**CPERC Recording Sheet**

Thank you very much for submitting your records to the Cambridgeshire and Peterborough Environmental Records Centre (CPERC), your

contact details will remain confidential. Your records will be entered into our main database and will be available to third parties. Please notify us directly if you have any concerns regarding the availability of this data.

Please **e-mail** the completed spreadsheet along with your contact details to **data@cperc.org.uk** or post to

Cambridgeshire and Peterborough Environmental Records Centre, The Manor House, Broad Street, Great Cambourne, Cambridgeshire. CB23 6DH

**Please make sure you fill in all fields with an Asterix (highlighted in green) and fill in the details in the following way**

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| --- | --- |
| Species\* | Common name or scientific name is fine. Please write only the species, even if it's a sign of the species e.g. Common Toad, ***not*** Common Toad spawn |
| Location\* | Please note any site name here e.g. Woodwalton Fen. If there is none (e.g. if it's your home), please state the nearest town, or village e.g. Ramsey. If there is more than one detail, *please separate with a comma* |
| Location Details | State any further location details here e.g. at T-junction of Great Raveley drain, *or* your street name (no need for house number) |
| Grid Ref\* | Please use at least 6 figure grid reference with no spaces between numbers and letters, use [**https://gridreferencefinder.com**](https://gridreferencefinder.com) to help you find it |
| Date\* | Where possible in the form **dd/mm/yyyy** |
| Abundance | If relevant and known, please put the number seen or heard |
| Comments | Any other relevant information. For example: about what you saw/heard (e.g. spawn / an adult / singing breeding pair etc.); how frequently you see it; any further location details. If you haven't sent a record to us before, it's good to know a bit about your interests e.g. if you are recording birds, please tell us if you have attended a bird identification course, or if you have volunteered with a local recorder and how often e.g. I volunteered previously with a local group doing breeding bird surveys for the BTO in 2011 |
| Recorder Name\* | Observer’s name in the form Joe Bloggs. Please just put one person's name down unless you *always* wish to send records in with the same family member, or friend (e.g. if you put Mr & Mrs J Bloggs we will not be able to separate your records later).  |

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| Species\* | Location\* | Location Details | Grid Ref\* | Date\* | Abundance | Comments | Recorder Name\* |
| e.g. Bufo bufo | Ramsey Forty Foot | Wells Bridge | TL298880 | 01/05/2024 | 2 | Adult male seen crossing road from north to south around 7pm | Mr Joe Bloggs |
| e.g. Grass snake | Old Sulehay Reserve | Cow Wood, Peterborough | TL059984 | 03/05/2024 | 1 | Skin found under log, 5m from south entrance to wood | Mrs Wendy Bloggs |
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