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*E-mail*

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*Essex Wildlife Trust*

*Company Registered*

*No 638666 England*

*Registered Charity*

*No 210065*

*VAT Registered*

*No 945 7459 77*

**Essex Wildlife Trust Biological Records Centre**

**Data Request Form**

**Please fill in all applicable information and return to the address shown opposite. Please attach further information if required.**

**# indicates mandatory information.**

**Contact information:**

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| --- | --- | --- |
| #Name**:** | Organisation (if applicable): | |
| #Contact address: | | |
| Telephone: | | Fax: |
| #Email: (In order to save costs and paper, data will be supplied via email if possible) | | |

**Data required:**

#What data do you require? Please give details below, including OS grid references if applicable, or attach a site map:

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# In what format do you wish to receive the data (please tick all that apply):

|  |  |
| --- | --- |
|  | Excel spreadsheet |
|  | Pdf map |
|  | ArcGIS mapping shapefile\*\* |
|  | Other (please specify): |

**\*\*PLEASE NOTE:** GIS layers based on Ordnance Survey data (for example site boundaries) can only be provided to customers who have a valid OS licence. We cannot provide data in the form of GIS shapefiles to customers who do not hold an OS licence unless the data is for work on our behalf, then a contract licence can be issued. If requesting GIS shapefile data, please provide your OS licence number here:

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Please indicate a date you would like this data by so we can prioritise work. Essex Wildlife Trust Records Centre aims to process commercial data searches within 10 working days of receiving confirmation of the search request, as per the [Regional Standard Minimum Service Guidelines](http://www.essexwtrecords.org.uk/standard-minimum-service) for the East of England region.

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#Is this a commercial enquiry\* (yes/no)?

\* A commercial enquiry includes any request made for commercial purposes such as for planning, development or FEP applications. For commercial enquiries, Essex Wildlife Trust Biological Records Centre will provide a quote for the cost of producing the data and the time taken to handle the data search. Non-commercial enquiries do not attract a charge, but we may not be able to respond to all enquiries within the specified timeframe due to lack of resources. We welcome donations from non-commercial users to help cover our costs.

\*Non-commercial enquires

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I would like to make a donation to Essex Wildlife Trust Biological Records Centre (cheques to be made payable to Essex Wildlife Trust, please quote reference RFRECCENT).

Invoice address: (if different from above)

**By signing this form, you accept that you have read and agree to our terms and conditions (available from** [**www.essexwtrecords.org.uk**](file:///\\ewtad4\ewt\Conservation\Essex%20Wildlife%20Trust%20Records%20Centre\Data%20searches\www.essexwtrecords.org.uk)**):**

#Signed: #Date:

Completed data request forms should be returned to Louise Bacon, Biological Records Assistant, [louiseb2@essexwt.org.uk](mailto:louiseb2@essexwt.org.uk) or to records@essexwt.org.uk.