

REQUEST FOR AN ORGANISATIONAL LICENCE



Also use this form to request a **PROJECT LICENCE**

By completing and submitting this form, you agree to Natural England's [Terms & Conditions](#) for Chargeable Licences and [special terms for Organisational Licences](#).

Part A

The Applicant (the organisation's main point of contact) - Personal Details:

Title		Company Name	
Forename(s)		Business Title	
Surname			
Address 1			
Address 2			
Town			
County		Postcode	
Telephone		Mobile	
Email			

Invoicing Details

Please provide the finance details below in the event your request is accepted.
Please note that we cannot commence on an organisational/project licence until these details are provided, so the form will be returned to you for completion if this section is left blank.

Customer name/trading name:			
Address 1			
Address 2			
City			
County		Postcode	
Email address for all invoices relating to the above site (required):			
CUSTOMER CONTACT DETAILS:	Name		
Telephone		Email address (where differs from invoicing address)	
Does your finance department require a purchase order number to be quoted on invoices?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			


Part B. Further Information

This information will help us determine whether an organisational/project licence is suitable for your organisation and its needs.

- 1 Why are you interested in an organisational/project licence from Natural England? For example, you may wish to help staff comply with protected species legislation and/or to reduce the number of existing individual protected species licences your organisation applies to Natural England for.

2	Do you have a specific deadline or timeframe in mind for receiving an organisational/project licence, for example to progress a particular project or set of operational activities? If yes, please give us an indication of your requirements in terms of timing.														
3	Does your organisation undertake operational activities, including routine and emergency works that bring it into contact with protected species? Please give details. (For further information on protected species and what they are, see: http://jncc.defra.gov.uk/page-1747)														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;">Activity</th> <th style="width: 50%; text-align: left;">Species affected</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>		Activity	Species affected												
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4	What is/are the main purpose(s) of the activities/works you are undertaking that affect protected species?														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%; text-align: left;">Purpose</th> <th style="width: 30%; text-align: left;">Tick if relevant</th> </tr> <tr> <td>Scientific, research and/or education</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Nature conservation</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Public health and safety</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Preventing disease spread</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Preventing damage to livestock or crops</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (please specify below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Purpose	Tick if relevant	Scientific, research and/or education	<input type="checkbox"/>	Nature conservation	<input type="checkbox"/>	Public health and safety	<input type="checkbox"/>	Preventing disease spread	<input type="checkbox"/>	Preventing damage to livestock or crops	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
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Other (please specify below)	<input type="checkbox"/>														
ADDITIONAL NOTES (please use this section for any information you wish to add that has not been covered above)															
Do you have a contact in Natural England with whom you have been discussing an organisational licence with? If yes, please provide their name.															

Part C. Your Information

	Using and sharing your data
	<p>The Data Controller is Natural England. For further information on how we process your personal information please see the Discretionary Advice Service (DAS) privacy notice.</p> <p>www.gov.uk/government/publications/natural-england-privacy-notices.</p>

Organisation	Species	Activity	Sharing purpose
Statutory nature conservation bodies ¹	Various	Various	Compliance, enforcement, licence assessment
Defra and its executive agencies ²	Various	Various	Compliance, enforcement, licence assessment
Devolved administrations 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	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: <ul style="list-style-type: none"> • 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) 			
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 under the General Data Protection Regulation (GDPR), the Data Protection Act 2018.			
Complaints			
You have the right to make a complaint to the Information Commissioner's Office at any time.			
Natural England's personal information charter			
Our personal information charter explains more about your rights over your personal data.			

¹ Natural Resources Wales, Northern Ireland Environment Agency, Scottish Natural Heritage

² such as Animal & Plant Health Agency, Centre for Environment Fisheries and Aquaculture Science

³ Northern Ireland Executive, Scottish Government, Welsh Government

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

Signature:		Date:	
<i>For electronic applications, please insert an electronic signature above or tick this box to confirm agreement with this declaration</i>			<input type="checkbox"/>
Name (BLOCK LETTERS):			

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