

# **MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE CHARGING POLICY**



Merseyside  
Environmental  
Advisory Service

**EFFECTIVE FROM 1 APRIL 2018**

## Document Control

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Prepared by	Alan Jemmett PhD, MBA Merseyside EAS Director	Signed: 16/05/2017
Reviewed by	Lucy Atkinson Supports Services and Waste Appraisal Team Leader	Signed: 16/05/2017
Approved by	Alan Jemmett PhD, MBA Merseyside EAS Director	Signed: 06/07/2017

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## **Principles for MEAS Charging Policy**

1. MEAS is a Local Government “not-for-profit” technical advisory service and income from fees charged does not exceed the cost of provision. All MEAS staff are Local Authority employees. MEAS charges for providing discretionary services, including pre-application advice, are made under [section 93 of the Local Government Act 2003](#).
2. MEAS provide advice on the basis of the information before us on a case by case basis. Any fees charged are re-invested in efficient service delivery for wider public good and to meet the objectives of our Local Authority customers. In charging for advisory services and data services MEAS is seeking to ensure that our Local Authorities have access to high-quality, professional, technical environmental advice to inform policy making and decision-taking for the benefit of the environment, places, communities and businesses of the Liverpool City Region.
3. It is entirely at the discretion of the person or organisations making a request (requester) whether they choose to use and/or act upon the advisory services and data services provided by MEAS. As specialist technical advisors the advisory services and data services that we provide should be weighed alongside other considerations for a project, policy or proposal. MEAS, Sefton Council or any of the Local Councils to whom MEAS provides core services accept no liability whatsoever from the advisory services and data services that we provide through this charging policy.
4. MEAS will seek to identify significant procedural, legal and policy risks on the basis of the information available and technical expertise to inform the planning and decision processes of the requester. We will seek to improve the quality and environmental sustainability of any plan or project that we provide advisory services and data services on through this policy. We will apply, on a case by case basis, a hierarchy to seek to avoid impact and significant harm in the first instance through alternatives and then, minimise, mitigate and compensate for adverse effects as appropriate.
5. The procedures that MEAS will follow in providing its pre-application advice, discretionary services and data products is set out in a series of flow diagrams which can be found [here](#).
6. MEAS do not charge for environmental data and information. We charge for advisory services and data products only.

## **Merseyside EAS Data Product Policy**

7. MEAS assembles, manages and maintains a range of databases which contain environmental information. We do this primarily for the Local Authorities that comprise the Liverpool City Region namely; Halton, Knowsley, Liverpool, Sefton, St. Helens, West Lancashire and Wirral. These databases are also available more generally to the public, non-for-profit organisations, educational establishments, Liverpool City Region partners and the private sector.
8. Bespoke and unique information products and services can be provided by MEAS in response to enquiries from commercial customers such as private companies and consultancy. Our policy and fee schedule for the provision of these products and

services is set out in this policy document. For the avoidance of doubt MEAS fees for these products and services exclude any costs associated with database assembly, data collection, database maintenance and database management.

9. MEAS actively maintains, manages and operates four principal databases as follows:
- Merseyside BioBank – the Local Environment Record Centre for North Merseyside (Knowsley, Liverpool, Sefton and St. Helens);
  - The Merseyside Historic Environment Record – the HER for Knowsley, Liverpool, Sefton, St. Helens and Wirral;
  - The Joint Merseyside and Halton Waste Local Plan evidence base – the adopted Waste Local Plan for Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral;
  - The Liverpool City Region Ecological Network – the ecological evidence base for Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral to draw upon for Local Plan and other purposes.
10. These databases have been assembled, maintained and managed using public funding and are for evidential purposes. A wide range of public, private, voluntary and academic sources of data have been incorporated into these databases. Intellectual copyright of those data remains with the data originator. MEAS has permission to use the databases to provide the products and services as set out in this document and according to other individual agreements.

### **MEAS Charging policy – Scope and Fees**

11. The scope of the MEAS charging policy is set out in the following list. The geographical coverage of our data products and advisory services varies depending on technical scope. Clicking on the link will take you to the appropriate section of this policy:
- [I want Discretionary Advisory Services](#)
  - [I want Pre-Application advice](#)
  - [I want a BioBank Local Environmental Record Centre data product \(search\)](#)
  - [I want a Historic Environment Record data product \(search\)](#)
  - [I want a Waste Local Plan data product](#)
  - [I want other MEAS Technical Advisory Services](#)

**Table 1 – MEAS Discretionary Advisory Services**

<b>Discretionary Advisory Services</b>	<b>Description</b>	<b>Standard of Service</b>	<b>2018/19 Charges</b>
<p>Discretionary advice before Pre-Application process begins with the Local Planning Authority</p>	<p>Normally at a very early stage of option appraisal / site or scheme planning.</p> <p>Scope of pre-application advice are those planning matters within the technical remit of MEAS – archaeology, contaminated land, ecology and biodiversity, EIA scoping, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.</p> <p>MEAS does not charge for EIA screening and/or an EIA scoping opinion where this forms part of the statutory duty of the Local Planning Authority (LPA) under the EIA Regulations. MEAS will charge for informal EIA scoping where a request has been made for discretionary advice that <u>does not</u> form part of an application to the LPA for a scoping opinion under the EIA Regulations.</p> <p>MEAS has 4 fixed charge rates that apply as set out in the right hand column for a single piece of written, integrated advice.</p> <p>For more complex cases where discretionary advice is sought and / or where additional advice is required beyond the single piece of written, integrated advice, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates (see Table 7).</p> <p>For the avoidance of doubt the scope of discretionary advice excludes the fees for Merseyside BioBank Local Environmental Record Centre Data Product Service, Historic Environment Record Standard Data Product and Waste Local Plan Standard Data Product as these are all separate services and charged accordingly.</p> <p>Advice will be provided without the benefit of a site visit. Advice is confidential between requester and MEAS.</p>	<p>15 working days from written acceptance of quotation by requester.</p>	<p>Single household / dwelling extension - fixed fee £60.00 exclusive of VAT.</p> <p>Householder application demolition, rebuild of 1 dwelling within existing curtilage or 1 new dwelling - fixed fee £125 exclusive of VAT.</p> <p>Minor applications - fixed fee £250 exclusive of VAT.</p> <p>Major applications – fixed fee £450 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.</p>

## MEAS Pre-Application Advice

12. Merseyside Environmental Advisory Service (MEAS) are specialist technical advisors to the 6 Liverpool City Region Local Planning Authorities and West Lancashire Borough Council. MEAS is a shared local government service for the Liverpool City Region. In recent years MEAS provided advice on almost 1000 development management cases across the Liverpool City Region and West Lancashire. The planning fee paid for pre-application advice in Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Councils, from 01 April 2018, includes the fee for MEAS advice as set out in this policy.
13. All the Liverpool City Region Local Planning Authorities and West Lancashire Borough Council strongly advocate consultation with MEAS and have embedded that within the scope of their pre-application process. This is necessary to ensure that environmental issues, risks and opportunities to the proposed development are identified very early in the development management process – this is commonly called “front-loading”. The Local Planning Authorities will include consultation with MEAS within the fee charged by them to applicants and their advisors – the development management teams will make a judgement when it is necessary to consult MEAS for pre-application advice.
14. The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. More detail on the scope of MEAS technical services can be found at <http://www.meas.org.uk/1070>
15. Early consultation with MEAS will assist applicants in planning for required information and assessments, including environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision.

**Table 2 – MEAS Pre-Application Advice (charges to be included within the Local Planning Authority fees).**

Pre-Application Advice	Description	Standard of Service	2018/19 Charges
Pre-Application advice once a request has been submitted to the Local Planning Authority for pre-application advice.	<p>Scope of pre-application advice are those planning matters within the technical remit of MEAS – archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.</p> <p>MEAS does not charge for EIA screening and/or an EIA scoping opinion where this forms part of the statutory duty of the Local Planning Authority (LPA) under the EIA Regulations.</p> <p>Chargeable when pre-application advice is sought from the Local Planning Authority and MEAS advice is included. MEAS has 4 fixed charge rates that apply</p>	15 working days from written acceptance of quotation by requester.	<p>Single household / dwelling extension - fixed fee £60 exclusive of VAT.</p> <p>Householder application demolition, rebuild of 1 dwelling within existing curtilage or 1 new dwelling - fixed fee £125 exclusive of VAT.</p> <p>Minor applications - fixed fee £250 exclusive of VAT.</p>

	<p>as set out in the right hand column for a single piece of written, integrated advice. The cost of this advice will be included within the Local Planning Authority charges.</p> <p>Advice will include information that would be expected to be included in a planning application including: scope of evidence / data required; type of surveys including duration of baseline survey required / seasonality; desk-based assessments required; options to avoid impact.</p> <p>For more complex cases where discretionary advice is sought and / or where additional advice is required beyond the single piece of written, integrated advice, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates (see Table 7).</p> <p>For the avoidance of doubt the scope of discretionary advice excludes the fees for Merseyside BioBank Local Environmental Record Centre Data Product Service, Historic Environment Record Standard Data Product and Waste Local Plan Standard Data Product as these are all separate services and charged accordingly.</p> <p>Advice will be provided without the benefit of a site visit. MEAS pre-application advice is provided to the Local Planning Authority whom then includes it within their advice to the applicant.</p>		<p>Major applications – fixed fee £450 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.</p>
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**Table 3 – Merseyside BioBank Local Environmental Record Centre data product (search)**

<b>BioBank Local Environmental Record Centre data product (search)</b>	<b>Description</b>	<b>Standard of Service</b>	<b>2018/19 Charges</b>
Desk Based Data products: Merseyside BioBank Local Environment Record Centre	As per section 3.1 in Appendix 2. Restricted to Knowsley, Liverpool, Sefton and St. Helens.	10 working days from written acceptance of quotation by requester.	<a href="#">As per MBB published charging schedule</a>

**Table 4 – Merseyside Historic Environment Record data product (search)**

<b>Historic Environment</b>	<b>Description</b>	<b>Standard of Service</b>	<b>2018/19 Charges</b>
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<b>Record data product (search)</b>			
Desk Based Data products: Merseyside Historic Environment Record	As per section 3.2 in Appendix 2. Restricted to Knowsley, Liverpool, Sefton and St. Helens.	7 working days from written acceptance of quotation by requester.	<a href="#">As per HERAS published charging schedule</a>

**Table 5 – Merseyside and Halton Waste Local Plan services**

<b>Waste Local Plan data product</b>	<b>Description</b>	<b>Standard of Service</b>	<b>2018/19 Charges</b>
Waste Local Plan Standard Data Product	As per section 3.3 in Appendix 2. All LCR Councils Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral.	10 working days from written acceptance of quotation by requester.	<a href="#">As per WLP published charging schedule</a>

**Table 6 – Other MEAS Technical Advisory Services**

<b>Other MEAS Technical Advisory Services</b>	<b>Description</b>	<b>Standard of Service</b>	<b>2018/19 Charges</b>
Planning Performance Agreements	Agreements for enhanced MEAS service. MEAS is happy to enter into dialogue with requesters who are seeking an enhance level of service e.g. Planning Performance Agreement for major applications on a case by case basis.	To be agreed with the requester on a case by case basis.	Agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.
Core work (e.g. planning applications, local plans, and Part IIA contaminated land) within LCR where allocated time threshold has been exceeded by a Council.	Charges on basis of agreed scope and time taken to complete work. Invoices evidenced by time recording to 15 minute periods.	Normally within 15 working days from written acceptance of quotation by requester. 30 working days for EIA development.	Chargeable time basis as per rate 2, in Table 7. For Service Level Agreements on a chargeable time basis as per rate 1 in Table 7.
Pay-by-project work for LCR local authority non-core work.	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of time taken and evidenced by time recording to 15 minute periods.	Agreed in writing on a case by case basis.	Chargeable time basis as per rate 2, in Table 7.
Commissioned work from non-core partners such as LCR LEP, LCR Combined Authority, Mersey Travel and MRWA	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of time taken and evidenced by time recording to 15 minute periods.	Agreed in writing on a case by case basis.	Chargeable time basis as per rate 3, in Table 7.
Commissioned work from local authorities or other public bodies outside of the	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on	Agreed in writing on a case by case basis.	Chargeable time basis as per rate 3, in Table 7.



Other MEAS Technical Advisory Services	Description	Standard of Service	2018/19 Charges
LCR	basis of time taken and evidenced by time recording to 15 minute periods.		
Site visits	Not normally undertaken. Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of actual time taken and evidenced by time recording to 15 minute periods.	Agreed in writing on a case by case basis – may be seasonally and weather determined.	Chargeable time basis as per rates 2 and 3, in Table 7 and section 3.2 for HERAS Appendix 2.

16. The daily and hourly fee rates for MEAS advice in 2018/19 are set out in Table 7 below.

**Table 7 – MEAS Charges effective from 01 April 2018.**

Staff Level	Core	Core	Non-Core within LCR	Non-Core within LCR	Non-Core outside LCR and/or no legal agreement	Non-Core outside LCR and/or no legal agreement
See note 1	<b>Fee Rate 1</b>	<b>Fee Rate 1</b>	<b>Fee Rate 2</b>	<b>Fee Rate 2</b>	<b>Fee Rate 3</b>	<b>Fee Rate 3</b>
	<b>Daily</b> (note 2)	<b>Hourly</b>	<b>Daily</b>	<b>Hourly</b>	<b>Daily</b>	<b>Hourly</b>
<b>Support Staff</b>	£168.59	£23.42	£180.35	£25.05	£203.88	£28.32
<b>Technical Officer</b>	£231.63	£32.17	£247.79	£34.42	£280.11	£38.90
<b>Technical Specialist</b>	£264.56	£36.74	£283.01	£39.31	£319.93	£44.43
<b>Principal</b>	£304.56	£42.30	£325.81	£45.25	£368.30	£51.15
<b>Team Leader</b>	£335.35	£46.58	£358.75	£49.83	£405.54	£56.32
<b>Development Manager</b>	£372.17	£51.69	£398.14	£55.30	£450.07	£62.51
<b>Director</b>	£523.01	£72.64	£559.50	£77.71	£632.48	£87.84

Notes  
1: Support staff e.g. administration officer; Technical officer e.g. technician, project officer, assistant ecologist; Technical Specialist e.g. planning archaeologist, contaminated land officer; ecologist; Principal e.g. contaminated land principal officer, LERC Manager, principal ecologist.  
2: 7.2 hour working days  
3: VAT is chargeable on all fees in Table 7.

17. MEAS fee rates may be amended at any time at the discretion of MEAS. The charging policy detailing current fee rates is published at <http://www.meas.org.uk/1282> However, if work has commenced with an agreed fee rate (in a quotation or exchange of correspondence) that rate will be used unless agreed otherwise in writing. MEAS also reserves the right to vary the fee rates from those in the published charging policy on the basis of the technical demands, capacity and timescale pressure with the written agreement of the requester.

## MEAS Standards of Service

18. MEAS will provide a quotation, for agreement in writing with the requester, for completion of the work. The quotation will be based on our understanding of the needs of the requester on the basis of information supplied by the requester. For services provided on a chargeable time basis MEAS will, in its quotation provide information in writing and for agreement in writing with the requester, which may include:
  - Our understanding of the scope of services / advice to be provided and our technical ability to provide those advisory services and data products;
  - Fee rates and payment schedule and this will usually be through our published charging policy at <http://www.meas.org.uk/1282> With the exception of our fixed charges, this will include a non-binding, estimate of a charge ceiling. We operate a time recording cost-recovery system and the charge will be calculated on the basis of the time taken (to the nearest 15 minutes) to provide the requested advisory services and data products and not the estimated charge;
  - Identify a lead officer undertaking the work;
  - List of deliverables such as reports, recommendations, mapped outputs, brief or scope of work and format for those deliverables;
  - Timescale for delivery, taking into account other work demands on MEAS;
  - List of assumptions and information to be provided by the requester;
  - Format of required outputs e.g. paper, electronic, Microsoft Office format, GIS data etc;
  - Information on copyright, intellectual property rights and user restrictions for the services and data provided;
  - Description of advisory services and data limitations.
19. The procedure that MEAS follows in the provision of discretionary services and data products is set out [in a series of flow diagrams](#) which can be found by following links within the policy.
20. No work will be undertaken until such time as written acceptance (normally email, occasionally letter) has been received from the requester on the basis of the quotation or published charging policy provided by MEAS. Payment terms - payment is due immediately upon commencement of work and should be paid within 14 days from commencement unless otherwise agreed in writing e.g. for work that may be undertaken over a longer period.
21. **Confidentiality** - MEAS data products, advisory services and planning application advice are subject to public disclosure unless agreed otherwise:
  - Pre-application advice provided by MEAS through the Local Planning Authority will be kept confidential to the Local Planning Authority and the requester. A copy of MEAS pre-application advice will be provided to both the requester and Local Planning Authority. That advice may be publicly disclosed according to the requirements of Environmental Information Regulations, Freedom of Information and the Information Commissioner because MEAS is acting on behalf of the Local Planning Authority and not the requester in the provision of that advice;

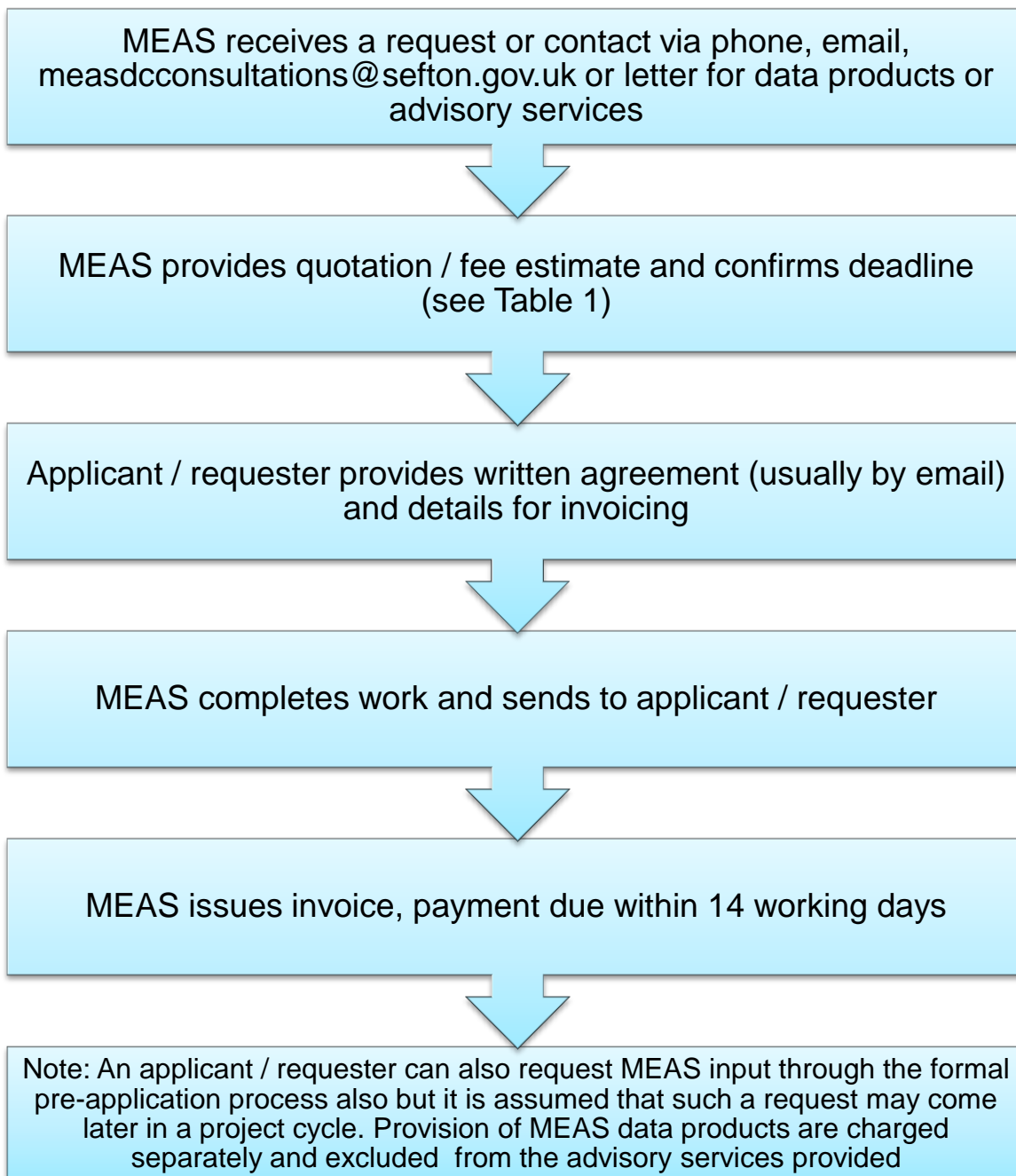
- Discretionary advice not directly associated with a planning application or an application to the Local Planning Authority for pre-application advice will remain confidential to the requester.
22. **Conflict of Interest** - MEAS will seek to avoid any potential conflict of interest and fully disclose any such matters. MEAS has an existing system in place to ensure that there is clear separation of responsibilities and roles between discretionary advice services and the formal, fully disclosed, planning process. For the avoidance of doubt, MEAS can decide at any time to cease the provision of data services and advisory services.
  23. As a Local Government service MEAS carries appropriate employer liability and third party insurances which can be provided to requesters.
  24. **Payment Terms** - The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless agreed otherwise between MEAS and the requester.

## Appendix 1

### Procedures for Merseyside EAS Pre-Application Advice, Discretionary Services and Data Products

#### I want MEAS Discretionary Advisory Services

Request for Discretionary services that is not part of the Formal Pre-application Process with a Council. In this instance, the applicant or requester chooses to consult MEAS before any formal request has been made to the Local Planning Authority for pre-application advice and/or an EIA scoping opinion under the EIA Regulations. It is also assumed that the applicant / requester will have access to the MEAS website. There could be many reasons why such a request could be made but it is potentially a very important tool for risk reduction e.g. planning, procurement, timescale, costs and investment risk management.



## **I want MEAS Pre-Application Advice**

The applicant or requester has already made a formal request to the Local Planning Authority (LPA) for pre-application advice and that this is being dealt with according to the Council's published policy and fees. The Council will already have included the MEAS charges within their fees. Nonetheless, a link to the MEAS website charging policy from an appropriate location within the Planning Services website, paper and e-form will be available.

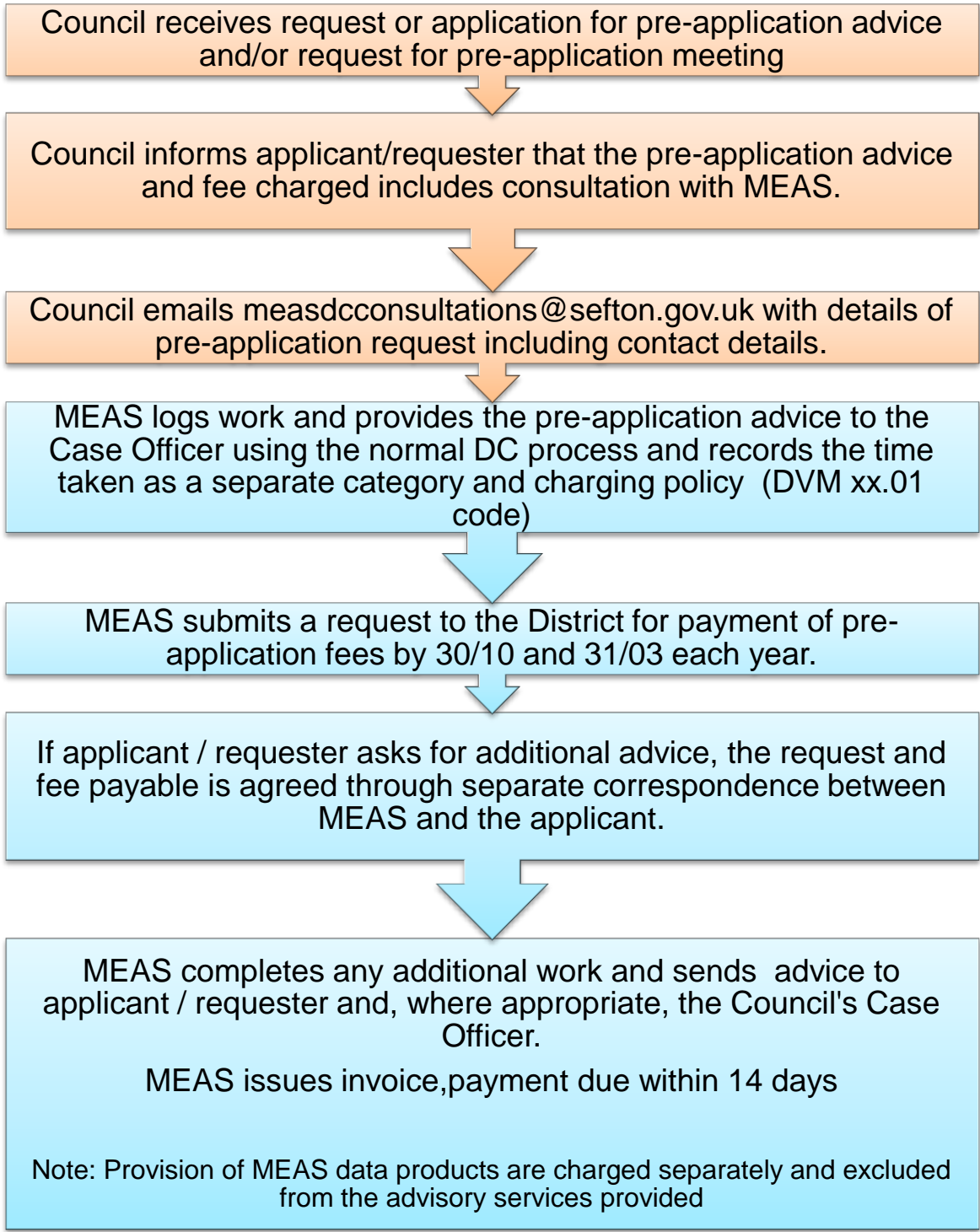
In the fees and charges documentation (paper and online) the Council states that it is normal practice to include MEAS advice within the Council's pre-application response and fees charged. For the avoidance of doubt, the Council is strongly advocating to an applicant that the scope of pre-application advice includes MEAS as part of the Council's team as it is an important opportunity for the applicant to identify and reduce risks at an early stage of the development process. The Council's development management team will make a judgement on whether MEAS advice is necessary on a case by case basis.

When the Council informs the applicant / requester of the scope and cost of pre-application advice this communication will include the following, or similar text:

*"Your request for pre-application advice includes a fee for Merseyside Environmental Advisory Service, who are the Council's specialist environmental advisor on archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.*

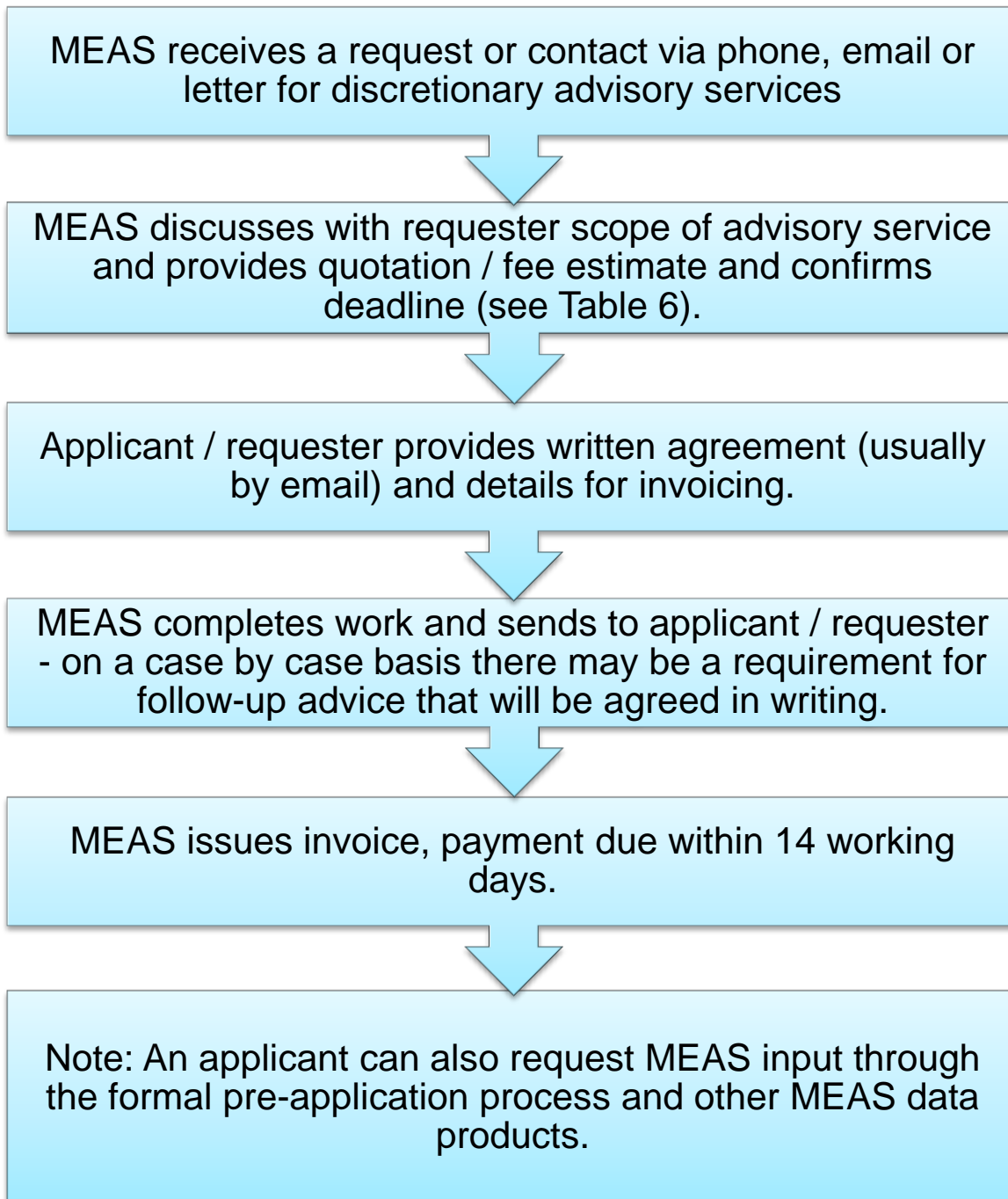
*Early consultation with MEAS will assist applicants in planning for required information and assessments, including environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision.*

*The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. MEAS may be contacted directly by emailing [measdconsultations@sefton.gov.uk](mailto:measdconsultations@sefton.gov.uk) or calling 0151 934 4951. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1070>*



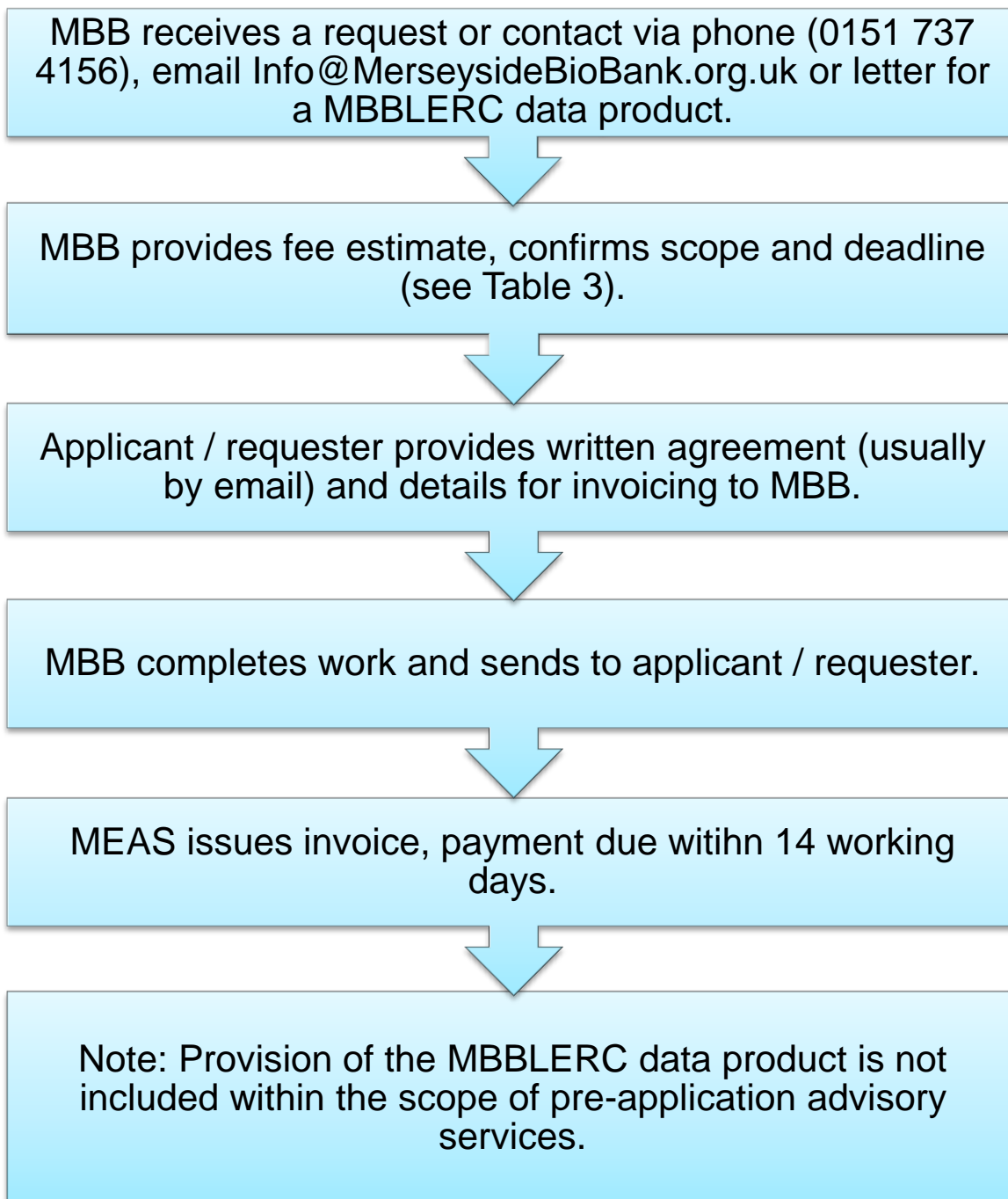
## I Want Other MEAS Technical Advisory Services

This could include all other discretionary and technical advisory services provided by MEAS included those detailed in Table 1 of the Charging Policy and are within the technical scope of MEAS. The key part of the process is agreement of scope of the advice. MEAS will use its best endeavours to provide the advisory services through a swift and efficient process and according to the timescales of the applicant / requester.



## **I Want a Merseyside BioBank Local Environmental Record Centre (MBBLERC) Data Product / Search**

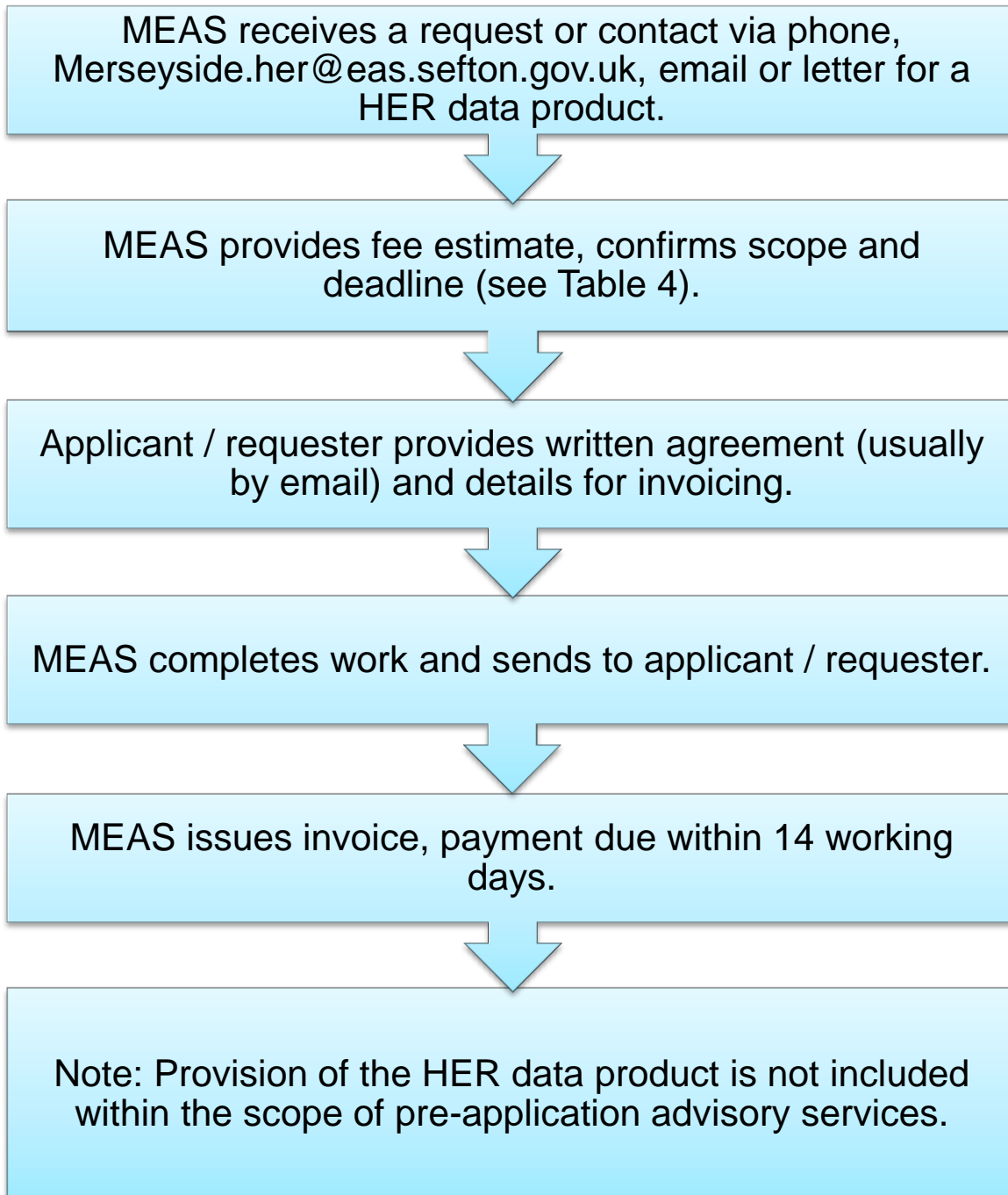
When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.





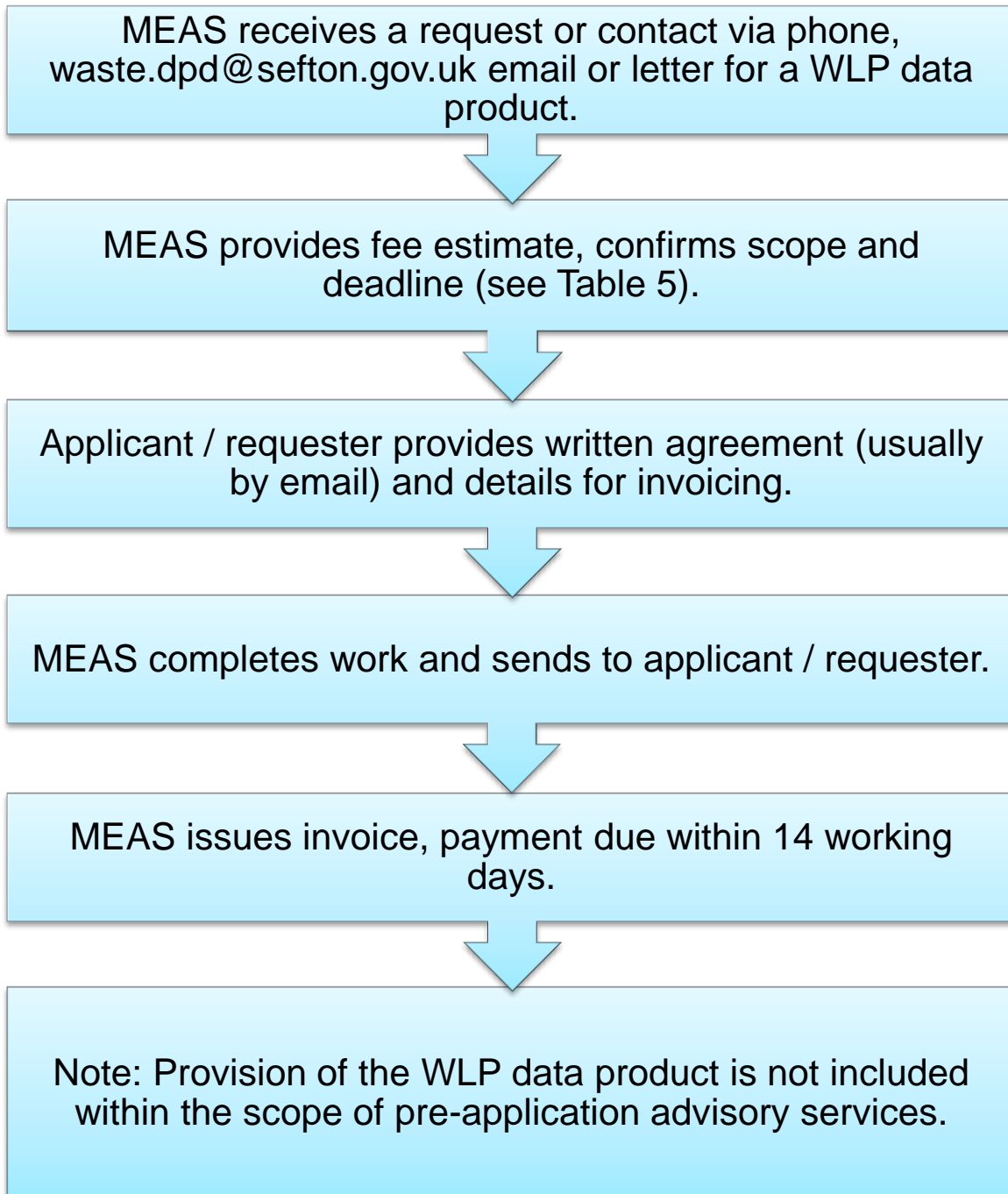
## I Want a Historic Environment Record (HER) Data Product / Search

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



## I Want a Merseyside and Halton Waste Local Plan (WLP) Data Product

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



# Merseyside BioBank Local Environment Record Centre Data Products and Services – Charging Policy

## Commercial users

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the Merseyside BioBank Local Environment Record Centre data products and services (the products and services) as set out in the schedule below. The licence provides permission to reproduce the Merseyside BioBank data for commercial purposes (such as commercial advice, services and/or publications) restricted solely to that specific, unique Merseyside BioBank commercial enquiry. The permission excludes use or interpretation of those data for any other commercial purpose or commercial uses whatsoever.

For the avoidance of doubt, the licence fee does not include any element of Merseyside BioBank database assembly, data collection, database maintenance or database management and relates solely to the licence for the re-use and interpretation of those data for unique commercial purposes.

**Standard data product fee is £175 (excl VAT) - this includes:**

- A standard report of all designated species within the search area to 2000 metres from a user defined point;
- Priority Habitat coverage;
- Detailed Phase 1 and NVC information where available to 500m;
- The provision of Local Site citations where available to 2000m; and
- Liverpool Ecological Network elements of Core Biodiversity Area, Stepping Stones, Habitat Linkages, Nature Improvement Area Focus Area Profiles in the form of GIS attributed layers within the search area to 2000 metres.

**Data product fee for single householder application is £125 (excl VAT) - this includes:**

- A standard report of all designated species within the search area to 1000 metres from a user defined point;
- Priority Habitat coverage;
- Detailed Phase 1 and NVC information where available to 200m;
- The provision of Local Site citations where available to 2000m; and
- Liverpool Ecological Network elements of Core Biodiversity Area, Stepping Stones, Habitat Linkages, Nature Improvement Area Focus Area Profiles in the form of GIS attributed layers within the search area to 1000 metres.



**Reduced data product fee of £90 (excl VAT)** may be applied for searches that only require records for certain restricted taxonomic groups with a search radius of 2000 metres or less.

Examples of data requests that may increase the standard data product fee are:

- A request for information which is not provided as part of our 'standard data product' service. See below for additional service rates.
- A request that effectively includes more than one search area. For example requesting searches on a site at both 500 metre and 1000 metre buffers will be treated by Merseyside BioBank as two separate products for the purposes of quoting a price and servicing the requests.
- A request for a search around a complicated boundary which is not supplied to us in either MapInfo .TAB or ESRI Shapefiles and which, therefore, we have to digitise.
- A request for a search around a boundary encompassing a large area to be agreed with the requester prior to work being undertaken.

Data searches will normally be scheduled and products supplied within 10 working days following confirmation of quotation. Current service turnaround is typically <5 days. If a faster turnaround is required, please contact Merseyside BioBank to discuss your requirements.

**Overlapping Data Product Requests** - Instances of data requests where a Search Area falls outside the boundary covered by Merseyside BioBank may, at the discretion of Merseyside BioBank staff, be reduced in cost. Reduced charges will be proportionate to the area omitted from the search but will not be less than £70 (excl VAT).

#### **Additional Service Rates and Non-Standard Products**

Merseyside BioBank is able to provide other bespoke and unique data services and products beyond the scope of our standard product. An indication of these products and services are outlined below. Please contact Merseyside BioBank (0151 737 4156 or [Info@MerseysideBioBank.org.uk](mailto:Info@MerseysideBioBank.org.uk)) to detail your requirements and for a quote:

- **Data Mapping (Imagery), £50 (excl VAT)** - Mapping of species or habitat data and the provision of that information in the form of an image file;
- **Data Mapping (GIS), £70 (excl VAT)** - Mapping of species or habitats data in the form of GIS attributed layers;
- **Service Level Agreements, £5,000 (excl VAT)** - Annual rate covering bespoke/strategic level service provision and data access;
- **Non-Standard Products** – please contact Merseyside BioBank for more complex requests and/or larger areas. For these non-standard products we will agree the charges with you on a case by case basis.

**The Liverpool City Region Ecological Network Data Products services** - the Liverpool City Region Ecological Network is included within the Local Environmental Record Centre standard data product fee:

*Merseyside Environmental Advisory Service – delivering high quality environmental advice and sustainable solutions to the Districts of Halton, Knowsley, Liverpool, St.Helens, Sefton and Wirral* 20



- **Liverpool City Region Ecological Network-only data product services are charged at £100 (excl VAT) for commercial users.**

### **Non-commercial users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary nature conservation organisations and natural history societies and other organisations, including recording groups who have either service level agreements or data exchange agreements with Merseyside BioBank. Enquirers may be asked to provide credentials.

Information to *bona fide* inquirers, who will use the data for non-commercial purposes, is normally supplied free of charge. However, if a significant amount of staff time and/or resources are required for an enquiry then a handling charge may be necessary but will be kept to a minimum. This will be specific to the nature of the enquiry.

### **Local Wildlife Sites**

Merseyside BioBank provides Local Site information for North Merseyside free of charge for both commercial and non-commercial requests. Information includes citation and boundary information where available.

### **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

### **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time and will normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Merseyside BioBank at: [Info@MerseysideBioBank.org.uk](mailto:Info@MerseysideBioBank.org.uk)*



# Merseyside Historic Environment Record Products and Services Charging Policy

## Commercial users

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the Merseyside Historic Environment Record (HER) data products and services (the products and services) as set out in the schedule below. The licence provides permission to reproduce the Merseyside HER data for commercial purposes (such as commercial advice, services and/or publications) restricted solely to that specific, unique Merseyside HER commercial enquiry. The permission excludes use or interpretation of those data for any other commercial purpose or commercial uses whatsoever.

For the avoidance of doubt, the licence fee does not include any element of Merseyside HER database assembly, data collection, database maintenance or database management and relates solely to the licence for the re-use and interpretation of those data for unique commercial purposes.

**Standard data product fee is £175 (excl VAT).** This includes: a standard report of all designated and non-designated heritage assets along with information on previous archaeological interventions within the specified search area. Also provided are GIS files for these HER entries.

**HER check.** No fee is charged for a simple check of the HER, to confirm the presence of HER entries within a specified area or the existence of an entry for a given building or site.

Data searches will normally be scheduled and products supplied within 7 working days following confirmation of quotation acceptance e.g. through email. Current service turnaround is typically same day.

## Non-commercial users

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary heritage conservation or archaeological organisations and local societies and other organisations. Enquirers may be asked to provide credentials.

Information to *bona fide* enquirers, who will use the data for non-commercial purposes, is supplied free of charge.

## **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision



of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

### **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time and will normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Merseyside HER at: [Merseyside.her@eas.sefton.gov.uk](mailto:Merseyside.her@eas.sefton.gov.uk)*



# The Joint Merseyside and Halton Waste Local Plan Data Products and Services Charging Policy

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the joint Merseyside and Halton Waste Local Plan data products and services as set out in the schedule below. The licence provides permission to reproduce the Waste Local Plan data for commercial purposes (such as commercial advice, services and/or publications) restricted only to that specific, unique Waste Local Plan commercial enquiry. The permission excludes use or interpretation of those data returned for any other commercial purpose or commercial uses what-so-ever.

In response to a Waste Local Plan search request, the site centre NGR and site boundary (e.g. Red-line) are checked by a MEAS officer to ensure the enquirer has supplied the right information (e.g. comparing site name to actual location of the co-ordinates) and that we have an accurate understanding of what is being requested. MEAS may liaise with the enquirer regarding the search radius (e.g. will not bring in too many irrelevant records or omit important sites outside their specified radius).

**Standard data product of £175 (excl VAT) for potential Waste Site Enquiries.** An area selected using the site centre NGR and site boundary supplied is carried out in MapInfo and the selected Waste Local Plan entries called up on the database. These are quickly checked to ensure there are no obvious errors (e.g. positional or naming). Standard data product includes the following:

- Digital report with site score results based on the Waste Local Plan site scoring method;
- Standard report identifying significant constraints for the site;
- Whether the site falls within an Area of Search.

## **Non-Commercial Users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary organisations and societies and other organisations, who have either service level agreements or data exchange agreements with Merseyside EAS. Enquirers may be asked to provide credentials.

## **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services





provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

### **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time and will normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Waste Local Plan at: [waste.dpd@sefton.gov.uk](mailto:waste.dpd@sefton.gov.uk)*

