

# DATA ENQUIRY

Please post or email completed forms to:  
GCER, Conservation Centre, Robinswood Hill Country Park,  
Reservoir Road, Gloucester GL4 6SX  
[gcer@gloucestershirewildlifetrust.co.uk](mailto:gcer@gloucestershirewildlifetrust.co.uk)

Queries: 01452 389963  
Download new forms: [www.gcer.co.uk](http://www.gcer.co.uk)



## POLICY AND CONDITIONS

Please read the Policy and Conditions section carefully. If you agree to the Conditions, please complete and sign the Data Request Form, stating which data you would like us to provide, and in what format.

The release of data will normally be agreed unless one or more of the following situations occurs:

- i) The requested data have been submitted to the Gloucestershire Centre for Environmental Records (GCER) in confidence, or subject to other restrictions which limit their availability ;
- ii) The enquirer cannot agree to the conditions listed below, or has not adhered to our, or another, Local Environmental Record Centre's conditions on a previous occasion;
- iii) The enquirer is not prepared to pay the fee;
- iv) The enquirer or their business associates is known to be under investigation for, or convicted of, any form of wildlife crime.

## CONDITIONS

- i) No copies of the data are to be made for use by third parties without written permission from GCER.
- ii) Permission must be obtained in writing from GCER if the data is to be used for any other purpose than that described on the relevant Data Request Form.
- iii) The data must not be entered onto a computerized biological database or geographical information system without prior permission from GCER.
- iv) GCER shall be acknowledged in any report relating to the data. One copy of the relevant part of any such report will be supplied free of charge to GCER on request.
- v) Permission to use any data provided by GCER expires 6 months after approval of the original request. Applications to extend beyond this period should be made at least one month before the expiry date.
- vi) As with other Local Environmental Records Centres (LERCs), GCER receives data in good faith from a wide range of donors and cannot offer a guarantee of completeness of record coverage or accuracy. Users of GCER data accept that both plants and animals may move location over time, often at short notice, hence LERC records should not be relied upon as the only source of alert to the presence of protected species, or as a substitute for adequate field survey. To avoid breaching wildlife law a site check beforehand is always advisable prior to carrying out works which could potentially damage protected species and/or their homes.

# DATA REQUEST FORM

<b>Company:</b>	
Purpose for which GCER data will be used:	

DATA SUPPLY CONTACT DETAILS		INVOICING CONTACT DETAILS (if different)	
Project ref.		Order no.	
Contact Name		Contact Name	
Address		Invoicing address	
Email		Email	
Telephone		Telephone	
Mobile		Fax	

Please outline the geographic location of study, the type of data required and relevant search radius:	
*Deadline:	

\*Please allow 10 working days from our receipt of the completed form, unless otherwise agreed. Note that an accompanying map can help us to provide a faster service.

I agree to abide by the conditions listed above and any other conditions agreed with GCER as part of this request, and take responsibility for ensuring that the data received under this request will be used only in accordance with those conditions. I understand that this form and the associated conditions form the basis of a legally binding contract with Gloucestershire Wildlife Trust.	
<b>Date</b>	<b>Signed</b>