



Licence Application Form

Application for a licence to sell protected species:
Animals or plants (dead or live)

**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

- 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.

| |
|----------------------------|
| For Office Use Only |
| CWM Ref No: |
| Charter Deadline: |

1. Applicant Details

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

(a) *Are you the applicant or the agent / named ecologist?

(For guidance please see attached annex)

Applicant
Agent / Named Ecologist

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

(b) Registered Customer Details

*Customer Number

*Surname

*Forename

*Postcode

(c) 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

*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 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 Licences

(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. Purpose

(a) *Confirm the purpose of the application:

- Science or education, under Regulation 55(2)(a) and/or section 16(3)(a)
- Conserving wild plants, under Regulation 55(2)(c) and/or section 16(3)(c)
- Protecting any botanical collection, under Regulation 55(2)(d) and/or section 16(3)(d)
- Other imperative reasons of overriding public interest, under Regulation 55(2)(e)
- Permitting an activity prohibited by section 13(2), under section 16(4)(b)

(b) *What are the main aims?

5. Site Details

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

Please note: this is the premises where the licenced item(s) will be sold.

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> | | | |

6. Conservation Considerations

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

Yes No N/A

Please note: This is the activity of collecting the material to be sold.

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

7. 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.

8. 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>Schedule 8 (Wildlife and Countryside Act) – Animal or Plant Sales</i> | | |
| * Species | | | |
| Activity | <i>Sell</i> | <i>Sell</i> | <i>Sell</i> |
| * Number of specimens | | | |
| Age and life stage | | | |
| * Origin of the specimen(s) | | | |
| * Date (to be) taken from the wild | | | |
| * Location (to be) taken from the wild | | | |
| * Is Location a National Nature Reserve or SSSI? | Yes No Not Known | Yes No Not Known | Yes No Not Known |

If Species is 'Bluebell' please see guidance in Annex B and complete question (b). Otherwise, please go to question (c).

(b) Are you submitting supporting material? Yes No

Please note: You will need to provide documentation describing the collection methodology, including a map of the collection site, and OS Grid reference. Please submit this documentation with your application.

If the Location is a NNR or SSSI please answer questions (c) and (d). If not, please go to question (e) and complete **all** the remaining questions.

(c) * Have you obtained consent for taking specimen(s) from the wild? Consent obtained
Consent not obtained
Consent not required

Please note: You will need to provide evidence that you have consent to take the specimen from the wild with this application. Please submit this evidence with you application.

(d) * Have you submitted / will you be submitting evidence of consent? Yes No

If 'Consent is obtained' or 'Consent not required'...

(e) * Please provide explanation of why consent is/was not required or not obtained.

(f) * Please provide justification of why you wish to sell the specimen(s) listed above.

(g) * Please provide details of alternatives that have been considered and the reasons why they have been discounted.

(h) * Has an application for the Article 10 certificate been submitted? Yes No N/A

(i) * Do you have a licence for Possession of specimen(s) listed above?

| | | |
|--------------------------------|-----|-----|
| Held under General Licence | Yes | N/A |
| Held under Possession Licence | Yes | N/A |
| Possession Licence applied for | Yes | N/A |

If 'Held under Possession Licence' or 'Possession Licence applied for'.

* Please provide the licence number of the possession licence held.

9. 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:

| | Person 1 | Person 2 | Person 3 |
|------------------|----------|----------|----------|
| *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.

10. 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.

11. Supplementary Information

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

12. Data Protection

The data controller is the Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX. You can contact the Natural England Data Protection Manager at: Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP; 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

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.**

13. Declaration

13a. 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)*

13b. 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:

14. Annex A – 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.

15. Annex B – Requirements for sale of native bluebell material

Legislation and Licensing

The native English bluebell (*Hyacinthoides non-scripta*) was added to Schedule 8 of The Wildlife and Countryside Act in 1998 because large-scale bulb harvesting from woodlands was perceived to be a significant and increasing problem. The change was intended to make the sale of unsustainably harvested bluebells illegal and thus to eliminate the incentive for large-scale removal of bluebell bulbs from the wild. It is an offence if any person:

- sells, offers or exposes for sale, or has in his possession or transports for the purpose of sale, any live or dead wild plant included in Schedule 8, or any part of, or anything derived from such a plant; or
- publishes or causes to be published any advertisement likely to be understood as conveying that he buys or sells, or intends to buy or sell any of those things.

Therefore a licence is required if you wish to sell any part of a native bluebell that has been taken from the wild, this includes flowers, seeds, bulbs and even extracts from the plant.

The following section describes the details an applicant will need to supply when submitting an application to sell wild bluebell, and also why we require this information.

Ensuring only ‘native’ bluebells are licensed: Providing information to show the nature of the stock to be sold

Natural England will only licence the sale of bluebell material where there is convincing evidence that the material is the native species - *Hyacinthoides non-scripta*. This is to ensure that we do not facilitate the trade of closely related non-native species or hybrid material under the guise of licensed stock.

Therefore, prospective licence applicants will need to provide sufficient evidence to convince Natural England that the material to be sold is native *Hyacinthoides non-scripta*. Normally this should include a statement of identification by a suitably experienced independent botanist which includes a description of the size and extent of the population of bluebells, the nature of their habitat and sufficient information about the location to reasonably conclude that genetic introgression from non-native related taxa is unlikely. Suitably sized electronic images of the plants and especially flower heads (in focus and showing detail of the flower) may be very useful to support applications. Additional evidence may sometimes be requested if evidence submitted suggests that the source stock is not likely to be genetically pure.

Ensuring bluebells are harvested sustainably

Natural England will only licence the sale of material which has been harvested sustainably from the wild. This is to ensure the long term viability of the bluebells in the area from which seeds or bulbs are being harvested. Natural England favours collection of wild seed (rather than bulbs). This is because harvesting seed from wild populations is likely to have minimal impact on both the viability of the bluebell population itself and the integrity of the habitat.

There is significantly more risk associated with the harvesting of bluebell bulbs. However, if harvesting is done under certain conditions (see section 5 below); donor populations are likely to recover though full recovery may take considerable time.

Similarly the harvest of any other parts of the plant (e.g. for oil extracts) must take account on the ongoing viability of the donor population. In any such application you will need to show that no suitable alternative exists – such as using extract from ‘farmed’ or horticultural stocks of plants.

Under all circumstances licence applicants will need to provide a collection methodology which gives details of how the material will be collected sustainably.

Sustainable Collection of Seed

The applicant should provide a collection methodology with the licence application. We expect that collection of seed is undertaken by hand. Seed should only be collected from a proportion (up to 20% as a guideline) of the bluebell population each year. In addition, seed should not be taken from a single area but the harvest spread throughout the area.

Sustainable collection of bulbs

Applications to sell bulbs which have been harvested from the wild are not encouraged and will be treated as unusual.

It is important that the applicant demonstrates that they have a sustainable collection methodology. The applicant will be required to provide written evidence of the landowner’s permission if he or she is not the landowner.

Natural England will take into account the vulnerability of the habitat when considering such applications and site attributes such as listing on the ancient woodland inventory. It is not illegal to harvest bluebell bulbs and Natural England cannot prevent this from occurring. However, we will only issue licences to sell this material if we are satisfied that there will be no significant detrimental effect to the donor bluebell population or to any other protected wildlife or habitat.

The collection methodology should be described in the application and we expect that this would be undertaken by hand, that only a small percentage (<20%) of the area is harvested each year, that small (e.g. 10m square) plots are harvested with untouched plots being left between harvested plots. Soil should be replaced following harvesting and the smallest third of the bulbs should be returned to the plot when replacing soil. The regeneration of plots must be monitored and this done by taking a suitably exposed image annually from a marked spot.

If non-native species are present within the area to be harvested then the methodology must state what measures will be taken to prevent further spread of that species, and ideally limit its presence at the donor site by reducing favourable conditions for it to flourish.