



APPLICATION FOR A LICENCE TO DELIBERATELY KILL, INJURE, CAPTURE (TAKE), DELIBERATELY DISTURB, DAMAGE/DESTROY A BREEDING SITE / RESTING PLACE OR TRANSPORT A EUROPEAN PROTECTED SPECIES (EPS) IN RELATION TO FORESTRY OR WOODLAND MANAGEMENT UNDER:

THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017

**NOTES FOR GUIDANCE**

Please read the following notes carefully

i. This is an application form for a licence to deliberately kill, injure, capture (take), deliberately disturb, damage/destroy a breeding site/resting place or transport a European Protected Species (EPS) under the Conservation of Habitats and Species Regulations 2017 for the purpose of :-

* **Preserving public health or public safety** or other **imperative reasons of overriding public interest** including those of a social or economic nature and beneficial consequences of primary importance for the environment;
* **Preventing the spread of disease**;
* **Preventing serious damage** to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries; to allow people to carry out activities which would otherwise be illegal.

Natural Resources Wales, in exercise of the powers conferred under regulation 55(1) and 58(3) (a) of the Conservation of Habitats and Species Regulations 2017 may issue a licence for the above purposes, allowing activities to be undertaken that would otherwise be illegal, **provided that**:

* there is **no satisfactory alternative;** *and*
* the action authorised **will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status** in their natural range.

1. All questions in this application form must be completed in detail unless otherwise stated: failure to provide adequate information will delay the processing of your application. Any further information you wish to provide should be appended on additional sheets. We aim to process applications within 30 working days of receipt of all the information requested. We cannot guarantee an earlier response.
2. It is a condition of any licence issued that a report of the work carried out under licence is submitted within four weeks of the expiry of the licence. The Licence Report Form can be found on our website. Failure to do so may result in future applications being refused. Information from these reports is required to provide summary information to NRW and others on the number of licences issued the purpose of the licence and which species are covered. None of these summary statistics includes personal information about licensees. The information may also be used for conservation purposes and shared with other organisations.
3. Please be aware that if your activity requires or has received planning permission, listed building consent, a notice of demolition, and or a tree preservation order, you will need to include the following:
   * Local Planning Authority Document completed and signed prior to submitting your application
   * Copy of the permissions associated with the application
   * Copy of the delegated decision report and / or planning committee minutes
   * Documentation from the Local Planning Authority confirming the discharge of any species related conditions which require discharge prior to the commencement of the development.
4. Please note that we will not process your application until we have received all the requested documentation. Please make sure that if you are sending documents or plans to us in hardcopy that we are given 2 paper copies and that the print on these can be clearly read. All copies must be identical to the original document,
5. Please ensure that all the information sent to us is properly separated and titled and if posted to us that each part is bound together; failure to do so will delay the processing of your application.

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| and in colour as appropriate.   1. 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. 2. When answering questions, particularly 8 -12, it may help with your answers if you consider the why, what, how, where and when, approach. For example: Why are you doing it? What are you going to be doing? How will it affect the species in question? etc. 3. Natural Resource Wales can modify or revoke any licence issued; however this will only be undertaken if there are good reasons for doing so. Any licence issued, will be revoked immediately if it is discovered that false information had been provided which resulted in the issue of a licence. 4. 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)  xi. Applicants should note that a licence from NRW does not grant access or power of entry onto any land.  xii. Any information included in this application which the applicant considers to be in confidence for commercial or industrial reasons or to be the applicant’s intellectual property must be clearly marked as such.  In this document “Natural Resources Wales” means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.  **Information for completion of an application form:**   1. If the document is being handwritten please complete in **BLOCK CAPITALS** 2. Please answer **ALL** questions in detail. Incomplete answers will mean delays in your application being processed. 3. Please be aware that if your activity has received planning permission (NRW will not process applications where planning permission is still under consideration), notice of demolition, listed building consent and or a tree preservation order, you will need to include the following within your Application:  * **Local Planning Authority Document** * **Copy of the permissions associated with the application** * **Copy of the delegated decision report and / or planning committee minutes** * **Documentation from the Local Planning Authority confirming the discharge of any species related conditions which require discharge prior to the commencement of the development.**  1. Please ensure that Surveys submitted with your application are less than 2 years old. 2. Applications can be accepted **either** electronically or by post (electronic is our preferred option).   **Electronic applications**  Email Applications to: [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk). Please DO NOT also send the application by post.  **Postal Applications**  Please provide two copies of every document; one copy of the application form must be originally signed by both the licensee and the Ecologist (wet signatures required). Please post to: **Species Permitting Team, National Permitting Team, Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, LL57 2DW**   1. An acknowledgement will be sent out on receipt of your application, please contact us if you have not received a response within 5 working days 2. NRW aims to process applications within **30 working days.** The processing clock will start once we have received a full Application with all the associated information that we ask for in this Application. Please use the check list at the end of the form for guidance. If we have further queries whilst we are processing your Application, the clock will stop once we have asked the query, and re-start once that query has been satisfied.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Part A. The Applicant (the Developer or Landowner): Personal details | | | | | | **This section relates to the person who will be the named licensee. This must be a named individual; company names and several individuals are not permitted. As the licensee, you will be responsible for ensuring compliance with the licence and its conditions.** | | | | | | **1.** | **Applicants 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.) | |  | | | Natural Resource Wales (NRW) Better Woodlands for Wales (BWW), Woodland Grant Scheme (WGS) and/or Felling Licence reference number(s) | |  | | |
| **Part B. The Ecologist: Personal details and experience with the species concerned** |

**This section relates to the person acting on behalf of the developer/landowner and who will be responsible for delivering specific elements of any licence granted in respect of the disturbance of European Protected**

**Species, including the overseeing of exclusion works and mitigation.**

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| **2.** | **Ecologists 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.) | |  | |

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| **3. Previous applications** | | | | | | | | | | | | | | |
|  | Have you, as the Ecologist for these works, held an EPS development licence issued by any of the following? (please insert an **x** as appropriate) | | | | | | | | | | | | | |
| The Welsh Government |  | Natural Resource 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. | | | | | | | | | | | | | |
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| **4. Experience and qualifications** | | | | | | | | | | | | | | |
| a) | Please give brief details of your experience and qualifications relevant to the species to which this Application applied 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 in this application. | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| **5.** **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. | | | | | | | | | | | | | |
|  | Do you propose to employ accredited agents? If **YES,** please fill in their details below. | | | | | | | | | | Yes |  | No |  |
| **Name** | | | **Address** | | | | | | **Work Undertaking** | | | | |
|  | | |  | | | | | |  | | | | |
|  | Do you propose to employ assistants? If **YES,** please fill in their details below. | | | | | | | | | | Yes |  | No |  | |
| **Name** | | | **Address** | | | | | | **Work Undertaking** | | | | |
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**Part C. The Application**

**Please relate your answers in this section to the species that will be affected by the proposed works and that is specified in Question 6 below. Please give as much detail and information as possible and make sure you answer all questions.**

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| **6. Species**  **Please insert an X as appropriate and provide the estimated number of individuals that will be affected by the works.** | | | | | | | | | | |
|  | **Species** | | | | | **X** | | **No. of individuals** | | |
| Otter | | | | |  | |  | | |
| Dormouse | | | | |  | |  | | |
| Great Crested Newt | | | | |  | |  | | |
| Bat (*please indicate which species below*) | | | | |  | |  | | |
|  | | | | | | | | | |
| **Species of Bat** | **X** | **No. of individuals** | **Species of Bat** | | **X** | | **No. of individuals** | | |
| COMMON PIPISTRELLE  (*Pipistrellus pipistrellus*) |  |  | BROWN LONG EARED *(Plecotus auritus*) | |  | |  | | |
| SOPRANO PIPISTRELLE  (*Pipistrellus pygmaeus*) |  |  | BARBASTELLE *(Barbastella barbastellus)* | |  | |  | | |
| WHISKERED  (*Myotis mystacinus*) |  |  | BRANDT’S  (*Myotis brandtii)* | |  | |  | | |
| DAUBENTON’S  *(Myotis daubentonii)* |  |  | NATTERER’S  (*Myotis nattereri*) | |  | |  | | |
| LESSER HORSESHOE  *(Rhinolophus hipposideros)* |  |  | NOCTULE  (*Nyctalus noctula*) | |  | |  | | |
| GREATER HORSESHOE  (*Rhinolophus ferrumequinum)* |  |  | ALCATHOE  (Myotis alcathoe) | |  | |  | | |
| Any other bat species (please specify): | |  | | | | | | | |
| **Note: Have you sent your survey records to the Local Records Centre?** | | | | Yes | |  | | No |  |
| **If NO,** please contact Natural Resources Wales for advice at the contact provided at the end of this form or contact the LRC directly via the contacts on this link: www.lrcwales.org.uk | | | | | | | | | |

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| **7. Evidence for the species being present** | | | | |
| a) | Is it within the known geographic range? | |  | |
| b) | What habitats are present and appear to being used? | |  | |
| c) | Are there records for this species at this or nearby sites? | |  | |
| d) | What signs have been observed in the field? | |  | |
| e) | Have any specialist surveys been done? Please attach a copy of your findings if available. | Y/N | If yes - Who by and when? |  |
|  |  | | What did they find? |  |

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| **8. The proposed development works** | |
| a) | Please provide a description of the proposed works or operations to be undertaken and outline why they are necessary (*e.g. felling or coppicing/ hedgerow management required because the existing woodland is in poor condition*). |
|  |  |
| b) | Please provide a description of how the proposed activity will impact on the species present (*e.g. capture and transport of Dormice followed by damage / destruction of habitat used by Dormice*). |
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| **9. Purpose of the licence application (please insert a x as appropriate)**  **Under the Conservation of Habitats and Species Regulations 2017, NRW can legally, only issue you with a Licence if you can demonstrate that your proposals meet one of the below purposes.** | | | | |
| a) | | Please indicate below the primary purpose for undertaking the proposed works. Please read the guidance provided in b) below before answering this Question. | |  |
|  | | *Preserving -* | public health |  |
|  | public safety |  |
|  | other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment (IROPI) |  |
| *Preventing -* | the spread of disease |  |
|  | serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries. |  |
| b) | | **IROPI Guidance**  To meet this purpose you will need to demonstrate how your proposal is **imperative, overriding**, and how your proposal is of **public interest** rather than solely a private interest.  **Examples include:**  The works create, repair or enhance essential infrastructure at a local, regional or national level  The works address a clearly identified social, religious or cultural need  The works create long term employment opportunities in an area of high unemployment  The works deliver economic benefits or otherwise contribute to the wider economy  The works promote sustainable energy and or provide alternative sources of energy  The works conserve and or enhance a place of environmental interest  **Public Health and Safety Guidance**  To meet this purpose you will need to demonstrate how your proposal meets a **genuine public health and safety issue**, how **action is required imminently** and how your proposal will **resolve this problem**. Please include whether the risk has been confirmed by a suitable qualified person e.g. structural engineer, the police, or a qualified health and safety expert. | | |
| Please explain below, **in detail,** your reasons for the purpose chosen in question 9), a). How do the works fit this purpose? What benefits will result from the completion of the works, are they benefits at a local, regional or national scale? Please provide evidence and details to support your statement e.g. Local Planning policies and plans, policy documents, specialist reports, photographs. | | |
|  | |  | | |
| **10.** **Summary of the Licensing Position (please insert an x in one box only)** | | | | |
|  | No Planning Permission required | | |  |
| No NRW Felling Licence required | | |  |
| NRW Felling Licence / BWW applied for (licensing authority will contact you to obtain details) | | |  |
| NRW Felling Licence / BWW /WGS granted | | |  |
| Other licences / consents granted or required for the proposed activity, please provide details e.g.: Scheduled Ancient Monuments, Tree Preservation Orders. | | |  |
| **11.** **Satisfactory alternatives:**  **Under the Conservation of Habitats and Species Regulations 2017, NRW can legally, only issue you with a Licence if you can demonstrate that there are no feasible alternatives to the works proposed which could cause less impact to the species in question.** | | | | |
|  | Please provide details of alternative methods to those that you have chosen, which could be undertaken to reduce or avoid the impacts on the protected species. Please then outline why these alternative methods are not suitable and have not been adopted? Why have they been discounted? Please ensure your answers are **detailed**.  **Examples include:**  **Do Nothing** – please outline why the current situation is not acceptable or feasible. What will be the consequences if the works do not go ahead? This scenario should be considered with every Application.  **Alternative designs –** please outline any alternative designs to those that you have chosen, which may avoid / reduce the impact on the protected species. Why have you not adopted these designs? If there are none, please explain why.  **Alternative routes / locations** – please outline whether the proposed works could be undertaken elsewhere in order to avoid / reduce the impact on the protected species. Why have you not chosen to undertaken the development elsewhere? If there are no available sites please explain why.  **Alternative timings** – please outline whether the works could be undertaken at a time that would cause less impact to the protected species. Why have you chosen not to undertaken the development at this time? If there are no appropriate alternative timings please explain why. | | | |
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| **12.** **Activities to be Licensed** | | | | | | | | | |
| a) | **Proposed Methods** | | | | | | | | |
|  | Please complete **all** relevant columns in the table below suing an **X** as appropriate to indicate the methods you propose to **use, the activity involved, and the time period** for each method. This information will be used when drawing up the licence and failure to give full details may result in an inappropriate licence being issued. | | | | | | | | |
| **Activity to be licensed** | | | | | | | Method to  be used e.g.hand, net, exclusion etc. | **Time period**  (month and year) | |
| Capture (including temporary possession) | | Transport | Disturb | Damage a breeding site  or resting place | Destroy a breeding site  or resting place | Kill (only in exceptional circumstances – see below note 1) | From | To |
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| Killing will only be licenced in exceptional circumstances, you should discuss the particular situation with the Regional Senior Species Officer in NRW for your area. If you intend to intentionally kill please include biosecurity measures within the provisions of the method statement. | | | | | | | | | |

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| b) | **Location of proposed licensed action** | | | | | | | | |
|  | Site name and address | |  | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| Town | |  | | | | | | |
| County | |  | | | | | | |
| Postcode | |  | | | | | | |
| O.S. Ref. of corner of parcel of land (mark on accompanying map e.g. ST 12345 12345 | | |  | | | | | |
| c) | Please attach a map showing the area affected and the key features. A second map which puts the woodland or forest in its wider landscape context may also assist assessment of your proposals | | | | | | | | |
| d) | Please provide a full Natural Resources Forestry Reference no. if known | | | |  | | | | |
| **13. Consideration of Designated Sites** | | | | | | | | | |
|  | | **Designated Sites:** Local Nature Reserves (LNR), National Nature Reserves (NNR), Sites of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Areas of Conservation (SAC), Ramsar sites, and certain other river/lake systems. | | | | | | | |
| a) | | Will any part of the proposed activity fall within an area covered by a designated site? | | | | Yes |  | No |  |
| b) | | Will any part of the proposed activity fall adjacent to an area covered by a designated site? | | | | Yes |  | No |  |
| c) | | If **YES** to either of the above, have you consulted with Natural Resource Wales for advice on the implications of your application on the protected site? | | | | Yes |  | No |  |
| d) | | Please give either the outcome of your consultations or the reason why you have not consulted. Please enclose any relevant correspondence and **please name the relevant designated site.** | | | | | | | |
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**Part D. Declarations**

**14. Read and sign the following declarations**

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| a) | Have **you** or your **accredited agents** or **assistants** ever been convicted of a wildlife offence? | | | | | Yes |  | No |  |
|  | If **YES**, please give details, including dates |  | | | | | | | |
| b) | I authorise employees or representatives of Natural Resource Wales to enter the site that is subject to this application for the purpose of monitoring and inspecting the permitted works (please place an x in the box opposite). | | | | | |  | | |
| c) | I have read and understand the guidance provided in this application form. I declare that the particulars given 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 **Applicant** | |  | | | | | | |
| ***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 | |  | | **Date** | |  | | |
|  | | | | | |  | | |
| Signature of the **Ecologist** |  | | | | | | | |
| ***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 |  | | **Date** | | |  | | |

Part E. Checklist

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| Please return your completed application to the following Natural Resource Wales contact details. We would prefer an electronic submission if this is possible. If you need to send documents to us in hard copy please ensure you **submit two copies of each document.** | | |
| **Species Permitting Team,**  **Natural Resources Wales,**  **Maes y Ffynnon,**  **Penrhosgarnedd,**  **Bangor,**  **LL57 2DW**  **E-mail:** [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk)  **Tel. 03000653000** | **Checklist before submitting your application:** | |
| Completed Application Form |  |
| Method Statement |  |
| Protected Species Survey’s |  |
| Completed Local Planning Authority Consultation Document (if Planning Permission or other consents are required/have been granted) |  |
| Copy of any other granted consents (Listed building/ Tree preservation orders etc) |  |