

How to find landowner details



It is important that you gain permission in advance from any landowner or custodians if you are entering private woodlands or sites with restricted access. **It is also important to ask permission from the landowner or custodian to tag a confirmed bat tree roost and gather some basic essential data plus where possible additional information about the tree roost and its immediate surroundings, whether it is on the public forest estate or private land.** Below we have provided a few methods on how to find landowner details.

1. **Search the address online.** Entering the address and any details about the land into a search engine is always a good place to start and is likely to get the information you need.

2. **Use paid websites.** These are usually based on the information found in official registries. Such sites include www.landregistryservices.com for England & Wales, www.dfpni.gov.uk/topics/land-registration for Northern Ireland, and www.ros.gov.uk/ for Scotland. The information you need can be found in the Title Register, but please be aware you will be charged a fee to see the landowner's details. A land registry guide was put together by Ross Baker from the Surrey Bat Group. This guide can be downloaded from [here](#).

3. **Ask around.** Sometimes this can be the easiest way to find out the landowners' details. Try to ask in the local post office/shops/pubs to see if anyone knows the details of the landowner or can pass your details on to them.

4. **Check the electoral register.** The electoral register lists the names and addresses of everyone who's registered to vote. If you have the address of the site, you need to survey you can use this to look up the name of the landowner. You can find out where to view the electoral register by contacting your local Electoral Registration Office from here <https://www.gov.uk/get-on-electoral-register>. It tends to be available at local libraries.

5. **Contact park departments and staff.** If the whole site or sections of it are located within a park there are a range of options for whom to contact to get landowner details. If it's a public park try contacting the local council's parks department. For National Parks contact the National Park Authorities. Staff are also worth contacting such as park rangers and nature reserve managers.

6. **Contact the council.** Your local council may also be able to provide you with landowner permission if your site is on council-owned land. All councils will have a website where you can obtain contact details or fill in an enquiries form.

7. **Contact Forestry England.** The Public Forest Estate regional offices contacts details can be found on their website <https://www.forestryengland.uk/our-offices>

Once found, please contact the landowner to ask permission to enter their land.

Landowner Permission

For the surveyor: If you find a confirmed bat roost you want to tag, please first seek permission from the landowner and fill the form below, with the landowner's name and contact details together with the tree tag number and grid reference for each tree roost. If possible, please ask the landowner to sign the permission form to confirm they are happy for you to share all the records collected with Bat Conservation Trust (BCT), the Bat Tree Habitat Key (BTHK), NBN Atlas, researchers and BCT Projects. You will need to keep a copy of this form for your records but please inform BCT at brtts@bats.org.uk that permission has been granted by providing a copy of the completed form.

For the landowner: A copy of this form will be forwarded to BCT. It's the surveyor's responsibility to share any tree roost and species records gathered with the landowner and with BCT. Records will feed into two databases - the BCT and the BTHK database, so we can gain an insight into tree roosting bat ecology. Grid references will not be made publicly available on the BTHK database.

BCT believes it is important to provide open access to the data, where it can if it does not compromise the security of sensitive sites or the privacy of the landowner. To do this we would like to share the tagged tree records with the National Biodiversity Network Atlas (NBN Atlas), researchers and BCT projects. Please have a look at page 3 and let us know if you're happy for us to share the records collected by the surveyor with NBN Atlas, researchers or BCT projects. You have the option to indicate if you do not wish for any records to be shared with the NBN Atlas.

Landowner's name & contact details (phone number and email address)

Please see the associated briefing note for woodland owners and managers and the landowner privacy notice for more data sharing information.

Tree species	Tag number	Grid Reference

I have given permission to tag and survey the above confirmed tree roost(s) on my land. I also permit the surveyor to share all the tree roost and species records with BCT and BTHK.

Signed _____

Date _____

Your personal and contact details will be entered in a password protected BCT database for the sole purpose of contacting you about further surveys of the tree roost/s in the future. Your personal details will not be shared publicly.

If you **DO NOT** wish the Bat Conservation Trust to hold your details, please tick this box ☐

Sharing data via the National Biodiversity Network Atlas (NBN Atlas)

Please see the associated briefing note for woodland owners and managers and the landowner privacy notice for more data sharing information.

Please choose from the following options:

I would like data from the tagged tree roost/s to be included on the NBN Atlas with the following grid reference resolution:

Public access

10 km – (e.g. TL63 - identifies the 10 km square in which the site is located) ☐

1 km – (e.g. TL6233- identifies the 1 km square in which the site is located) ☐

If you **DO NOT** wish for records collected from the tagged tree/s to be made available to the NBN Atlas under public access, please tick this box ☐

Enhanced access

10 m – (e.g. TL629303380 - identifies the 10 m square in which the site is located) ☐

100 m – (e.g. TL629338- identifies the 100 m square in which the site is located) ☐

If you **DO NOT** wish for records collected from the tagged tree/s to be made available to the NBN Atlas under enhanced access, please tick this box ☐

Please note a high-resolution grid reference will be more useful for informing where trees may be at risk. For public access, we encourage that the 1 km resolution is selected and for enhanced access, we encourage that the 10 m resolution is selected unless there are concerns about site sensitivity or landowner privacy.

Sharing records submitted to BTHK with Researchers

Please see the associated briefing note for woodland owners and managers and the landowner privacy notice for more data sharing information.

Share records including grid ref and site name with Researchers at 1km resolution ☐

Share records including grid ref and site name with Researchers at 10m resolution ☐

If you **DO NOT** wish for records collected from the tagged tree/s to be made available to researchers, please tick this box ☐

Sharing records submitted to BTHK with BCT projects

Share records including grid ref and site name with BCT Projects at 1m resolution ☐

If you **DO NOT** wish for records collected from the tagged tree/s to be made available to BCT projects, please tick this box ☐

Thank you for your important contribution to the Bat Roost Tree Tag Scheme.