



Hampshire Biodiversity
Information Centre

Hampshire Biodiversity Information Centre

www.hants.gov.uk/biodiversity/hbic

HBIC Data Access Policy & Charging Schedule Updated March 2024

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 from surveys carried out by HBIC. These surveys are funded by a range of organisations including Hampshire County Council, the District and Unitary authorities in Hampshire, the New Forest and South Downs National Parks, the Hampshire & Isle of Wight Wildlife Trust and the Environment Agency.

The data supplied comprises boundary and attribute data for designated sites, priority habitats, notable/protected species, noteworthy species and non-native invasive 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. Species records reflect the information held on our databases and does not represent a comprehensive list of 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 as far as possible in terms of geographical accuracy and certainty of species determination. Errors, however, cannot be totally eliminated so HBIC cannot guarantee the full accuracy or completeness of the data and is therefore not liable for any actions that may be taken as a result of using the data. The data supplied should be viewed as a static copy upon release and the originals may be liable to change without notification.

1.3 Copyright & Restrictions

The ownership of all information collected through HBIC's survey programme remains the property of Hampshire County Council and HBIC's funding partners, collectively known as the HBIC Partnership. Data provided by recording organisations and individuals through data exchange agreements remains the property of that organisation or individual and the terms

Sharing information about Hampshire's wildlife

The Hampshire Biodiversity Information Centre Partnership includes local authorities, government agencies, wildlife charities and biological recording groups.

of any licence issued by HBIC to re-use data 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 certain sensitive species records at a coarser resolution than that requested.

1.4 The Environmental Information Regulations

The EI Regulations 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 nest sites, rare habitats or 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 following:

- 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 in writing, in a shapefile or 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 2022-23. For urgent requests see section 2.4.

1.6 Biological Users Declaration & Re-Use Declaration Licence

When submitting a data request the enquirer must agree to the conditions of the HBIC Biological Data Users Declaration and Re-Use Licence (where applicable). These 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>

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

2. Charging Schedule

2.1 Introduction

Information from HBIC is free at point of use, however HBIC reserves the right to charge a licence fee for the re-use of data supplied. This is to contribute towards the cost of collection, verification, management, reproduction and dissemination of data and a reasonable return on investment for when data is being re-used. A percentage (10%) of the income received is redirected to the Hampshire species groups in recognition of the data they supply to HBIC.

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, students, voluntary organisations, community groups and species recording groups; for non-profit making private study, research and local interest projects
- Local authorities and other organisations who receive data through service level agreements or data supply agreements, or agents acting on their behalf

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.

In the unlikely event that no relevant data exists within a search area, then charges will be waived regardless of the type of requestor.

Invoices for all chargeable requests will be sent out once the data has been supplied. Payments should be made within 30 days of receiving the invoice.

2.2 Standard Data search options

Standard data searches 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	Radius from point (6 fig grid ref minimum)			
	Up to 1km		Up to 2km	
Statutory & non-statutory designated sites, priority habitats, broad habitats, protected & notable species, (including bats), noteworthy species, invasive non-native species, breeding swifts and ecological network mapping	£270		£335	
Additional Bat records - Only applies if a larger search area is required for bats	2km	3km	4km	5km
	£35	£45	£56	£66

2.2.2 Householder requests:

Data supplied	500m radius from dwelling
All statutory & non-statutory designated sites, priority habitats, broad habitats, protected & notable species (includes bats), noteworthy species, invasive non-native species, breeding swifts and ecological network mapping	£70

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

Data supplied	Area covered (includes buffer requested) up to:			
	500 ha	1000 ha	1500 ha	2000 ha
Statutory & non-statutory designated sites, priority habitats, broad habitats, protected & notable species (includes bats), noteworthy species, invasive non-native species, breeding swifts and ecological network mapping	£160	£235	£315	£390

Note: If a detailed 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 following the survey. If a landowner or his agent requests a second copy, or if a new landowner requests a previous existing survey of their land, then this will be provided for a fee of **£50 + 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 for survey reports– see below.

2.3 Bespoke requests

There is also an option for a more bespoke request such as a larger search area or for a specific species or species assemblage. See table below.

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 **£50 + 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 **£50 + 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.

Data Supplied (Fee will apply to all or a subset in each category)	Distance from point (radius) or up to equivalent total area of polygon				
	1km/ 300ha £	2km/ 1,200ha £	3km/ 2,800ha £	4km/ 5,000ha £	5km/ 8,000ha £
SINCs, RVEIs, Brent Geese & Wader sites	145	155	170	180	190
Protected/Notable Species (& other Noteworthy Species)	155	205	260	295	340
Priority habitats	45	55	65	75	85
Ecological Network Mapping	0	0	0	0	0
SPA, SAC, SSSI, Ramsar, NNR, LNR, Ancient Woodland	0	0	0	0	0
Broad habitats	15	15	15	15	15
Invasive non-native species	0	0	0	0	0
All the above**	360	430	510	565	630
Additional search area for bats	35 (2km)	45 (3km)	55 (4km)	65 (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 £50 minimum for one report. More reports will cost proportionally less.				

****Please note it is much cheaper using the ‘Developer Request’ option in section 2.2.1 for an ‘all-encompassing’ data request. For more specific bespoke requests there is a minimum £150 plus VAT fee for a map or output for any one or more of the set of features listed above, whichever is the greater.**

2.4 Urgent requests:

If data is required more urgently than within 10 working days, 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 requests will be agreed beforehand (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 Examples of data supplied

For examples of data supplied please see:

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