

LOCAL WILDLIFE SITES AND ROADSIDE NATURE RESERVES IN KENT



REQUEST FOR COPIES OF SITE SCHEDULES

Kent Wildlife Trust maintains detailed schedules for each of the over 460 Local Wildlife Sites (LWS, previously known as Sites of Nature Conservation Interest or SNCIs) in Kent and Medway. Each schedule consists of a site map and a citation including the site name, location and status and a description of the site and its special interest. An information sheet on LWSs can be downloaded from our website www.kentwildlifetrust.org.uk. We are also able to supply the schedules for the 140+ Roadside Nature Reserves (RNRs) in Kent. Requests for GIS data will also be considered for specific projects.

Copies of Local Wildlife Site or Roadside Nature Reserve schedules can be made available as PDFs by e-mail upon receipt of a completed Request Form, either by post, fax or e-mail with an electronic signature (addresses below). Before filling out the form, you are advised to read the accompanying information. Please note that in accordance with Data Protection legislation, we are unable to supply personal information relating to landowners.

Schedules can be supplied for specific sites, where names, locations or site reference codes are known. There are links to a web map and instructions on our [website](#) to help you find identify the sites you require but please be aware that the boundaries shown may not always be the latest updates. We are also able to undertake a search of any delimited area within the county and supply schedules for any Local Wildlife Sites which fall within the area. In the latter case, you will be contacted prior to the supply of any schedules in order to confirm (a) the number of Local Wildlife Sites concerned, and (b) the fee payable for supplying all relevant schedules.

In order to cover the costs of maintaining and administering the systems, and providing copies of site schedules, a fee is charged for each schedule supplied or where the customer requires a letter confirming that there are no sites within a search area. This fee may, in exceptional circumstances, be reduced or waived at the discretion of the Kent Wildlife Trust. The current fee for each LWS schedule or letter is £35 plus VAT and for each RNR schedule it is £25 plus VAT. You will be invoiced for payment, and no money should be sent in advance. Quotes for GIS data will be provided tailored to each request.

Applicant's name:

Organisation:

Address:

.....

Telephone:

Fax: Order Number for Invoice if needed:

E-mail:

Invoice address (if different from above):

.....

Purpose for which Local Wildlife Site schedule(s) is(are) to be used: e.g. "Desk study for development of..."

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Please let us know EITHER

- Local Wildlife Site schedule(s) required (give site name or reference code) :

OR

- Area of search (please be specific and preferably include either a central grid reference and search radius in metres or kilometres or attach a scale map showing the entire search area) :

/continued overleaf . . .



Kent Wildlife Trust, Tyland Barn, Sandling, Maidstone, Kent, ME14 3BD Tel: 01622 662012 Fax: 01622 671390
alison.riggs@kentwildlife.org.uk www.kentwildlifetrust.org.uk Request Form – LWS & RNR Schedules v8_Jan2016
Registered charity no. 239992 Company limited by guarantee no. 633098 VAT reg. no. 974 8423 78

CONDITIONS OF SUPPLY OF LWS & RNR SCHEDULES

- 1) Copyright on Local Wildlife Site or Roadside Nature Reserve schedules and any information contained therein remains with Kent Wildlife Trust, except for the Ordnance Survey base maps, which remain Crown Copyright.
- 2) Local Wildlife Site or Roadside Nature Reserve GIS data, schedules and any information contained therein may only be used for the purpose for which they were originally supplied, as described by the applicant on the Request Form.
- 3) Local Wildlife Site or Roadside Nature Reserve GIS data, schedules and any information contained therein may not be copied, transferred or passed on to any third party, or published in any form, or placed on the world wide web without the written permission of Kent Wildlife Trust. Such permission will normally only be granted where the Local Wildlife Site or Roadside Nature Reserve schedules and/or any information contained therein are to be supplied to a subcontractor of the applicant and only for the purpose for which they were originally supplied.
- 4) Local Wildlife Site or Roadside Nature Reserve schedules and any information contained therein may be copied by the applicant for internal use only, and may be incorporated into internal reports or reports to the applicant's client or clients, but only for the purpose for which the schedule was originally supplied.
- 5) Crown Copyright on the base maps must be preserved and respected. To receive GIS data you must hold your own Ordnance Survey licence for OS VML or OS MasterMap data for the relevant area.
- 6) Kent Wildlife Trust will not unreasonably withhold the supply of Local Wildlife Site or Roadside Nature Reserve schedules to any *bona fide* applicant for any legitimate purpose.
- 7) Notwithstanding the above, only in exceptional circumstances and at the discretion of Kent Wildlife Trust will Local Wildlife Site or Roadside Nature Reserve GIS data or schedules be supplied to any applicant or applying organisation which
 - a) has failed to adhere with the conditions of supply on a previous occasion; or
 - b) still owes payment for any schedules supplied on a previous occasion.
- 8) Kent Wildlife Trust will normally respond to any request for copies of Local Wildlife Site or Roadside Nature Reserve GIS data or schedules within ten working days of receipt of a completed request form, or, in the case of an area-based search, within ten working days of the applicant's confirmation of the request. However, Kent Wildlife Trust will not be liable for any delays in processing or responding to requests caused by factors outside the organisation's immediate control, including staff sickness or other unavoidable staff absence.
- 9) Applicants will be invoiced for payment, which must be made within 28 days of receipt of the invoice.

Applicant's signature:

Date:

Official use only

Date received:		Order No. for Invoice:	
LWS/RNR schedules supplied (refs):			
Fee:		Code: 30573513	
Reply sent:	(date)	(initials)	



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