



## Licence Application Form

Application for a licence to keep non-indigenous mammals  
(Grey squirrel, American mink, Coypu and Muskrat)

**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@naturalengland.org.uk](mailto:wildlife@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 or company 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"/>

#### (b) New Customer Registration

\*Email Address

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

*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:

### (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. Purpose

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

Keeping for exhibition, for scientific research or other exceptional purposes, under section 8

(b) \*What are the main aims?

## 5. Site Details

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

If 'Yes' ... For the 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)*

	<i>Site details:</i>
*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

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

(g) Is the location covered by a Natural England Agri-Environment agreement (i.e. Environmental Stewardship)?

*(If 'Yes' please provide the agreement reference number)*

Yes    No    N/A

Ref. No:

## 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. Please complete one column per species:

	Licensable Action 1	Licensable Action 2	Licensable Action 3
Application Subject	<i>Licence to keep non-indigenous mammals</i>		
*Species	<input type="checkbox"/> Grey squirrel <input type="checkbox"/> American mink <input type="checkbox"/> Coypu <input type="checkbox"/> Muskrat	<input type="checkbox"/> Grey squirrel <input type="checkbox"/> American mink <input type="checkbox"/> Coypu <input type="checkbox"/> Muskrat	<input type="checkbox"/> Grey squirrel <input type="checkbox"/> American mink <input type="checkbox"/> Coypu <input type="checkbox"/> Muskrat
*Activity	<input type="checkbox"/> Keeping for exhibition <input type="checkbox"/> Keeping for research <input type="checkbox"/> Keeping for breeding <input type="checkbox"/> Keeping for other purposes	<input type="checkbox"/> Keeping for exhibition <input type="checkbox"/> Keeping for research <input type="checkbox"/> Keeping for breeding <input type="checkbox"/> Keeping for other purposes	<input type="checkbox"/> Keeping for exhibition <input type="checkbox"/> Keeping for research <input type="checkbox"/> Keeping for breeding <input type="checkbox"/> Keeping for other purposes
* If 'Keeping for other purposes', please provide details			
Method or Field Technique	<i>Keeping in a prescribed manner</i>	<i>Keeping in a prescribed manner</i>	<i>Keeping in a prescribed manner</i>
* Maximum number you intend to keep			
County			
OS Grid Reference			
Detailed Location of where animals will be kept			
Proposed Date From			
Proposed Date To			

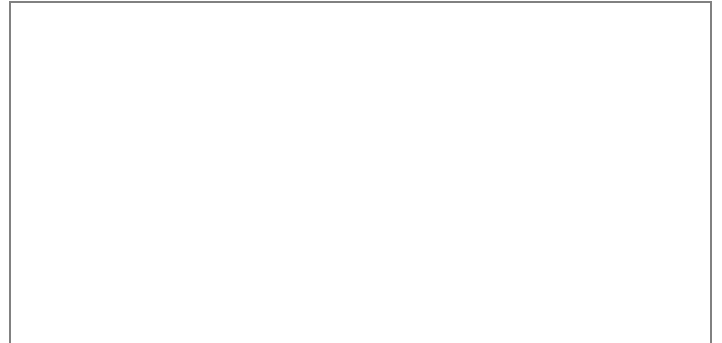
(b) \*Are you submitting a map or plan?

Yes  No

*Please note: For new applications, where practical, you will need to provide a map or plan of a suitable scale showing where the activities will be undertaken. Please attach this to your application if appropriate.*

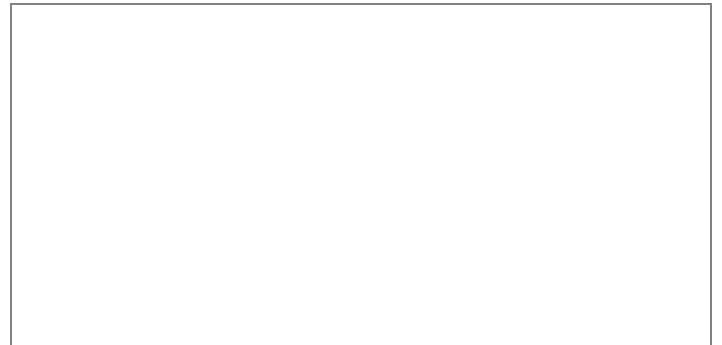
(c) \* Please describe the accommodation that will be provided for the animal(s); e.g. 'fully enclosed cage constructed of weldmesh on a wooden frame with double door access'

*(Please provide drawings or photographs if appropriate)*



*Please note: Licences will only be granted if the accommodation is sufficiently secure to prevent the animals from escaping.*

(d) Please provide information regarding contact between the captive animals and any free-living animals; e.g. whether the animals are to be housed out of doors.



## 9. Qualifications

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

Yes  No

(b) Please provide details of relevant experience and qualifications.

(c) \* Have you consulted anyone in Natural England regarding this application?

Yes No

If yes, please provide details of the consultation.

## 10. Supplementary Information

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



## 11. Data Protection

The data controller is 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](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 2010 (as amended), 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.**

## 12. Declaration

### 12a. Convictions

(a) \* Have you or any person listed in the application been convicted of any wildlife-related or animal welfare offence? Yes  No

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

### 12b. 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:

### 13. 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 58(1) of the 2010 Regulations (as amended)). 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.