



## Licence Application Form

Application for a class licence for Great Crested Newt survey  
(CL08 or CL09) or Hazel Dormice survey (CL10A or CL10B)

**Please Note – Applications can be completed online.  
For more information please visit our [website](#).**

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)

- Please complete this application form using **dark ink** and BLOCK CAPITALS.
- Return the completed form to the postal or email address shown.
- All questions should be answered as appropriate. Questions marked with ‘\*’ are mandatory and failing to complete these may result in delays to your application.
- If there is insufficient space for completing answers on this form, please attach a separate sheet.
- Natural England will aim to determine the outcome of a completed licence application within its published service standards.
- If you experience any problems completing this application or using the online Case Work Management (CWM) system – please see our [website](#) for guidance or contact Wildlife Licensing.
- Additional guidance is provided in [Using CWM – Applicant Guidance Document](#). This can be downloaded from our website or you can ask Wildlife Licensing to send you a copy.

**For Office Use Only**

CWM Ref No:

Charter Deadline:

### 1. Applicant Details

Please enter the details of the person who will become registered to use the Class Licences:

- If the applicant is already registered as a customer please complete Registered Customer Details (a)
- If the applicant is not already registered as a customer please complete the New Customer Registration (b)

#### (a) Registered Customer Details

\*Customer Number

\*Surname

\*Forename

\*Postcode

#### (b) New Customer Registration

\*Email Address

\*Title

(please tick as appropriate) Mr  Mrs  Ms  Other  (Please Specify)

\*Forename

Middle Name

\*Surname

Professional Membership  
(e.g. CIEEM, IEMA, etc)

If you represent  
an organisation  
please complete  
(i) (ii) and (iii)

(i) \*Business Title

(ii) \*Company

(iii) \*Position

House Name / No.

\*Address Line 1

\*Address Line 2

Address Line 3

Town

\*County

\*Postcode

Country

Either 'Telephone No.' or 'Mobile No.' must be completed.

Telephone No.

Mobile No.

Fax no.

\*Customer Type (e.g. Farmer, Householder, Ecologist, etc.)

\*Are you VAT registered?

Yes  No

If 'Yes' VAT Number:

\*Are you registered with the  
Rural Payments Agency?

Yes  No

If 'Yes' RPA SBI Number:

### (c) Alternative Applicant Contact Details

In the event that the applicant is unavailable to discuss the application, it would be helpful if alternative contact details could be provided. By completing this section you are confirming that this contact is authorised to act on behalf of the applicant.

Name:

Tel Number:

Email Address:

## 2. Communication Preferences

Applicant  
preferences:

Email  Post  Telephone

If 'Yes' for telephone, please provide a contact no.

### 3. Previous Applications

- (a) \* To your knowledge, have there been any previous applications or licence decisions concerning this site? Yes  No

*If 'No' please go to the next section. If 'Yes' to (a), please complete the following.*

(b) \* Date of most recent application:

(c) \* What was the subject of the previous applications?

(d) \* What is the application or licence reference number?

(e) \* What was the outcome of the previous application? (Please select one of the following)

Granted  Not Granted  Advice Only  Deferred  Not Yet Known

### 4. Application for a Class Licence for Surveying

These class licences should be used to collect data to increase scientific knowledge. Registered persons can be individuals who undertake survey and monitoring work in a voluntary or professional capacity. Registered persons will be required to complete an annual report form to provide details of the work carried out under licence. These licences cover All Counties of England.

#### \* (a) Great Crested Newt Class Licences:

Please specify which level of class survey licence you are applying for (tick one box):

- Level 1 (WML-CL08)** – This class licence allows you to survey great crested newts using hand, nets, torches and aquatic funnel traps (including bottle traps)
- Level 2 (WML-CL09)** - This class licence allows you to survey great crested newts using hand, nets, torches, aquatic funnel traps (including bottle traps) and pitfall traps.

Please note these licences do not cover box traps and you will need a separate personal licence for anything not covered.

#### \* (b) <U>hY 8 cfa JW</U> Class Licences:

Please specify which level of class survey licence you are applying for (tick one box):

- Level 1 (WML-CL10A)** – This class licence allows you to survey hazel dormice by hand, including handling them in nests, nest tubes and nest boxes.
- Level 2 (WML-CL10B)** - This class licence allows you to survey hazel dormice by hand, including handling them in nests, nest tubes and nest boxes and to mark hazel dormice by fur clipping.

Please note you will need a separate personal licence for anything not covered by these licences like trapping or translocating dormice.

You can use this form to apply for both Great Crested Newt and Hazel Dormice Class Licences, but note that you will need to supply separate references/course certificates for each licence application.

## 5. Qualifications

If you have not held a similar type of licence within the last 3 years you will need to supply references to support your application. You must follow the guidance on our [website](#) with regard to the number and content of references required. If you submit the incorrect number of references or references with content which is not as described, it is likely your application will be refused.

(a) \* Are you providing references?

Yes  No

If 'Yes'  
to (a):

Please provide details of referee(s) **Please note you or your referee will need to send these references to us directly.**

(b) \* Do you have qualifications and/or experience of the methods and procedures proposed?

Yes  No

(c) \* Please provide details of relevant experience and qualifications.

## 6. Supplementary Information

Please provide any additional information you may have to support your application.

## 7. Data Protection

The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

Your information will be stored and processed in accordance with the Data Protection Act 1988. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and to ensure that it is accurate.

The information will be used by Natural England to undertake licensing functions. To do this we may have to discuss applications, licensing decisions, reports and returns with third parties including the Deer Initiative (for Deer Licences).

Natural England recognises there is significant public interest in wildlife licensing and in those who benefit from receiving a wildlife licence. Therefore, we may make information publicly available. Information released may include, but is not limited to, your name or business name, application and licence details as well as reports and returns.

Natural England, however, realises that some licensed activities can be sensitive and we **will not** release information that could harm people, species or habitats. In some cases, for example, this may mean not releasing the names and addresses of individuals or the location of the licensed activity.

Natural England or its appointed agents may use the name, address and other details on your application forms to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect your personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.

If you believe that any of the information we hold concerning you is incorrect or out-of-date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to:

Natural England,  
Horizon House,  
Deanery Road,  
Bristol,  
BS1 5AH

Tel. 020 080 61089

### 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 is discovered that false information has been provided that resulted in the issue of a licence.**

## 8. Declaration

### 8a. Convictions

\* Have you or any person listed in the application been convicted of any wildlife-related or animal welfare offence?

Yes  No

If 'Yes': Please provide details of the convictions: *(including dates)*

### 8b. Applicant Declaration.

I have read and understood the privacy notice above.

- 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 provided in the application form and on the Wildlife Licensing Internet guidance pages. I declare the particulars given are correct to the best of my knowledge and belief.
- 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.

I agree to the declaration above.

Signature of Applicant:

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

Name: *(In BLOCK letters)*

Date: