



## Report of Action Taken

Licence return and renewal form to take wild plants:  
Survey, science, education and conservation

Please Note – Returns can be completed online at  
[www.gov.uk/environmental-management/wildlife-habitat-conservation](http://www.gov.uk/environmental-management/wildlife-habitat-conservation)

- Please complete this return form using **dark ink** and BLOCK CAPITALS, even if no action was taken.
- Return the completed form to the address shown, to arrive no later than two weeks after the expiry of the licence.
- All questions should be answered as appropriate. Questions marked with ‘\*’ are mandatory.
- If there is insufficient space for completing answers on this form, please attach a separate sheet.
- It is a condition of your licence to provide Natural England with a report detailing action taken under licence. Failure to provide a report may lead to future applications for licences being refused.

Wildlife Licensing  
Natural England  
Horizon House  
Deanery Road  
Bristol, BS1 5AH.  
T. 020 802 61089  
[wildlife.scicons@naturalengland.org.uk](mailto:wildlife.scicons@naturalengland.org.uk)

### 1. Licence Return Reporting Period

Licence Reference Number (e.g. 2016-1234-SCI-SCI)

Licensee Name:

Company:

Agent/Ecologist  
Name:

Company:

(a) \* Is this a nil return?

Yes

No

Please note: Only confirm a nil return if:

- 1) Your licence conditions require you to submit return information and you have not undertaken any activity in connection with your licence or registration, or
- 2) You wish to renew your licence and
  - a) You are only required to submit your return information to another organisation, or
  - b) You are only required to submit return information when requested by Natural England.

If ‘Yes’ to  
(a) ...

\*Have you submitted your return information to another organisation if required as per your licence conditions?

Yes

No

(b) \* Licence report period

From:

To:

(c) If you are making a request to cancel your licence please provide a reason and complete the licence return information for the period up to your request.

## 2. Licence Return Details

(a) Please add details of each action taken during the reporting period. You may add multiple actions if necessary.

	Action 1	Action 2	Action 3
Application subject	<i>Wild plants - Survey, science, education and conservation</i>		
* Species			
Derivatives	<input type="checkbox"/> Bulb <input type="checkbox"/> Stem <input type="checkbox"/> Seeds <input type="checkbox"/> Petal <input type="checkbox"/> Root <input type="checkbox"/> Oil <input type="checkbox"/> Other	<input type="checkbox"/> Bulb <input type="checkbox"/> Stem <input type="checkbox"/> Seeds <input type="checkbox"/> Petal <input type="checkbox"/> Root <input type="checkbox"/> Oil <input type="checkbox"/> Other	<input type="checkbox"/> Bulb <input type="checkbox"/> Stem <input type="checkbox"/> Seeds <input type="checkbox"/> Petal <input type="checkbox"/> Root <input type="checkbox"/> Oil <input type="checkbox"/> Other
* Date of Action			
Number Picked			
Number Collected			
Number Cut			
Number Uprooted			
Number Destroyed			
Number Sold			
<i>Location</i>			
* County			
* OS Grid Reference			
* Site Name			
<i>Replanting Location</i>			
County			
OS Grid Reference			
Site Name			

*Please Note: At least one of the number picked / collected / cut / uprooted / destroyed / sold fields should be completed in each record*

(b) Where applicable, please detail how this has contributed to conservation of the species or scientific knowledge.

(c) \* Were any plants not destroyed or re-planted? Yes  No

If 'Yes' to (c) ... \* What happened to the plants not destroyed or re-planted?

(d) Please provide any additional information.

### 3. Declaration

The data protection notice which was printed in your application applies to this report of action taken. We can send you a copy of the notice on request. Contact Customer Services Tel. 0300 060 3900

Important Advice:

- If your application is made under the Wildlife and Countryside Act 1981 (as amended) or the Conservation of Habitats and Species Regulations 2017, any person who in order to obtain a licence knowingly or recklessly makes a statement or representation, or furnishes a document or information which is false in a material particular, shall be guilty of an offence and may be liable to criminal prosecution. Any person found guilty of such an offence is liable, on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding level 5 on the standard scale, or to both. Regarding other wildlife legislation, we will look to provisions in the Fraud Act 2006 (as amended) in respect of applicants making any false representations.
- Natural England or the Secretary of State can modify or revoke at any time any licence that is issued, but this will not be done unless there is good reason for doing so. Any licence that is issued is likely to be revoked immediately if it discovered that false information has been provided that resulted in the issue of a licence.

I have read and understood the privacy notice above.

## Renewing Your Licence

Do you wish to renew your licence?

Yes  No

If 'Yes'...

Renewal Option:

As previously issued  With alterations (*incl. change of address*)

If Renewal  
with  
Alterations

Please provide details of any alterations (including changes to postal/email address). If significant alterations are requested, you may still be required to complete a full application form)

## Declarations

If 'Yes' to  
Renewal.  
..

*Where required, I undertake to obtain permission from landowners / occupiers of land to exercise any licence resulting from this application, and to allow any employee or representative of Natural England to monitor or inspect the work described in this application.*

*I have read and understood the guidance provide in the application form and on the Wildlife Licensing internet guidance pages.*

*I, or any persons listed in the renewal application, have not been convicted of any wildlife related or animal welfare offence, in the last 5 years, which is not spent under the Rehabilitation of Offenders Act 1974. If you cannot agree to this declaration please select the renewal option button above "With alterations" and give details of relevant convictions, including dates.*

*I declare the particulars given are correct to the best of my knowledge and belief, and I apply for a licence in accordance with the information I have provided.*

If 'No' to  
Renewal.  
..

I have read and understood the guidance provided on the Wildlife licensing Internet guidance pages for completing this return.

I declare the particulars given as part of this licence return are correct to the best of my knowledge and belief.

**I agree to the declaration above on this date.**

Signature of Licensee:

For electronic applications, please insert an electronic signature above or tick this box to confirm with the declaration.

Name: (*In BLOCK letters*)

Date: