

REQUEST FOR PRE-SUBMISSION SCREENING SERVICE



By completing and submitting this form, you agree to Natural England's Pre-submission Screening Service Terms & Conditions which can be found [here](#).

Part A. The Applicant for PSS (the Developer/Project Manager or their Representative):

Forename		Position, eg, Director, Ecologist, etc	
Surname		Email address	
Company Name			
Address			
Town/City			
County		Postcode	
Tel number		Mobile number	
Ecologist's name (if different from above)		Ecologist's company and email address (if different from above)	

Please note that if the section below is left blank, the form will be returned to you for completion and advice cannot commence until these details are provided.

Requests for changes to invoice details made *after* an invoice has been issued (including missing purchase order numbers) will be subject to a £110.00 administration charge.

Customer Invoicing Details

Company name:			
Address			
Town/City			
County		Postcode	
Email address for all invoices relating to the above site (required):			
CUSTOMER CONTACT NAME:			
Telephone number		Email address (if different to invoicing address)	
Does your finance department require a purchase order number to be quoted on invoices? If YES, PO number <u>must</u> be provided below	YES	NO	
Purchase Order Number			

Part B. Developer/Project Manager details (if different from above)

These questions relate to the person you are acting on behalf of :

Forename		Position, eg, Director.	
Surname		Email address	
Company Name			
Address			

Town/City			
County		Postcode	
Tel number		Mobile number	

CONTACT METHOD SOUGHT WITH NATURAL ENGLAND

What type of interaction do you seek from Natural England? Please tick:

Email/letter	<input type="checkbox"/>	Meeting by telephone	<input type="checkbox"/>	Office meeting	<input type="checkbox"/>
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Please note that Natural England will meet this request where possible, but cannot guarantee it.

Part C. The Application

PREVIOUS NATURAL ENGLAND ADVICE ON THIS PROJECT/DEVELOPMENT SITE:

1	Has Natural England provided written or verbal advice on this site or application previously? If Yes, Please quote our reference number and date(s) of correspondence or conversations in the box below. If no, please move to question 3.	Yes No	<input type="checkbox"/> <input type="checkbox"/>
	Reference Number	Date(s) of latest correspondence or conversations	

2	Has any organisation applied for a legally protected species licence (Wildlife and Countryside Act, Habitats Regulations or Protection of Badgers Act) for this site or an adjacent site? (If possible, state the number(s) and title(s) of the latest licence)		
	Yes please list below	No	Don't know
	Species on licence	Number(s)	Title(s)

3	Are you currently applying for other planning advice from Natural England?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

PROJECT DESCRIPTION:

4	Site name, address and location of project/development (Easting/Northing for site entrance or site centre):		
	Site name:	Location (Easting/Northing):	
	Site Address:		

5	Do you want advice on whether a licence is required for the project/development?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

6	Please indicate the type of activity/development:		
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7	Please give an indication of size i.e. Hectares/number of units/houses/km road:		
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8	If residential/commercial development, is the work part of a multi-phased or multi-plot development?		
	No <input type="checkbox"/>	Multi-Phase <input type="checkbox"/>	Multi-Plot <input type="checkbox"/>

9	Have you applied for planning permission?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, please provide details of expected date of consent and briefly outline mitigation/compensation plans offered and whether there are any enhancements.		
	If no, please provide details of current position here:		

10	Which authority/authorities, or for NSIPs which Secretary of State, are you seeking permission from?		
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11 If 10) does not include a local planning authority (LPA), in which LPA does the project/development lie?

SPECIES

12 European Protected Species (EPS): GCN Bats Dormice
Nationally Protected Species (NPS): Water Voles Badgers

13 Explain briefly why a licence is required

14 Great Crested Newts

Population Class Size: No of ponds surveyed:
No of ponds to be damaged/destroyed: No of ponds to be created:
Extent of terrestrial habitat:
Provide a brief description of the activity:

15 Bats

Please provide details of the specific species and numbers:
Types of roost(s) and impact on those roost(s):
Number and type of buildings/other structure's/trees that will be affected by the proposals:
Provide a brief description of the activity:

16 Dormice

How many Dormice maybe impacted?
Extent of terrestrial Dormouse habitat:
Provide a brief description of the activity:

17 Water Voles

How many Water Voles may be impacted (approx.)?
Extent of Water Vole habitat that may be affected:
Will impacts on water vole habitat be permanent or temporary?
Provide a brief description of the activity:

18 Badgers

How many setts may be temporarily affected? Main: Annex: Subsidiary: Outlier:
How many setts may be permanently affected? Main: Annex: Subsidiary: Outlier:

Are there any other impacts on badgers (please state briefly what)?

Provide a brief description of the activity:

19 Do you think a site visit would be helpful from your client's perspective?

Yes

No

20 Are there any other issues or constraints that make the case unusual?

21 MATERIAL TO BE SUBMITTED TO NATURAL ENGLAND

Please tick documents to be submitted if case is accepted. Please Send CDs for documents over 10MB to Natural England, Customer Services Wildlife Licensing, Horizon House, Dearney Road, Bristol, BS1 5AH

Application form

Method Statement

Master Plan

Habitat Management and Maintenance Plan

Reasoned Statement (EPS only)

Other (please specify):

When would you like to submit your draft application:

Earliest submission window:

Latest submission window:

20 **ADDITIONAL NOTES** (please use this section for any information you wish to add that has not been covered above)

PLEASE RETURN THIS FORM TO pssenquiries@naturalengland.org.uk

Please note that this service is offered on a discretionary basis and whilst we endeavour to meet customer requirements, during busy periods this may not always be possible.

Part D. Your Information

Using and sharing your information



The data controller is Natural England, 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate. It will be used for processing your application.

We may disclose your application and other information relating to it to third parties, such as Government Departments, in order to consult them about the application.

Natural England or its appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.

Natural England is committed to giving high quality service, and would welcome any feedback or suggestions on the Discretionary Advice Service. You may be sent a short feedback form upon completion of our advice, which we would be grateful for you to complete. This feedback will help shape/improve our service to you.