

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 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, background information on the site name, location and status, and a description of the site and its special interest. An information sheet on LWSs can be down loaded from our [website](#). We are also able to supply the schedules for the 140+ Roadside Nature Reserves (RNRs) in Kent.

Copies of Local Wildlife Site or Roadside Nature Reserve schedules can be made available 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 no detailed biological records can be made available by post, and, in accordance with Data Protection legislation, we are unable to supply personal information relating to landowners. The Local Wildlife Site schedules are available as PDF files as well as paper copies.

Schedules can be supplied for specific sites, where names, locations or site reference codes are known. The Kent County Council web site www.kent.gov.uk/klis may help you find which of the sites you require but please beware the LWS site boundaries shown are not always 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 £30 plus VAT and for each RNR schedule it is £10 plus VAT. You will be invoiced for payment, and no money should be sent in advance.

Applicant's name:

Organisation:

Address:

.....

Telephone:

Fax:

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 Schedules v3_May2010
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 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 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.
- 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 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 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:		
LWS/RNR schedules supplied (refs):		
Fee:	Code: 30515951	
Reply sent:	(date)	(initials)



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