#### NatEng_logo_New-GreenREGISTRATION FORM

#### Class Licence WML-CL14

#### Ditch maintenance where little whirlpool ramshorn snail (*Anisus vorticulus*) is present

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| **How to register***Please* * complete this document in BLOCK CAPITALS using dark ink or type.
* complete all relevant sections of the form as failure to do so could delay your registration.
* sign the application (the person registering should sign the form) or tick the box if completing electronically, and
* send the completed form to us. You can do this by post or by email.

**What happens next*** We will inform you once you have been successfully registered. This will normally be within 15 days.
* We’ll send you a copy of the licence or tell you where to find the licence on the internet
* Please read and make sure you understand the licence and its conditions prior to use and please ensure that you follow the conditions of that licence. If you are unsure of anything within the licence then please contact us for guidance.

**Using and Sharing Your Information*** There is significant public interest in wildlife licensing and in those who benefit from receiving a wildlife licence. We may make information publicly available, for more information, please see our Privacy Notice.
 | Wildlife LicensingNatural EnglandHorizon HouseDeanery RoadBristol, BS1 5AHTel. 020 802 61089Email wildlife.scicons@naturalengland.org.uk |
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| **This box is for office use only** |
| Application ID number:     Charter deadline:       |

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| **PART A Personal and Contact Details** |

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| **Title:** (eg Mr, Mrs, Miss, Ms) |   | **Forenames:** |       | **Surname:** |       |

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| **Address:** |       Postcode:        |
|  **Daytime telephone number:**  |  | **Mobile number:** |
|       |  |       |
| **Email address: (Please remember to notify us if you change your email address)** |
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| **PART B - Declarations** |

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| **Lock** | Have you, or any persons named in this form by you, been convicted of any wildlife-related or animal welfare offence?  | *Tick as appropriate* |
|  |  | YES [ ]  NO [ ]   |
|  | If ‘**YES’**, please give details, including dates |       |
|  | I have read and understood the guidance provided in this application form. I declare that the particulars given are correct to the best of my knowledge and belief, and I apply for registration in accordance with these particulars. |
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|  | Signature ofapplicant |       | Date |       |

 *For applications submitted electronically, please either insert an electronic signature above or tick this box to confirm agreement with this declaration* *[ ]*

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|  | Name inBLOCK LETTERS |       |  |  |

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| **Who collects your data** |
| The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, Y01 7PX.Send questions about how we use your personal data and your associated rights to the Natural England Data Protection Manager at:* Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP
* foi@naturalengland.org.uk

The Defra group Data Protection Officer is responsible for checking that Natural England complies with legislation. You can contact them at:* Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF
* DefraGroupDataProtectionOfficer@defra.gsi.gov.uk
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| **What data’s collected and how it’s used** |
| 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
* collating licence returns and reports

The personal information Natural England processes will include, but is not limited to:* your name,
* contact details
* customer type
* reasons for wanting a licence
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| **The legal basis for processing your data**  |
| Processing is necessary for the:* performance of a task carried out in the public interest
* exercise of official authority vested in the data controller.

The task is to conduct the licensing functions as delegated by Defra to Natural England under section 78 of the Natural Environment and Rural Communities Act 2006.Natural England’s processing 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. |
| **Consent to process your data**  |
| The processing of your data is not based on consent. You cannot withdraw it. |
| **Who Natural England shares your data with**  |
| Natural England may share your information with third parties:* at certain stages of the licensing process
* for particular licence applications

Natural England may do this to:* check information you provide on a licence application
* discuss your application with a third party that’s supporting the application
* get or check specialist or technical information about an application
* monitor effects on protected species

Natural England only shares information when necessary and anonymously whenever possible.The table shows the organisations Natural England shares information with and the species, activities and purposes it does this for. |

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| **Organisation** | **Species** | **Activity** | **Sharing purpose** |
| Statutory nature conservation bodies[[1]](#footnote-1) | Various | Various | Compliance, enforcement, licence assessment |
| Defra and its executive agencies[[2]](#footnote-2) | Various | Various | Compliance, enforcement, licence assessment |
| Devolved administrations[[3]](#footnote-3) | Various | Various | Compliance, enforcement, licence assessment |
| Marine Management Organisation | Marine | Various | Compliance, enforcement, licence assessment |
| Police | Various | Various | Compliance, enforcement activity |
| Local planning authorities | Various | Development licences | Compliance, enforcement, licence assessment |
| Bat Conservation Trust | Bats | All activities | Licence assessment, species protection |
| British Trust for Ornithology | Birds | Photography and ringing | Compliance, enforcement, licence assessment, species protection |
| Deer Initiative | Deer | Night shooting and translocation | Licence assessment |
| Zoological Society of London | Various | Various | Disease risks |
| Industry and charitable bodies[[4]](#footnote-4) | Various | Various | Application support |

Natural England respects your personal privacy when responding to access to information requests. It only shares information when necessary to meet the statutory requirements of the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. |
| **How long Natural England holds personal data** |
| Natural England will keep your personal data for 7 years after the expiry of your licence or longer if stated in the licence conditions. |
| **What happens if you do not provide the data**  |
| Natural England will be unable to assess your application for a wildlife licence if you do not provide the data. |
| **Use of automated decision-making or profiling**  |
| The information you provide is not used for:* automated decision making (making a decision by automated means without any human involvement)
* profiling (automated processing of personal data to evaluate certain things about an individual)
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| **Transfer of data outside the European Economic Area (EEA)**  |
| Your data will not be transferred outside of the EEA. |
| **Your rights**  |
| Find out about your [individual rights](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) under the General Data Protection Regulation (GDPR), the Data Protection Act 2018. |
| **Complaints**  |
| You have the right to [make a complaint](https://ico.org.uk/make-a-complaint/) to the Information Commissioner’s Office at any time. |
| **Natural England’s personal information charter** |
| Our [personal information charter](https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter) explains more about your rights over your personal data. |

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| **Important Advice*** Under the Wildlife and Countryside Act 1981 and 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 an unlimited fine.

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 had been provided that resulted in the issue of a licence. |

**Before submitting this application**

*Please ensure that you have answered all relevant questions fully and have signed the declaration*

1. Natural Resources Wales, Northern Ireland Environment Agency, Scottish Natural Heritage [↑](#footnote-ref-1)
2. such as Animal & Plant Health Agency, Centre for Environment Fisheries and Aquaculture Science [↑](#footnote-ref-2)
3. Northern Ireland Executive, Scottish Government, Welsh Government [↑](#footnote-ref-3)
4. for example Angling Trust, Chartered Institute of Ecology and Environmental Management, Game and Wildlife Conservation Trust, Royal Society for the Protection of Birds, Wildlife Trusts, Wildfowl and Wetlands Trust, National Gamekeepers Organisation, Vincent Wildlife Trust [↑](#footnote-ref-4)