

# Great Crested Newt District Level Licensing Enquiry Form

Please fully complete this Enquiry form and return to: [gcndll@naturalengland.org.uk](mailto:gcndll@naturalengland.org.uk).

Natural England will rely on the accuracy of the information provided by an Applicant. It is the duty of an Applicant to inform Natural England if the extent of the land affected by the proposed development alters, or if information about great crested newts in that area exists.

For further information on great crested newt licensing please see **Further Notes**.

## 1(a) Applicant Details

To be completed by the Applicant. All fields marked \* are mandatory.

Forename(s)\*

Surname\*

Company Name\*  
(If applicable)

Position/Business Title\*  
(If applicable)

Registered Company Number  
(If applicable)

Address\*  
(including county and postcode)

Telephone or Mobile Phone Number\*

Email Address\*

## 1(b) Invoicing

Details of where the invoice for the enquiry fee or variable fee shall be sent. All fields marked \* are mandatory.

Email Address for Invoice\*  
(This is where the invoice will be sent)

Purchase Order Number  
(If applicable)

Company Name  
(If applicable)

Address\*  
(including county and postcode)

Customer Contact Name\*

Telephone or Mobile Phone Number\*

**DLL variable fee** - The variable fee is designed to cover any additional time spent on complex cases\*, over and above the standard processing time covered by the enquiry fee (£570 + VAT). The variable fee is charged at a rate of £110 per hour + VAT for any additional hours spent on a specific case, up to a maximum of £2,500 + VAT. By signing this form, you agree to the variable fee.

\*Complex cases may include (but are not limited to): phased developments, large scale infrastructure projects, interactions with existing GCN licences, and temporary impacts.

## 1(c). Consultant / Ecologist details

\* Name:

\* Contact number

\* Email Address:

## 2. Site Information

\* Is the address for the site 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.

### Site Details

\* Site / Location Name:

\* House No:

\* Address

County:

Postcode:

\* OS Central Grid Reference

Use format AB 01234 56789

OS Grid References start and end points (for linear schemes only)

### Submitted?

(b) \* Please supply with your Enquiry form a map or site plan depicting the red line boundary of the proposed development.

(c) \* Will any part of the proposed activity fall in and/or adjacent to one of the following Designated Sites? Special Area of Conservation (SAC), Special Protection Area (SPA), Ramsar Site, Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR)

No  
Yes, on  
Yes, adjacent

If Yes to (c), please provide further details and complete items (d) and (e). If 'No', please go to section 3.

(d) Have you consulted with Natural England for advice on the implications of the application on the designated site?

Please note, if a development is likely to impact a site with statutory designation, Natural England must be consulted as early as possible in the determination process.

Yes No Not known

(e) Please give either the outcome of your consultations, or the reason why you have not yet consulted us. Please provide any relevant correspondence and the name of the local Natural England adviser or reserve manager consulted.

### 3. Development Information

(a) \* Please provide a brief description of your development proposal.

(For Example, development of 100 houses with associated access road and car parking area)

(b) \* Please indicate which category the development proposal falls within. Please choose the best match

Small-scale housing (1-10 houses)

Large-scale Housing (11+ houses)

Private (Household/Farm)

Utilities / Energy

Other (Please specify):

Infrastructure / Transport

Commercial / Retail / Industrial

Social (Education / Health / Leisure)

Minerals / Quarries

(c)\* To the nearest month and year, what are the anticipated timescales<sup>1</sup> for:

Month

Year

N/A

Consent obtained

i) Submitting for planning consent (or other relevant consent)?

ii) Commencing developmental activities (under a GCN licence)?

(d) \* Is your development phased, or part of a wider phasing plan?

Yes

No

If Yes to (d), please provide further details on the number of phases and the indicative timescales of each phase:

(e) \* Are the **majority (>50%)** of impacts associated with the development *Temporary*?

Yes

No

*All habitat temporarily impacted **must** be reinstated like-for-like, or better, within one year post-development*

If Yes to (e), please complete questions i) to iii), if No, please move to question 3(f)

i) What is the duration of temporary construction activities?

ii) Will there be impact continuously through this duration, or will works be undertaken periodically? If periodic, please provide details of the frequency.

ii) Will waterbodies within the development boundary be retained, or directly impacted (damaged, or directly destroyed)? Please provide a description, including any remediation activities, with waterbody references as required.

(f) In Section 3(b), if you have selected either '*Small-scale housing*' or '*Private*', please answer the following questions:

i) Is the development the new construction of a **single** dwelling, *or*; the repair, maintenance or extension to a **single** existing dwelling?

Yes

No

ii) Will any waterbody within the development site be directly impacted?

Yes

No

<sup>1</sup> This data is valuable for Natural England's DLL pond delivery forecasting, which allows us to provide a better service.

#### 4. Impact Assessment

The Applicant only needs to complete one of Section 4(a) or 4(b), depending on the availability of survey data<sup>2</sup>.

(i) \*Has the Applicant conducted recent<sup>3</sup> surveys concerning the presence or absence of great crested newts on-site, and within 250m of the site? If Yes, please continue to section 4(a) Yes No

(ii) \* Does the Applicant have access to other recent<sup>3</sup> information about the presence of great crested newts on-site, and/or within 250m of the site? Yes No

If Yes, please continue to section 4(a). If No, please continue to section 4(b)

##### (a) Survey

**\* You must submit 2 polygon GIS shapefiles<sup>4</sup> with your Enquiry Form and map or plan, including: Submitted?**

\* (i) a Red Line Boundary shapefile of proposed development, with:

- 'Site\_Name' attribute
- 'Site\_Ref' attribute. The Site Reference will be '00000'

\* (ii) a Polygon shapefile showing all suitable waterbodies<sup>5</sup> within (or intersecting with) the red line boundary and all suitable waterbodies within (or intersecting with) a 250m buffer from the red line boundary.

- 'Pond\_ID' attribute - an identification number for each pond
- 'GCN' attribute – to show GCN survey results where A = Absent, P = Present, NS = No Survey

(iii) \* Have you excluded any waterbodies from the pond layer? Yes No

(iv) If yes, please provide justification on why waterbodies were excluded. Please refer to the Gov.uk guidance: [Ecologists: how to provide pond and waterbody data for district level licensing.](#)

(v) \* What year was the survey carried out in?:  
If multiple surveys, please detail this.

##### (b) No Survey

**\* You must submit one polygon GIS shapefile<sup>4</sup> with your Enquiry Form and map or plan, including: Submitted?**

Red line boundary of proposed development, one record for each proposed development as a polygon shapefile with:

- 'Site\_Name' attribute
- 'Site\_Ref' attribute. The Site Reference will be '00000'

##### (c) Other information

\*Does the Applicant have other information, or awareness, about the presence of great crested newts on, or within 250 metres of the Site?<sup>2</sup> If Yes, please describe (for example, biological records): Yes No

<sup>2</sup> A person commits an offence if, for the purposes of obtaining, whether for himself or another, the grant of a licence under regulation 55 of the Conservation of Habitats and Species Regulations 2017 he makes a statement or representation or supplies a document or information which he knows to be false in a material particular, or recklessly makes a statement or representation or supplies a document or information which is false in a material particular.

<sup>3</sup> Survey information is acceptable if collected by a licensed great crested newt surveyor, in line with best practice guidance within five seasons from the submission date of this form.

<sup>4</sup> A 'Polygon shapefile' consists of the following file extensions as a minimum: .shp .dbf .shx .prj. A Google Earth .KML file is also acceptable. Please contact the DLL team for more information on this format.

<sup>5</sup> Please refer to [Gov.uk guidance on what constitutes a suitable waterbody under a DLL Impact Assessment.](#)

## 5. Other Information

(a) \* To your knowledge, have there been any previous GCN applications, Discretionary Advice (DAS) or licence decisions concerning this site? Yes No

If 'No' please move to question 5(f). If 'Yes' please complete questions 5(b to e).

(b) \* Date of most recent application:

(c) \* What was the application or licence reference number given?

(d) \* What was the outcome of the previous application? (Please select one of the following)

Granted Not Granted Advice only Deferred Not yet known

(e) \* To your knowledge, does this application relate to any previously licensed 'mitigation' work on the site being applied for? Yes No

If 'Yes' to (e): Please provide further details:

(f) \* Are there any known active GCN licences within 250m of the Site? Yes No

If 'Yes' to (f): Please provide further details:  
For multiphase developments please detail the number of phases and list all existing active licence numbers:

(g) Is the development a Nationally Significant Infrastructure Project (NSIP)? Yes No

If yes to (g), please provide details of any engagement with Natural England to date:

(h) Additional Comments: Please supply any additional information pertinent to the application, e.g. alternative contact details.

## 6. Declaration

The person signing this Declaration should be the person named in section 1(a) as being the applicant or person applying on behalf of a corporate applicant, or the authorised individual whose details are given in section 1(c).

The Applicant confirms and warrants that the information given in this Enquiry Form is up to date, complete and correct<sup>6</sup>

\* Signed on behalf of and duly authorised by the Applicant

\* Dated

\* Print name

\* For electronic applications, please insert an electronic signature, or tick this box to confirm the declaration:

If you are not the applicant referenced in Section 1(a), please confirm you have their permission to submit this form on their behalf:

<sup>6</sup> Any person who in order to obtain a licence under regulation 55 of the 2017 Regulations 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. A 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, or both.

## Further Notes

Under regulation 43 of the Habitats and Species Regulations 2017 (“the 2017 Regulations”) it is an offence to deliberately capture, injure, kill or disturb the species of animal known as European protected species. It is also an offence to deliberately take or destroy the eggs of a European protected species or to damage or destroy a breeding site or a resting place of one of these species. The great crested newt is a European protected species.

Under regulation 55 and 58 of the 2017 Regulations, Natural England may grant a licence permitting the carrying out of activities that would otherwise breach regulation 43.

In order for Natural England to grant a licence it must be satisfied, amongst other things, that the activities it is licensing are for one or more of the **purposes** set out at regulation 55 (2), namely: scientific or educational purposes; ringing or marking activities; conservation activities; protecting zoological or botanical collections; preventing the spread of disease; preventing serious damage to agriculture, forestry, fisheries or property. In addition, Regulation 55 (2) (e) allows the grant of a licence where the purpose is “preserving public health or public safety or **other imperative reasons of overriding public interest, including those of a social or economic nature** and beneficial consequences of primary importance for the environment”.

Furthermore, Natural England must also be satisfied that there is **no satisfactory alternative** (regulation 55 (9) (a)), that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a **favourable conservation status** in their natural range (regulation 55 (9) (b)).

Under Natural England’s Great Crested Newt District Level Licensing approach compensatory works funded by a Conservation Payment are intended to allow the provisions of reg. 55 (9) (b) to be satisfied (“that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range”), but do not address the issues raised in reg. 55 (2) (“... imperative reasons of overriding public interest, including those of a social or economic nature ...”) or 55 (9) (a) (“that there is no satisfactory alternative”). Accordingly, no representation, assurance, condition or warranty is given by Natural England to the effect that activities associated with the development described in this form will go on to be licensed by Natural England.

In the event that Natural England does go on to grant a licence to the Applicant under reg. 55 of the 2017 Regulations any such licence will be subject to the conditions therein set out, which may include (but not be limited to) conditions that activities may not be commenced until the Applicant has paid the Conservation Payment in full.

## Privacy Notice

### Who collects your data?

The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, Y01 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)

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, 2<sup>nd</sup> floor, Seacole Block, 2 Marsham Street, London SW1P 4DF. [DefraGroupDataProtectionOfficer@defra.gsi.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gsi.gov.uk)

### What of my data is being collected and how is it being used? What is the legal basis for the processing?

The data collected by Natural England includes, the Applicant’s name and contact details, the name and contact details of any agent appointed by the Applicant, the name and contact details of individual points of contact within the Applicant’s organisation and that of the Applicant’s agent, customer type, the nature of the Site, the development proposed on the Site, reasons for that development and bank account information for refunds.

Natural England uses such data to run a great crested newt licensing scheme (“the Scheme”) in the area in which the Site is located. 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 delegated by Defra to Natural England 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.

### Who will my data be shared with?

Information provided by or on behalf of the Applicant and any supporting material will be used by Natural England to undertake our licensing functions and to operate the Scheme. This will include assessing an Applicant’s proposals in line with the Scheme, producing a Scheme certificate, assessing an Applicant’s licence application, issuing a licence if applicable, monitoring compliance with licence conditions and collating licence returns and reports. In carrying out these functions Natural England may discuss your Scheme application with third parties such as contractors commissioned to deliver the necessary

habitat compensation. Natural England may for particular licence applications and at specific stages of the licensing 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>

Natural England recognises there is significant public interest in wildlife licensing and in those who benefit from receiving a wildlife licence. Therefore, we may make information publicly available. Information released may include, but is not limited to, your name or business name, application and licence details as well as reports and returns. Natural England, however, realises that some licensed activities can be sensitive and we will not release information that could harm people, species or habitats. In some cases, for example, this may mean not releasing the names and addresses of individuals or the location of the licensed activity.

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.

#### **How long will my data be held for?**

Your personal data will be kept by us for 7 years or, if a Scheme certificate subsequently issued, for 7 years following the period of effectiveness of any such Scheme certificate.

#### **If you are relying on my consent to process data, can I withdraw my consent?**

No, because the processing is not based on consent.

#### **What will happen if I don't provide the data?**

Failure to provide this information will mean that we will be unable to assess your application for a Scheme certificate and/or a wildlife licence.

#### **Will my data be used for automated decision-making or profiling?**

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).

#### **Will my data be transferred outside of the EEA?**

The data you provide will not be transferred outside the European Economic Area.

#### **What are my rights?**

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/>

#### **How do I complain?**

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/>

#### **Natural England's Personal Information Charter**

Details of our Personal Information Charter can be found at: <https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter>