

**This guidance will help you complete our species survey licence reporting and renewal form. Please read these guidance notes carefully before you fill in the form.**

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it. Please note: If you submit documents that are not required, they will not be assessed.

**How to contact us:** If you need help filling in the form, please contact the person who sent it to you or contact us by:  
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).  
Email: [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk) / [trwyddedrhywogaeth@cyfoethnaturiolcymru.gov.uk](mailto:trwyddedrhywogaeth@cyfoethnaturiolcymru.gov.uk)  
Website: [www.naturalresources.wales](http://www.naturalresources.wales) / [www.cyfoethnaturiol.cymru](http://www.cyfoethnaturiol.cymru)

Contents

Part A – About you and your current survey licence  
Part B – Tell us about any surveys carried out  
Part C – Renewing your survey licence  
Part D – Data protection  
Part E – Declaration

## Part A - About you and your current survey licence

### 1 Tell us the survey licence reference you want to report on, or renew.

Please confirm which survey licence you are reporting on, or asking to renew.

If you are not sure of your licence reference, please contact us. We will not be able to process your form without the correct licence reference.

### 2 Please give us the following details about you.

Please give us your details. The survey licence holder will usually be completing the form.

If you (the licence holder) are a public body or company, please give us your name. You can also give us any trading or partnership name, if you are an individual or organisation of individuals.

We may need to contact you about the information in your form. Please make sure you provide contact details so that we can get in touch with you.

## Part B – Tell us about any surveys carried out.

### 3 Have you carried out any surveys under the licence?

**Important:** You must answer 'Yes', even if you carried out a survey but did not find any expected species. Information about the absence of expected species is valuable.

If you have not carried out any surveys under the licence: choose 'No' and then skip directly to the renewal section.

If you have carried out any survey under the licence: you must choose 'Yes' and complete all relevant questions in this section.

### 4 Who carried out the surveys?

Tell us who carried out the surveys. Tick one option only.

### 5 Tell us about the assistants and authorised agents

If you chose either of options below, in question 4, you must complete Table 1.

- Authorised agent or assistant acting under the licence.

- Both the licence holder, and an authorised agent or assistant acting under the licence.

If the *only* person to carry out surveys under the licence is the licence holder themselves, there is no need to complete Table 1.

If you need to use a separate sheet you must tell us the reference in the space provided. We have provided a 'Table 1 – additional information' template document for you. You can access this on our website.

## 6 Survey results

You must complete Table 2, with the details of *every* survey carried out under the licence.

### What if I did not find any species?

You must still complete Table 2. Tell us the species you were surveying for.

### Choose a species type:

If you are completing the form electronically, we have populated the table with a list of popular species types. If the species you were surveying for is in the list, you can choose the option and skip the 'If Other, please specify' column.

If the species you surveyed for is not in the list, choose 'Other' and then provide the species name in the next column.

### Grid reference

You must provide at least a six digit Ordnance Survey national grid reference for the centre of the site. If you can provide a 12 digit grid reference; for example, ST 12345 67890, please do so.

You can find the 12 digit grid reference on the UK Grid Reference Finder website:

<http://www.gridreferencefinder.com/>

### Species accidentally injured or killed whilst surveying?

You *must* tell us if you accidentally killed or injured any species during your surveys. We need to know each *type* of species accidentally killed or injured, and *how many* of each species.

### Extra sheets

If you need to use a separate sheet you must tell us the reference in the space provided. We have provided a 'Table 2 – Survey results' template document for you. You can access this on our website.

## Part C – Renewing your survey licence

### 7 Do you want to renew your survey licence?

Tell us if you want to renew your survey licence. Tick one option only.

If you want to renew, you must complete all questions in Part C of the form, before you move on.

If you do not want to renew, you can skip to Part D of the form.

### 8 What will the renewed licence be used for?

Tell us the purpose you want to use your survey licence for. Tick one option only.

#### Business use:

Where the licence holder is being paid to carry out the survey work. This covers situations where you are working as an independent professional ecologist, or being employed by a company to provide a service which is charged for.

#### Personal use:

Where the licence holder carries out survey work for no financial gain. This can be as part of a personal project, a wider scheme to enhance knowledge and understanding of a species, or as a volunteer.

#### Both business and personal use:

Where the licence holder carries out survey work on both a professional paid basis, and volunteer their time for free.

### 9 What email address would you like to us to send your licence to?

If we can agree the renewal, we will send confirmation of your renewal and a copy of the licence to you, by email.

Tell us if you want us to use the email address you provided in response to question 2. If you want to use a different address, tell us that address in the space provided.

### **10 Do you want to change any of the contact details for your survey licence?**

We use your personal contact details to send you updates and important information about your licence, and to send legal notices. Please use Table 3 to tell us if you want to change or update, any of your details.

### **11 Do you want to change any of the assistants or accredited agents on your survey licence?**

You must complete Table 4 if you want to:

- remove any of the assistants or accredited agents on your existing survey licence, or
- add assistants or accredited agents on your existing survey.

You only need to provide an email and postal address if you are *adding* an assistant or accredited agent.

### **12 Have you or any of your assistants or accredited agents ever been convicted of a wildlife offence?**

You must complete Table 5 if you, any of the assistants or the accredited agents who were already named on your licence, or any new assistant or accredited agent, have been convicted of a wildlife offence.

If you do not tell us this information, you may be leaving yourself open to enforcement action in the future.

### **13 Do you want to change any of the techniques or equipment on your survey licence?**

You must tell us if you want to change the survey techniques you are licenced to use.

**What do we mean by ‘techniques or equipment’?** These include:

- Types of traps, nets or other equipment used in the trapping or handling of species.
- Method of disturbance, including kick sampling, bottle trapping, torch searches and so on.

## **Part D – Data protection**

Please read this section to make sure you understand how we will use the information you provide to us.

## **Part E – Declaration**

### **14 Does your application include ecological survey information?**

If you have carried out any surveys under the licence, you must complete Table 2 in the form. Any information in this table is considered ‘**ecological information**’.

We may want to use any ecological survey data you have supplied for other purposes, as detailed below.

We assume that we are permitted to use the information you supply to us, in connection with our statutory and regulatory responsibilities. In particular (although there may be other uses), we may:

- incorporate the information into our datasets and mapping. These are used for a variety of purposes;
- provide information to other applicants and organisations where this enables us to protect wildlife as we are directed to do in the Environment Act;
- respond to requests for information under the Freedom of Information Act and the associated Environmental Information Regulations 2004 and agree limited usage rights in accordance with our Standard Notices that we use when supplying our information; and
- license datasets and mapping derived from or containing information.

If you have any queries on this, please contact us using the details on the front of the form.

### **15 Declaration**

Please read this section carefully to understand how important it is to provide accurate information in the form.

If you are completing the form electronically, you can print (type) your name in full, into the signature box. We will consider a typed name in the signature box to be equivalent to an ‘electronic signature’. This typed signature is confirmation that you have read and understood the declaration.