Request a new site

At the top of the Locations page you will see a blue **Request New Site** button (see Fig. 1).
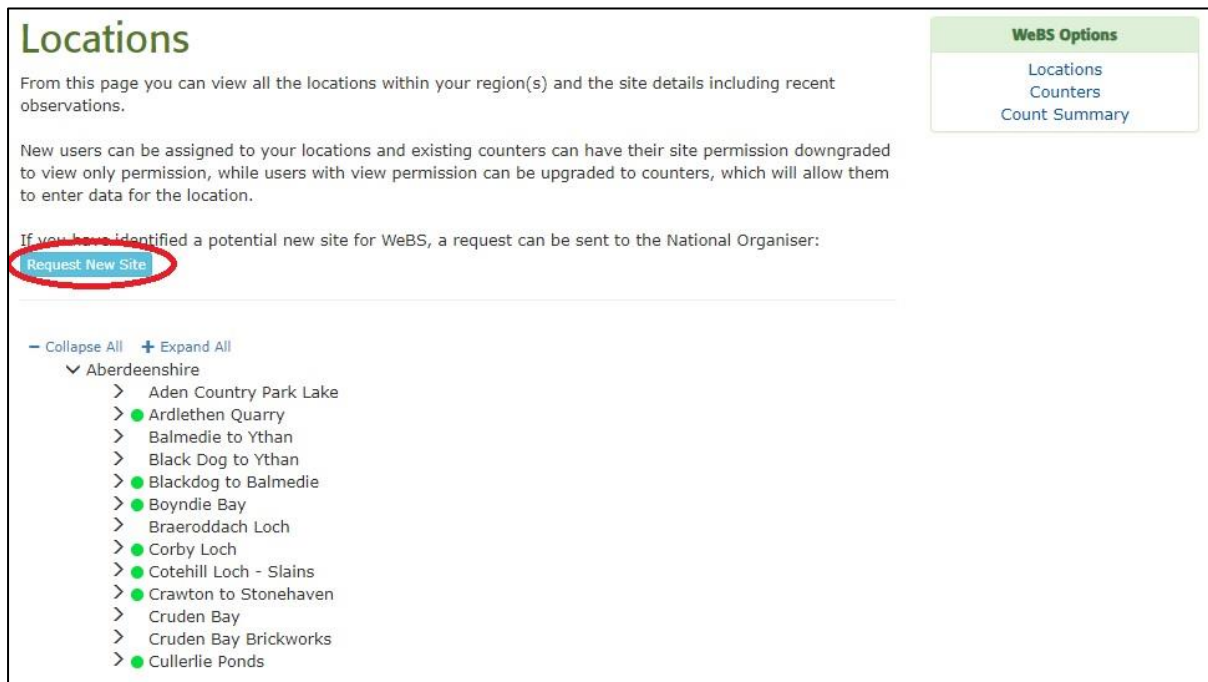

Figure 1 Request a new site button

Clicking on this button will take you to the request a new site form (see Fig. 2). You will need to fill in the boxes with the relevant details:

- **Site Name** – the site name should be no more than 60 characters. Preferably, this should be the name of the site shown on a recent map but can be a local name for the site and can include previous names.
- **Grid Ref** – please enter a central grid reference. If you are unsure, you can select the **Get grid ref from boundary** button to auto populate this field (note that this will only work once a boundary has been drawn in for the site- see below).

Habitat Category – select from the drop down list which category best describes the location. Many sites will not fit neatly into one category, so please choose what seems the most appropriate. For complex sites, individual count sectors can have a different habitat code to the code of the whole site. Historically, there were only 5 options; we have split some of these to store more detailed information in the database, but the original groupings are still used to set the middle letter of the sector code for new locations as follows:

Natural inland still waters – mid sector code will be set to 0 or 5
- **Natural lake or pool.** Use this where the focus of the count area is a natural freshwater waterbody.

Reservoirs – mid sector code will be set to 1 or 6
- **Reservoir** Artificial waterbodies originally created to hold water for later use, e.g. for drinking water, energy or irrigation.

- **Human-made lake or pool (standalone)** Artificial waterbodies originally created for another purpose (e.g. farm livestock pond; fish pond; duck pond), that are not fed by streams or rivers.
- **Human-made lake or pool (dammed)** Artificial waterbodies originally created for another purpose (e.g. fishery; mill pond; park lake), that are connected to streams or rivers.

<u>Gravel pits – mid sector code will be set to 2 or 7</u>
- **Gravel pit** Artificial waterbodies originally created due to extraction of minerals (e.g. clay pit, gravel pit, sand pit).

<u>Coastal – mid sector code will be set to 4 or 9</u>
- **Open coast** Coastal sites outside estuaries.
- **Estuarine** Coastal sites that are estuarine in nature.

<u>Rivers/marshes – mid sector code will be set to 3 or 8</u>
- **River** Natural or modified linear water features.
- **Human-made canal or ditch** Artificial linear water features.
- **Riverine or marshy wetland** Sites that are usually wet, e.g. freshwater or saltwater marshes, bogs.
- **Marshy or wet grassland** Sites that are often dry, e.g. flooded fields.

<u>Goose and Swan sites – mid sector code will be set to G or S</u>
<u>(do not use for Core Count sites)</u>
- **Goose and Swan 'fields'** Supplementary or GSMP location used by geese and swans.
- **Goose 'fields'** Supplementary or GSMP location used by geese.
- **Swan 'fields'** Supplementary or GSMP location used by swans.

If a non-coastal site will be affected by the tide (e.g. there is a roost, it is adjacent to the coast or the number of birds changes at high tide due to local movements) please mention this in the **Other details** section below so the tidal state can be added to the data entry form for the site.

- **Parent site/sector (optional)** – if this sector is part of a larger site, type in the parent site/sector name here.
- **Other Details (optional)** – please enter any other information that you feel is relevant.
- **Send copy of request to self** – by checking this box a copy of the notification email will be sent to you.

Figure 2 *Request new site form*

In the second box of the form (see Fig. 3), you are asked to draw in the boundary of the sector. You will be unable to submit this form and set up a new site without drawing in the boundary, so if you are unsure, please ask the counter/ prospective counter for details of the boundary.

On this map, you can use the **Add**, **Edit** and **Delete** tools to draw in the boundary. If you have filled in a grid reference in the **Grid ref** field, you can press the **Zoom to grid ref** button above the map to zoom in and then draw in the boundary. If you make a mistake or wish to start again, you can select the **Refresh Map** button or you can undo the last point by pressing **Undo Last Drawn Point**. There is also the option of viewing the map as either as satellite, OS map, or road map.
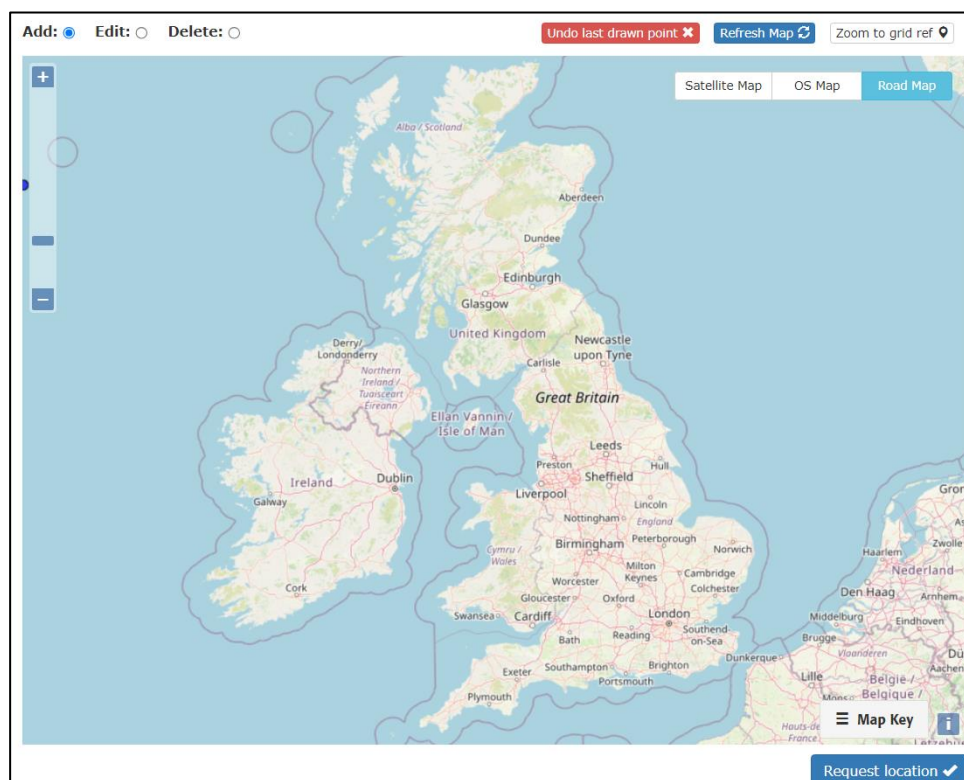
Figure 3 *Drawing in the boundary for a new site*

Once you are happy with the information you have entered, click on the **Request location** button at the bottom of the page (Fig. 3). A pop-up box will appear to let you know that your request has been sent. A notification email will be sent to the WeBS Office, if you have ticked the **Send copy of request to self**, a copy of that email will be sent to you too. We will notify you when your site has been created and added to your online site list and ready for you to allocate the counter if needed.