**Information Service Request Form**

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| **Contact Details** | | | |
| **Name**: | | | |
| **Position**: | | | |
| **Organisation**: | | | |
| **Contact Address**: | | | |
| **Invoice Address** (if different to above): | | | |
| **Telephone Number**: | | | |
| **Email Address**: | | | |
| **Purchase Order Number** (if applicable): | | | |
| **Your Reference Number** (if applicable): | | | |
| **What will the data supplied be used for:** | | | |
| Planning Application |  | Environmental Impact Assessment |  |
| Conservation/Land Management |  | Education/Research |  |
| Other: | | | |

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| **Information Request Details** | |
| **Location** | |
| **Site Name:** | |
| **Ordnance Survey Grid Reference:** | |
| **Have you provided a GIS layer or a map of the site boundary?** | |
| **Search Radius Required** (default is 1km): | |
| **Additional location notes:** | |
| **Data Required - Species** | / x |
| **All Species** |  |
| **Notable Species** (those that appear on the “Conservation Designations for UK Taxa” spreadsheet as compiled by JNCC ([www.jncc.gov.uk/page-3408](http://www.jncc.gov.uk/page-3408)). |  |
| **Protected Species** (those that are protected either fully or partially by national or international legislation). |  |
| **Selected Species or Taxonomic Groups** (please list): | |
| **Selected Years** (if no time period of interest is specified, records from all years will be included) | |
| **Data Required - Sites** | / x |
| **All Designated Natural Heritage Sites** (statutory and non-statutory) |  |
| **Statutory Sites** (Ramsar, SAC, SPA, NNR, SSSI, LNR, Regional Park, Country Park) |  |
| **Non-Statutory Sites** (Scottish Wildlife Trust Reserve, Wildlife Site, Local Geodiversity Site (formerly known as RIGS) |  |
| **Selected Designations** (please list): | |
| **Data Required - Habitats** | / x |
| **Phase 1 Habitat Survey Data** |  |
| **Ancient Woodland Inventory Data** |  |
| **Scottish Semi-Natural Woodland Inventory Data** |  |

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| **Data Release Agreement** | |
| **General Terms**   * I understand that Fife Nature Records Centre operates as a not-for-profit organisation for the provision of biological information. Charges made for the provision of biological information reflect the cost of collating, managing and disseminating biological information. * Fife Nature Records Centre cannot guarantee the accuracy of any data supplied, although all data is validated and verified as far as possible. * I will not hold Fife Nature Records Centre or its data suppliers liable for any losses which might arise from inaccuracy of any data supplied by Fife Nature Records Centre. * Absence of records does not imply absence of a species, merely that no records are held by Fife Nature Records Centre. * Past records of presence of a habitat or species does not guarantee continuance of the habitat or species. * Use of Fife Nature Records Centre data does not in any way replace the need for adequate field surveys. * I understand that details provided on this form and in correspondence will be added to a database and used to provide the requested service and contact me in relation to this service. For further details see the Fife Nature Records Centre Privacy Notice and [Fife Council Privacy Policy](https://www.fife.gov.uk/home/privacy-policy). | |
| **Signature:** | **Date:** | |

**Fife Nature Records Centre requests that biological data collected by the user that relates to Fife be submitted to Fife Nature Records Centre wherever possible. This helps build an improved picture of biodiversity at both a local and national level and allows Fife Nature Records Centre to provide a more comprehensive service to all users.**