

Charging Policy

Surrey Biodiversity Information Centre (SBIC) Enquiry Service has been established as a service for local authorities, consultancies, educational establishments and the general public to supply information about the biodiversity of Surrey. Although SBIC is partially funded by a consortium of partners, this does not cover all costs incurred by the centre. As a result, it is often necessary for SBIC to charge for work it undertakes.

Charging for access to data

Charging by SBIC is kept to a minimum and wherever possible enquiries are free of charge to the following clients:

- “Not-for-profit” enquiries for the general public, educational establishments & students and local natural history groups. Please note this **does not** include requests intended to be used as supporting evidence for a proposed planning application. Similarly, we reserve the right to make a charge to cover SBIC staff time for complex or lengthy searches.
- Enquiries for funding partners where the data enquiry service is specified to be used by the partner.

All other enquiries will be chargeable at the follow rates, unless exceptional circumstances are found to justify a partial or complete reduction of costings. All charges will be subject to VAT.

Charging rates

- Standard one Kilometre Search Area: £150
- Standard two Kilometre Search Area: £200
- Split Search Area (e.g. 2km sites, 1km species): £175
- Additional Bats (e.g. 2km standard search, 5km bats): Additional £25
- Single Species up to 2km Search Area (e.g. Bats Only): £100
- Single Species up to 5km Search Area (e.g. Bats Only): £150
- Species data in Excel (in addition to our standard report): £25
- Priority / Fast Track 3 Day Service (Standard Service 10 days): £50

After completion of the enquiry, an invoice is raised by our host organisation Surrey Wildlife Trust for the value agreed with the client. This will typically occur at the end of each calendar month.

Payment is preferably done by BACS using the bank details below. Payment by Debit/Credit Card over the phone is only accepted with prior agreement.

Surrey Wildlife Trust
Account Number: 06053499
Sort Code: 80-11-00

Charges for data are applied regardless of the number of records returned, however if no records are returned then the agreed fee will be waived.

Cross Boundary Enquiries

SBICs operational area (and as such, the area covered by the Enquiry Service) is the modern administrative County of Surrey. The boundary agreement between the Local Environmental Records Centres that cover Greater London & the South East defines how each LERCs will work when it receives a data request that crosses or straddles its operational area. In such cases, the client will be informed of this fact and advised to contact the relevant LERC (or in some cases LERCs) and request the relevant data for that area within those county or counties. SBIC will not normally provide data outside of its operational boundary to any client unless otherwise agreed.

Information on the operational areas of all Local Environmental Record Centres can also be found using the [Find a LRC Tool](#) on the Association of Local Environmental Records Centre (ALERC) website. Further details of the enquiry services operated by the LERCs which share a boundary with Surrey can be accessed via the following links.

- Buckinghamshire: [Buckinghamshire and Milton Keynes Environmental Records Centre \(BMERC\)](#)
- Berkshire & Oxfordshire: [Thames Valley Environmental Records Centre \(TVERC\)](#)
- Greater London: [Greenspace Information for Greater London \(GiGL\)](#)
- Kent: [Kent and Medway Biodiversity Records Centre \(KMBRC\)](#)
- East & West Sussex: [Sussex Biodiversity Record Centre \(SxBRC\)](#)
- Hampshire: [Hampshire Biodiversity Information Centre \(HBIC\)](#)