

## Change of Ecologist form

## This form should be completed in support of an amendment to an existing European Protected Species (EPS) Development Licence issued under:

## The Conservation of Habitats and Species Regulations 2017.

|  |  |
| --- | --- |
| Licence Reference Number |  |
| Site Address |  |
| Local Planning Authority |  |

**This form enables the transfer of an existing Licence issued by Natural Resources Wales from the name of the current Ecologist into the name of an alternative Ecologist. It must be completed by the proposed Ecologist and must be signed by both the proposed Ecologist and the Licensee in order to confirm the new appointment. The Ecologist will act on behalf of the Applicant and will be responsible for delivering specific elements of any licence granted in respect of the capture or disturbance of the species, including the overseeing of exclusion works and mitigation.**

**By signing this form, you are stating that you have read and understood the application form and accompanying documents that were submitted in order to obtain the licence, and that you agree to adhere to the conditions set out in the licence.**

The below documents will have been submitted to the Natural Resource body for Wales known as Natural Resources Wales (NRW) as part of the original application. You need to make yourself aware of the information contained within these documents before signing this form to become the new ecologist.

* **Application Form.**
* **Method Statement, including survey information**. The Method Statement will be appended as a licence condition to any licence granted.
* **Any additional information**. This will be outlined in condition 3 on the licence
* **Local Planning Authority Consultation Form.** If your application needed planning permission then this form will have been submitted as part of the Application.
* **A copy of any other consents that have been granted**.
* **Church applications** will need a signed letter to be submitted from the relevant Faculty board giving their consent to the proposed works.

**NOTES FOR GUIDANCE**

Please read the following notes carefully

* If the document is being handwritten please complete this form using **dark ink** and BLOCK CAPITALS
* This form should be completed if you wish to change the named ecologist for your application, the proposed ecologist should complete this form.
* Please answer all questions in detail. Incomplete questions will mean delays in the processing of your request.
* Please be aware that it will take a minimum of 15 working days to process your amendment request. We cannot guarantee an earlier response.
* Applications are dealt with chronologically. This means they are processed according to when they were submitted, not according to the timing of the works. Please submit your application in good time before the proposed works. If you think your application needs to be dealt with urgently, please ring us to discuss and agree this before its submission
* If you experience any problems filling in this form, please contact NRW at the contact provided at the end of this form.
* The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will ~~to~~ enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process the information you provide in connection with the following:

* Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
* Carrying out statistical analysis, research and development on environmental issues
* Providing public register information for enquiries
* Preventing and investigating possible breaches of environmental law and taking any resulting action
* Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**We would also like to send you details about other topics we think may be of interest to you such as NRW news; services relating to environmental matters; asking for your feedback on our service; and more useful information.**

**If you consent to receiving further information from us, please tick the following box to confirm**

Yes, I would like to receive additional information from NRW relating to environmental matters □

**Please note we may pass the information on to our agents or representatives to carry this out for us**

If you have any further queries or concerns, please contact [dataprotection@naturalresourceswales.gov.uk](mailto:dataprotection@naturalresourceswales.gov.uk).  For further information on the processing of your personal details please see our [**Privacy Notice page**](https://naturalresources.wales/privacy)

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| Part A. Personal details and experience with the species concerned |

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| **1.** | **Contact Details** | | | |
|  | Title (Mr/Mrs/Miss/Ms) | Forename(s) | | Surname |
|  |  | |  |
| Business Title (if appropriate) | |  | |
| Company Name (if appropriate) | |  | |
| Address | |  | |
|  | |
| Town | |  | |
| County | |  | |
| Postcode | |  | |
| Tel. number (incl. national dialling code) | |  | |
| Mobile. number (incl. national dialling code) | |  | |
| Email address  (Please provide if possible, to enable us to email you a copy of your licence, if approved.) | |  | |

**2. Previous applications**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Have you, as the proposed ecologist for these works, held an EPS development licence issued by any of the following? (please indicate with a **x** as appropriate) | | | | | | | | | | | | |
| The Welsh Government |  | Natural Resources Wales |  | Other (please specify) | | | |  | | | | |
| If **YES**, please provide;   * Your last licence reference number: | | | | | | | |  | | | | |
| * The year in which the licence was issued: | | | | | | | |  | | | | |
| * The species that the Licence was issued for: | | | | | | | |  | | | | |
| If **NO**, you will need to enclose written references (originals only, not photocopies) from two people who can vouch for your suitability and competence for this type of work and give details of appropriate experience. At least one referee should have held a relevant licence within the last three years. We may contact these referees to verify their statements. Please include their names, contact details and qualifications below. | | | | | | | | | | | | |
|  | | | | |  | | | | | | | |
| **3.** **Experience and qualifications** | | | | | | | | | | | | | | |
| a) | Please give brief details of your experience and qualifications relevant to the species to which this Application applies and to this type of work. | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| b) | Please give brief details of any experience and/or qualifications that you have gained with other species and you think is relevant to show your suitability and competence for the proposed works within the Licence Application. | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| **4.** **Accredited Agents / Assistants** | | | | | | | | | | | | | | |
|  | | | An **accredited agent** should be a suitably qualified, experienced person who is able to carry out work under a licence without the personal supervision of the licensee or the nominated Ecologist. To carry out work they must be in possession of a letter signed by the licensee appointing him or her as an accredited agent of the licensee for the purpose of the licence. At all times the licensee is fully responsible for all the work carried out under licence.  An **assistant** is employed by a licensee or his/her accredited agent, to work under their direct personal supervision at all times. A breach of the licence conditions by an accredited agent, assistant or helper may result in the revocation of your licence. | | | | | | | | | | | | |
|  | | | Will there be a change to the Accredited Agents currently listed on the Licence? | | | | | | | | | Yes |  | No |  |
| If **YES,** please fill in their details below. | | | | | | | | | | | | |
| **Name** | | **Address** | | | | | **Work Undertaking** | | | | | |
|  | |  | | | | |  | | | | | |
|  | | | Will there be a change to the Assistants currently listed on the Licence? | | | | | | | | | Yes |  | No |  |
| If **YES,** please fill in their details below. | | | | | | | | | | | | |
| **Name** | | **Address** | | | | **Work Undertaking** | | | | | | |
|  | |  | | | |  | | | | | | |

### Part D. Declarations

**5. Read and sign the following decelerations**

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| a) | Have you been convicted of any wildlife or animal welfare related offences? | | | | | | Yes |  | No |  |
|  | If **YES**, please give details, including dates | |  | | | | | | | |
| b) | I have read and understand the information that is contained within the original application form and associated documents. I agree to act and abide by the approved licence, method statement and any additional supporting submitted and agreed information provided. I declare that the particulars given within this form are correct to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars. If a licence is granted I agree to send to NRW a written report of the licensed activities within four weeks of the expiry of the licence.  ***NB****. Applicants should note that it is an offence under regulation 59 of the Conservation of Habitats and Species Regulations 2017 to knowingly or recklessly provide false information in order to obtain a licence*. | | | | | | |  | | |
|  | Signature of the proposed **Ecologist** | | |  | | **Date** | |  | | |
| ***For electronic applications, please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | | | | | | | |  | | |
|  | Name in BLOCK LETTERS | | | |  | | | | | |
|  | | | | | | | | | | |
|  | Signature of the **Licence Holder** | | | |  | **Date** | |  | | |
| ***For electronic applications, please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | | | | | | | |  | | |
|  | | Name in BLOCK LETTERS | | |  | | | | | |

Please return this form to the below address

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| **By Post**  Species Permitting Team,  Natural Resources Wales,  Maes y Ffynnon,  Penrhosgarnedd,  Bangor,  LL57 2DW  **Electronically**  [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk)  **Telephone:** 03000653000 |
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