



## Licence Application Form

Application for a licence to take wild plants:  
Survey, science, education and conservation

**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. 020802 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 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.

<b>For Office Use Only</b>
CWM Ref No:
Charter Deadline:

### 1. Applicant Details

Please enter the details of the person who will become the licensee.

*(For guidance please see attached annex)*

- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### (a) New Customer Registration

*Please note: If you are the agent registering on behalf of the applicant you will need to provide their full authorisation with this application.*

*Email Address	<input type="text"/>				
*Title (please tick as appropriate)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) <input type="text"/>
*Forename	Middle Name	*Surname			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

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:

## (b) 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. Agent / Named Ecologist Details

(a) Will an agent / named ecologist be used in conjunction with this application? Yes  No

(For guidance please see attached annex)

- If the agent **is** already registered as a customer please complete Registered Agent / Ecologist Details (b)
- If the agent **is not** already registered as a customer please complete the New Agent / Ecologist Registration (c)
- If there will not be an agent / ecologist used in conjunction with this application please go to the next section.

## (b) Registered Agent / Ecologist Details

\*Customer Number

\*Surname

\*Forename

\*Postcode

(c) New Agent / Named Ecologist Registration

Please note: If you are the applicant registering on behalf of the agent / named ecologist you will need to provide their full authorisation with this application.

\*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:

(d) Alternative Ecologist Contact Details

In the event that the named ecologist 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 named ecologist and has a detailed knowledge of the application.

Name:

Tel Number:

Email Address:

### 3. Communication Preferences

Please indicate who should be contacted if we need to discuss this application:

Applicant  Agent / Ecologist

Please indicate to whom the outcome documentation for this application should be sent:

Applicant  Agent / Ecologist

Applicant preferences: Email  Post  Telephone

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

Agent / Ecologist preferences: Email  Post  Telephone

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

### 4. 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

### 5. Purpose

(a) \* Confirm the purpose of the application:

- Science or education, under section 55(2)(a) and/or section 16(3)(a)
- Conserving wild plants, under section 55(2)(c) and/or section 16(3)(c)
- Introducing wild plants to particular areas, under section 55(2)(c) and/or section 16(3)(c)
- Protecting any botanical collection, under section 55(2)(d) and/or section 16(3)(d)

(b) What are the main aims?

(c) \* What publications have you produced or contributed to regarding this topic?

(d) \* Is data being collected? If yes, please describe what it will be used for.

## 6. Justification

(a) \* Please provide a summary of your need to apply:

(b) \* If you are applying in relation to damage to land, crops, fisheries, or property, please provide the extent of damage and dates (including previous years if appropriate)

(c) \* Have you taken any action to prevent the problems outlined above?      Yes  No  N/A

*If 'Yes' to (c)...* \* Please provide details of the actions taken:

*If 'No' to (c)...* \* Please explain why no actions have been taken?

## 7. Site Details

\*Is the address for the site or premises to be licensed different to the applicant's address? Yes  No

If 'Yes' ... For each Site / Location to be licensed, please complete **all** of the following details:

If 'No' ... Please complete Site / Location Name and OS Grid Reference boxes only.

*(For linear projects, please add the start and end points separately)*

	Site 1	Site 2	Site 3
*Site / Location Name:			
House No:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
Town:			
*County:			
Postcode:			
*OS Grid Reference: <i>(In format XX123456)</i>			

## 8. Conservation Considerations

(a) \*Will any part of the proposed activity fall in and/or adjacent to a Designated Site?

Yes  No  N/A

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

Please indicate whether the activity will fall on and/or adjacent to a designated site:	Designated Site Name:	Type of Designated Site <i>E.g. National Nature Reserve (NNR), Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC), Ramsar Site, Ancient Monument, Marine Nature Reserve (MNR), Area of Outstanding Natural Beauty (AONB)</i>
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		

(b) Have you received permission from all the designated site managers?

Yes  No  Not Known

(c) Have you consulted with Natural England for advice on the implications of the application on the designated sites?

Yes  No  Not Known

(d) Please give either the outcome of your consultations or the reason why you have not consulted us. Please provide any relevant correspondence and the name of the local Natural England adviser or reserve manager consulted.

(e) Will work extend into future years?

*(If 'Yes' please state how many years it will extend for)*

Yes  \_\_\_\_\_ years No

(f) Is work part of a wider project or contributing to local Biodiversity Action Plans?

Yes  No  Not Known

## 9. Authorisation

(a) \*Is the applicant the owner / occupier of the land? Yes  No  N/A

If 'Yes' to (a) please go to the next section. If 'No' to (a) please answer (b).

(b) Have you received the owner occupier's permission to apply? Yes  No

Please note that it is your responsibility as the applicant to obtain the owner or occupier's permissions to act under licence on their property.

You may be asked to provide documentation which confirms that you have owner or occupier's permissions and we will contact you if this is necessary.

## 10. Application Details

(a) Please add details for all licensable actions you wish to perform:

	Licensable Action 1	Licensable Action 2	Licensable Action 3
Application Subject	<i>Wild plants - survey, science, education and conservation</i>		
* Species			
* Activity	<input type="checkbox"/> Collect <input type="checkbox"/> Cut <input type="checkbox"/> Damage <input type="checkbox"/> Destroy <input type="checkbox"/> Kill <input type="checkbox"/> Mark <input type="checkbox"/> Pick <input type="checkbox"/> Possess <input type="checkbox"/> Sell <input type="checkbox"/> Take <input type="checkbox"/> Transport <input type="checkbox"/> Uproot	<input type="checkbox"/> Collect <input type="checkbox"/> Cut <input type="checkbox"/> Damage <input type="checkbox"/> Destroy <input type="checkbox"/> Kill <input type="checkbox"/> Mark <input type="checkbox"/> Pick <input type="checkbox"/> Possess <input type="checkbox"/> Sell <input type="checkbox"/> Take <input type="checkbox"/> Transport <input type="checkbox"/> Uproot	<input type="checkbox"/> Collect <input type="checkbox"/> Cut <input type="checkbox"/> Damage <input type="checkbox"/> Destroy <input type="checkbox"/> Kill <input type="checkbox"/> Mark <input type="checkbox"/> Pick <input type="checkbox"/> Possess <input type="checkbox"/> Sell <input type="checkbox"/> Take <input type="checkbox"/> Transport <input type="checkbox"/> Uproot
* Method or Field Technique	<input type="checkbox"/> Alcohol <input type="checkbox"/> Benthic sediment cores <input type="checkbox"/> Clipping <input type="checkbox"/> Core sampling by hand <input type="checkbox"/> Digging <input type="checkbox"/> Grappling <input type="checkbox"/> Hand <input type="checkbox"/> Hand held tools <input type="checkbox"/> Leaf clip	<input type="checkbox"/> Alcohol <input type="checkbox"/> Benthic sediment cores <input type="checkbox"/> Clipping <input type="checkbox"/> Core sampling by hand <input type="checkbox"/> Digging <input type="checkbox"/> Grappling <input type="checkbox"/> Hand <input type="checkbox"/> Hand held tools <input type="checkbox"/> Leaf clip	<input type="checkbox"/> Alcohol <input type="checkbox"/> Benthic sediment cores <input type="checkbox"/> Clipping <input type="checkbox"/> Core sampling by hand <input type="checkbox"/> Digging <input type="checkbox"/> Grappling <input type="checkbox"/> Hand <input type="checkbox"/> Hand held tools <input type="checkbox"/> Leaf clip
Number			
Plant Part			
County			



OS Grid Reference <i>(or 10km grid square)</i>			
Detailed Location			
Proposed Date From			
Proposed Date To			

(b) \* Does the work involve translocations (introductions, re-introductions or moving species)? Yes  No

*If 'Yes' to (b)...* \* Have you evaluated the proposal against NE's translocation guidance on native plants?

## 11. Authorised Individuals

\* Will any additional authorised individuals / accredited agents be required to act under this license?

Yes  No

*If 'No' please go to the next section.*

(EPS only) N/A

*If 'Yes', for each additional authorised individual / accredited agent, please complete the details below:*

	<i>Person 1</i>	<i>Person 2</i>	<i>Person 3</i>
*Title:			
*Forename:			
Middle Name:			
*Surname:			
House No.:			
*Address Line 1:			
*Address Line 2:			
Address Line 3:			
Town:			
*County:			
*Postcode:			

*Please note: The licensee and anyone acting under the licence are responsible for their actions and for complying with the licence conditions. In addition, no-one under the age of 18 may be authorised by the licensee without specific written permission from Natural England for licences that permit shooting.*

## 12. 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)

(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.

## 13. Supplementary Information

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

## 14. Data Protection

The data controller is the Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, Y01 7PX. You can contact the Natural England Data Protection Manager at: Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP; [foi@naturalengland.org.uk](mailto:foi@naturalengland.org.uk)

Any questions about how we are using your personal data and your associated rights should be sent to the above contact. The Data Protection Officer responsible for monitoring that Natural England is meeting the requirements of the legislation is: Defra group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF. [DefraGroupDataProtectionOfficer@defra.gsi.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gsi.gov.uk)

The information on the licence application form and any supporting material will be used by Natural England to undertake our licensing functions. This will include, but is not limited to assessing your application, issuing a licence if applicable, monitoring compliance with licence conditions and collating licence returns and reports. The personal information we will process will include, but is not limited to your name and contact details, customer type and reasons for wanting a licence. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. That task is to conduct the licensing functions as delegated by Defra to Natural England under Part 8 Agreement under section 78 of the Natural Environment and Rural Communities Act 2006.

The processing by us of personal data relating to wildlife-related or animal welfare offences or related security measures is carried out only under official authority. This information is used in assessing an application as it is a material fact. Natural England will for particular licence applications and at specific stages of the licencing process discuss your application with third parties. The details of this sharing are set out here <https://www.gov.uk/government/publications/wildlife-licensing-privacy-notice>

Your personal data will be kept by us for 7 years after the expiry of your licence or longer if stated in the licence conditions.

Failure to provide this information will mean that we will be unable to assess your application for a wildlife licence. The information you provide is not connected with individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

The data you provide will not be transferred outside the European Economic Area.

A list of your rights under the General Data Protection Regulation, the Data Protection Act 2018, is accessible at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You have the right to lodge a complaint with the ICO (supervisory authority) at any time. Should you wish to exercise that right full details are available at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Details of our Personal Information Charter can be found at:

<https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter>.

### 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.**

## 15. Declaration

### 15a. 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)*

### 15b. 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:

15c. Ecologist Declaration

I have read and understood the privacy notice above.

- I can confirm that I have visited the site.
- I have designed and inputted into the licence proposal.
- I declare the particulars given are correct to the best of my knowledge and belief.

I agree to the declaration above.

Signature of Ecologist:

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

Name: *(In BLOCK letters)*

Date:

16. Annex - Application Notes

*Applicant*

The applicant is the person submitting the application (usually the landowner or occupier) who, if the licence was granted, would become the licensee. The applicant may appoint agents to produce the application pack and act on their behalf. A person with specific skills and knowledge of the species concerned, such as a consultant ecologist, must be appointed to assist in the preparation and the delivery of the proposals that ensure the species protection requirements can be met.

*Licensee*

The "Licensee" named on the licence is responsible for ensuring that all activities carried out on site in relation to the licence comply with the terms and conditions of the licence. However, all persons authorised to act under the licence must comply with the licence and its conditions (see Regulation 60(1) of the 2017 Regulations). This means that all authorised persons have a responsibility for ensuring that the licence terms and conditions, including any annex special conditions, are understood and complied with. Failure to do so could lead to prosecution.

*Consultant/Named Ecologist*

The "Named Ecologist" is a professional ecological consultant who has satisfied Natural England that they have the relevant skills, knowledge and experience of the species concerned and is responsible for undertaking and/or overseeing the work undertaken in respect of the licensed species. The 'Named Ecologist' has a responsibility for ensuring that the licence is complied with. They are responsible for advising the licensee on the suitability and competence of any Accredited Agents or Assistants employed on site to undertake the required duties and may include the direct supervision of Assistants where appropriate. More information about the experience required to become a name ecologist can be found here: [http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance\\_tcm6-10534.pdf](http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance_tcm6-10534.pdf)

### *Accredited Agent*

An “Accredited Agent” is a suitably trained and experienced person who is able to carry out work under a licence without the personal supervision of the Named Ecologist. Any Accredited Agent must be appointed by the Licensee and be in possession of a letter signed by the Licensee confirming their appointment. Agents shall carry a copy of the said letter when acting under the licence and shall produce it to any police or Natural England officer on request. .

### *Assistants*

An “Assistant” is a person assisting a Named Ecologist or Accredited Agent. Assistants are only authorised to act under this licence whilst they are under the direct supervision of either the Named Ecologist or an Accredited Agent.