowner requests previous existing survey data of their land, then this will be provided for a fee of £35 + VAT. More than one survey report will cost proportionally less depending on the volume and age of data requested. Please use the bespoke data request form – see below.

Note If a ‘pre-paid’ data search yields no relevant data then a full refund will be made minus an initial search fee of £35.

2.3 Bespoke requests

There is also an option for a more bespoke request such as a larger search area where the requestor will be invoiced after the data has been sent.

To improve efficiency and speed of response under this option HBIC will only provide quotes for requests that exceed £350 + VAT. If a quote is requested, it will be provided within 5 working days of receiving the completed Bespoke Data Request Form. There will be a charge of **£35 + VAT** for providing the quote; however **this fee will be waived if the quote is accepted**. The data will be provided within 10 working days of receiving a completed Data Request Form or agreement of quote and the requestor will be invoiced afterwards.

If no response to the quote is received after 15 working days from the date the quote is sent or if the data requester then decides not to proceed with the data request, then the requester will receive an invoice for the cost of the quote and initial search of **£35 + VAT**.

In the unlikely event that no relevant data exists within the search area, then the fee will be waived.

Please note once a Bespoke Data Request Form has been submitted and no quote has been requested then the request for data will be processed within 10 working days and the requestor will be invoiced as set out above unless no relevant data exists. Requestors are invited to contact HBIC before submitting a Data Request Form if they would like to discuss any aspect of their data request.

The table below provides approximate costs (not including VAT) for any combination of features and search areas..

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Please note there are cost efficiencies to be had using the pre-paid options for a typical data request and there is a minimum £110 fee for a map or output for any one or more of the features listed below.

Data Supplied (Fee will apply to all or a subset in each category)	Distance from point or along a linear feature for same length				
	1km £	2km £	3km £	4km £	5km £
SINCs, RVEIs, Brent Geese & Wader sites	110	120	130	140	150
Protected/Notable species (includes bats)	110	140	170	200	230
Priority habitats	30	40	50	60	70
SPA, SAC, SSSI, Ramsar, NNR, LNR, Ancient Woodland	10	10	10	10	10
Broad habitats	10	10	10	10	10
Invasive non-native species	30	30	30	30	30
<i>All the above</i>	<i>240</i>	<i>300</i>	<i>360</i>	<i>420</i>	<i>480</i>
Additional search area for bats	30 (2km)	40 (3km)	50 (4km)	60 (5km)	
Other species – single or assemblage	Single species maps/records – cost on application. Subject to size of search area and may be subject to approval of species recording group				
Detailed survey reports	Cost on application - £35 minimum for one report. More reports will cost proportionally less.				

2.4 Urgent requests: If data is required more urgently than within the 10 working days specified then a ‘fast track’ service can be requested. Data can be provided within 3 working days but will incur a 50% surcharge. Deadlines should be provided and such requests will be agreed subject to staff capacity.

2.5 Office visits

A data requester may come into the HBIC office by prior appointment to examine any electronically held data including site survey reports. If electronic or paper copies of the data are then required, then charges as set out above may apply.

2.6 Data supplied

For examples of data supplied please see:

<https://www.hants.gov.uk/landplanningandenvironment/environment/biodiversity/informationcentre/requestdatasearch/exampledatarequest>

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