

Welcome to the Natural Resources Wales species permitting update

We hope you all had a nice Easter and that the worst of the bad weather is behind us! In this edition, our focus is on some changes that we are making to try and improve the efficiency of assessing licence applications.

Updates to application documentation

We have received numerous applications recently using outdated application forms and method statement templates.

Please ensure that you download the most recent versions of our documentation from our website.

We appreciate that some applications will be worked on for a number of months prior to being submitted; however, we still ask that you check the website prior to submitting to ensure that the most recent forms are used. Any applications received using outdated forms or templates will be rejected.

Licence due out date

We are currently receiving a large number of phone calls enquiring about when licences are due out. Our acknowledgement email provides a date based on our 30 working day processing period, and this is the date that we aim to process licences by.

We are unable to provide meaningful updates on applications in advance of this date and we therefore please ask that you only contact us if the 30 working day period has passed. Phoning us prior to this delays the processing of applications.

Also, please note that if your application is put on hold at any stage, the clock will stop until the issue has been resolved.

Updating amended documents

If an application form or a method statement is amended during the course of an application, please ensure that the version number of the document is updated, and that the declaration dates are also updated.

This will reduce any delays resulting from revised application documents being incorrectly dated. Please also ensure that any changes to the documents are highlighted clearly.

Naming convention for application documents

In order to improve our efficiency of assessing EPS development licence applications, we would encourage you to name application documents appropriately, so that it is clear what the respective documents are. Our suggested naming convention is as follows:

1. Application Form
2. Method Statement
3. LPA Consultation Form
4. Planning Permission
5. Planning Committee Minutes
6. Delegated Decision
7. Listed Building Consent
8. Demolition Order
9. Official Discharge of Conditions
10. Survey Reports (if provided separately)
11. Reference Supplied by 'insert name'

New database

We are currently in the process of developing a new database system for managing licence applications. In the long term, this will streamline the processing of applications, and will allow us to improve the service we provide to our customers.

However, developing the system will involve a lot of staff time, and we may take longer than usual to acknowledge applications or answer queries over the coming months. We therefore please ask for your patience during this time.



All enquiries should be directed via the Natural Resources Wales enquiries department on 03000653000.