



Licence Application Form

Application for a licence to release non-native species and those listed under Schedule 9

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

- 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

Please note: If you are the agent/named ecologist 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
<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. 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 / accredited 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:

Permitting an activity prohibited by section 14, under section 16(4)(c)

(b) *What are the main aims?

e.g. research, rehabilitation following veterinary treatment.

6. 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)

	<i>Site 1</i>	<i>Site 2</i>	<i>Site 3</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>			

7. 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:

8. 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.

9. 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>Non-native species and those listed under Schedule 9 (Wildlife and Countryside Act)</i>		
* Species			
Activity	<i>Release</i>	<i>Release</i>	<i>Release</i>
Method or Field Technique	<i>Release</i>	<i>Release</i>	<i>Release</i>
Number			
Life Stage	Adult <input type="checkbox"/> Juvenile <input type="checkbox"/>	Adult <input type="checkbox"/> Juvenile <input type="checkbox"/>	Adult <input type="checkbox"/> Juvenile <input type="checkbox"/>
Sex	Female <input type="checkbox"/> Male <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>
<i>Capture Location</i>			
County			
OS Grid Reference			
Details of Location			
<i>Release Location</i>			
County			
OS Grid Reference			
Details of Location			
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.

If the specimen(s) are being imported into the UK, please provide a copy of the importation documents.

If the species is protected in its country of origin, please provide a copy of the relevant collection and/or export authorisation(s).

Capture and Release Details (where applicable)

(c) When will you obtain the species for release? *Please provide information on the time of year / stage of breeding cycle, as appropriate.*

(d) Do you intend to hold the species in captivity prior to release including quarantine where appropriate?

Yes No

If 'Yes'...

Please provide the name and address of the location where the species are to be held.

(e) Will the release be into an enclosure designed to contain the species?

Yes No

If 'Yes'...

Please give details of the enclosure including size, fencing and other security measures. If more than one individual is to be released, please also provide information on how the population will be managed *e.g. if the individuals breed what will happen to the offspring?*

If appropriate, please provide plans and/or photographs.

(f) When do you propose to release the species?

Please provide dates (to the nearest month)

(g) What type of tagging/marking will be used, if any? Please give details

(h) Please describe what monitoring of released species will be undertaken (if any).

Health (if appropriate)

Please note: All individuals to be released must be healthy and fit for release into the wild

(i) What is known about the health and disease status of the species to be released or animals, including wildlife, at the location of origin identified above. Please state if the individuals are to be sourced from a population known to harbour disease

(j) Will the individuals be examined by a veterinarian prior to release?

Yes No

(k) If appropriate, list any medicines, vaccines or other substances that are to be administered to the individuals during the release process. Please provide information on the justification for the treatments and state who will administer them

At the end of the project (if appropriate)

(l) Do you intend to re-capture or remove the individuals or their progeny?

Yes No

Please state what you intend to do with the re-captured individuals:

If 'Yes'...

e.g. humane dispatch (please describe the method you propose to use), keep in captivity, re-release following removal of tagging devices.

10. Authorised Individuals

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

Yes No

If 'Yes', for each additional authorised individual / accredited agent, please complete the details below. If 'No' please go to the next section.

	<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.

11. 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.

12. Method Statement

In order to process your application we will require a clear description of the activity you wish to undertake. Depending on the nature of your application, this could take the form of a report or method statement. This would be particularly relevant to applications for scientific research.

We would appreciate it if you **do not** use spiral binding for your report or Method Statement as this affects the ease with which we can scan or copy the document.

13. Supplementary Information

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

14. 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

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 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 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. 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 those persons authorised by the Licensee also have a responsibility for ensuring that the licence is understood and complied with.

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

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.