

Great Crested Newt (GCN) District Level Licensing (DLL) Enquiry Form

The Conservation of Habitats and Species Regulations 2017 (as amended)
The Wildlife and Countryside Act 1981 (as amended)



Fully complete this enquiry form and return to: gcndll@naturalengland.org.uk

Natural England (NE) will rely on the accuracy of the information provided by the 'Applicant'. It is the duty of the 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.

You must not knowingly provide false information on this form. Providing false information to obtain a licence is a criminal offence. If you're found guilty of such an offence, you could receive a custodial sentence of up to 6 months, a fine, or both.

For further information on great crested newt licensing see Section 8: Notes.

Section 1: Applicant information

All questions are mandatory unless otherwise stated.

1a: Applicant details

Full name

Address
(including county and postcode)

Telephone number

Email address

Are you applying as an individual or on behalf of a company or organisation?

Individual:

Company or organisation:

If you represent a company or organisation, provide the following:

Company or organisation name
(Registered name and any trading name)

Registered company number

Position or business title

Company or organisation Address
(including county and postcode)

1b: Consultant or ecologist details

Full name

Telephone number

Email address

Section 2: Invoicing

All questions are mandatory unless otherwise stated.

Natural England charges an enquiry fee of £570 (£684 inclusive of VAT) to cover the cost of enquiring for DLL. The enquiry fee covers the majority of cases.

Natural England will issue an enquiry fee invoice separately, usually by stage 3 of the process when the Impact Assessment & Conservation Payment Certificate (IACPC) is issued.

If changes to the invoicing details are required after submission of this form, an admin fee of £110 (plus VAT) may need to be paid.

2a: Variable fee

The variable fee is additionally charged for complex cases that require additional assessment time over and above that covered by the enquiry fee. The variable fee may also be charged instead of the enquiry fee for some minor amendments.

Natural England calculates the cost of the variable fee to the nearest quarter of an hour of work, based on an hourly rate of £110 plus VAT up to a maximum of £2,500 plus VAT.

Complexities may include, but are not limited to:

- phased developments
- large scale infrastructure projects
- sites on or adjacent to existing GCN licences
- temporary impacts
- linear schemes
- minerals or quarries

I acknowledge the variable fee guidance above and agree to the charge (where applicable) Yes

2b: Invoicing details

Details of where the invoice for the enquiry fee or variable fee shall be sent.

Company or organisation name
(if applicable)

Address
(including county and postcode)

Customer contact name

Email address for invoice
(this is where the invoice will be issued to)

Telephone number

Purchase Order number
(or Payment Reference, or N/A)

Section 3: Site information

All questions are mandatory unless otherwise stated.

3a: Site details

Is the site within a [Natural England operated DLL area](#)? Yes No

Site or location name

Address

County

Postcode

(provide the nearest applicable postcode if the address does not have one assigned)

10-figure OS Central Grid Reference

(use format AB 12345 67890)

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

3b: Previous or existing District Level licences

To your knowledge, have there been any previous DLL enquiries or licence decisions concerning this site? Yes No

If yes, complete the following questions. If no, continue to Section 3c.

What was the DLL enquiry reference number given?

(This will be in the format DLL-ENQ-ABCD-12345)

What was the licence reference number given?

(If applicable, this will be in the format YEAR-12345-EPS-DLL)

Any further DLL enquiry or licence information?

3c: Previous or existing GCN mitigation licences

To your knowledge, have there been any previous GCN mitigation licence decisions concerning this site?

Yes No

If yes, complete the following questions. If no, move to Section 3d.

What was the licence reference number given?

What was the outcome of the previous application?

(Granted, not granted, advice only, deferred, not yet know)

Are there any known active GCN licences within 250 metres of the site?

If yes, provide the licence reference number

3d: Organisational licences

To your knowledge, are there any organisational licences which cover your site?

(For example, the NatureSpace Partnership organisational licence for Network Rail)

Yes

No

If yes, provide details on why you are applying for the Natural England DLL scheme.

3e: Discretionary Advice Service (DAS)

To your knowledge, has Natural England been contacted under the Discretionary Advice Service (DAS) regarding this site?

Yes

No

If yes, provide further details including reference number and any named NE contacts.

3f: Designated sites

Will any part of the proposed activity fall within or adjacent to one of the following designated sites? [MAGIC](#)

Yes, within

Yes, adjacent

No

- Special Area of Conservation (SAC)
- Special Protection Area (SPA)
- Ramsar Site
- Site of Special Scientific Interest (SSSI)
- National Nature Reserve (NNR)

If yes, provide further details and answer the following questions. If no, continue to Section 4.

Have you consulted Natural England for advice on the implications of the application on the designated site?

If a development is likely to affect a designated site, consult Natural England as early as possible in the determination process at consultations@naturalengland.org.uk

Yes

No

Provide the outcome of your consultations or the reason why you have not yet consulted Natural England. Provide any relevant correspondence and the name of the Natural England officer or reserve manager consulted

Section 4: Development information

All questions are mandatory unless otherwise stated.

4a: Development proposal

Provide a brief description of your development proposal.

(For example: Development of 100 houses with associated access roads and public open space)

Indicate which category the development proposal falls within:

Small-scale housing (1 to 10 houses)	Private (household or farm)
Large-scale housing (11 or more houses)	Commercial, retail or industrial
Social (education, health or leisure)	Utilities or energy
Infrastructure or transport	Minerals or quarries
Other (please specify)	

4b: Timescales

To the nearest month and year, what are the anticipated timescales for:

Submitting for planning consent (or other relevant consent)?

(If planning consent is not needed or is already obtained, state this)

Commencing developmental activities (under a GCN licence)?

4c: Small-scale housing or private development sites

If you have selected either 'small-scale housing' or 'private' at Section 4a, answer the following questions, otherwise continue to 4d:

Is the development the new construction of a single dwelling, or the repair, maintenance or extension to a single existing dwelling?	Yes	No
---	-----	----

Is any part of the development for commercial use?	Yes	No
---	-----	----

Will any waterbody within the development site be directly impacted?	Yes	No
---	-----	----

If yes, provide details:

4d: Nationally Significant Infrastructure Projects

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

If yes, provide details of any engagement with Natural England to date, including the reference number and any named NE contacts.

4e: Phased development (subject to assessment)

Applicable to large-scale developments (often under outline planning consent) requiring 3 or more compensation ponds. For example, large-scale housing, industrial, commercial, or infrastructure projects where phases will be undertaken over multiple years.

Natural England can only assess a maximum of 5 phases. If your development has more than 5 phases, you must reduce these to 5 for the purpose of DLL. Read the [DLL guidance for developers](#). Additional shapefiles and PDF plan are required – see Section 6b.

Is your development phased, or part of a wider phasing plan? Yes No

If yes, provide further details on the number of phases and the indicative timescales of each phase.

4f: Temporary impacts (subject to assessment)

Areas described as ‘temporary impact’ will be assessed according to duration, severity, and frequency of impacts. Additional shapefiles and PDF plan are required – see Section 6b.

For the purposes of DLL, an area of ‘temporary impact’ must meet both of the following criteria:

- the area will not be subject to more than 12 months of development impact
- the habitat will be reinstated to the original state, or better quality for GCN, within the following 12 months

Example: the installation or decommissioning of a pipeline, cable route or ground-mounted solar panels completed within 12 months, with all areas reinstated to the original state, or better quality for GCN, within the following 12 months.

All areas that do not meet the criteria above are ‘permanent impact’ areas. Additionally, an area where a complete soil strip is undertaken (for example, under solar panels), is considered permanent impact.

Is more than 50% of the development area associated with temporary impacts? Yes No

If no, move to Section 5. If yes, answer the following questions:

Will all temporarily impacted habitat be reinstated to the original state, or better quality for GCN, within 12 months post-impact? Yes No

What is the duration of temporary construction activities?

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

Will any waterbodies within the temporary development boundary be retained, or directly impacted?

Describe all impacts, including remediation activities, and duration, with waterbody references (for example: 4m culvert to GCN present ditch (D1) under new access road, duration of works one week).

Section 5: Waterbody and GCN Survey Information

All questions are mandatory unless otherwise stated.

5a: Waterbodies (ponds, ditches, ditch networks)

Are there any waterbodies within the development site boundary? (Provide details)

Are you aware of any waterbodies within 250 metres of the site boundary? (Provide details)

5b: GCN Survey Information

You do not need to undertake GCN surveys to use DLL. However, reasonable attempts must be made to access publicly available survey data, for example: Biological records centre data, DEFRA Magic Maps, Planning Portal (for adjacent sites).

A pond is considered 'GCN present' where there has been a single instance of GCN presence within the last 5 years, even where subsequent surveys recorded absence.

If GCN have been recorded within the last 5 years, shapefiles of all waterbodies within 250 metres of the site boundary must be provided (see Section 6 for guidance).

GCN survey information must be collected by a licensed great crested newt surveyor, in line with best practice guidance.

eDNA surveys must be undertaken between 15 April and 30 June to confirm absence. If GCN presence is confirmed at other times of the year or by other methods, this is acceptable.

Have you conducted surveys concerning the presence or absence of great crested newts on-site, and/or within 250 metres of the site within the last 5 GCN survey seasons? Yes No

If no, continue to 5c. If yes, answer the following questions:

Confirm the types of surveys conducted:

(for example: eDNA, Bottle trapping, torch light, egg searches)

What dates were these surveys conducted on?

Confirm you have read and understood the [waterbody guidance on GOV.UK](#)

Do you propose to exclude any waterbodies from the assessment? Yes No

If yes, provide justification for all exclusions made and submit required evidence as per the guidance above. It is your responsibility to remove excluded waterbodies from the shapefiles prior to submission, otherwise they will form part of the assessment.

5c: Publicly available GCN survey information

Have you made all reasonable attempts to access publicly available survey information?

For example: biological records centre data, DEFRA Magic Map, Planning Portal (for adjacent sites)

Yes

No

If no, explain why not

Have GCN been recorded in the last 5 GCN survey seasons, within 250 metres of the site boundary?

Yes

No

If yes, answer the following question:

Confirm the source of this data and provide details, including pond references where applicable.

For details on required shapefiles, see Section 6.

Section 6: Site plans and polygon shapefiles

All questions are mandatory unless otherwise stated.

6a. Shapefile guidance

A polygon GIS shapefile consists of the following file extensions as a minimum: .shp, .shx .dbf, and .prj - all are required. Alternatively, we can accept .kml files created through Google Earth (.kml guidance is available on request).

The impact assessment runs directly from the shapefiles provided. Polygons must be drawn accurately. Unintentional overlaps or missing attribute data may delay your impact assessment or necessitate a re-run requiring additional fees.

The boundary GIS shapefiles must include:

- An attribute column named 'Site_Name'

(The content of this attribute should match the site name recorded in this enquiry form)

- An attribute column named 'Site_Ref'

(The content of this attribute should be '00000')

The waterbody GIS shapefile must include:

- An attribute column named 'Pond_ID'

(The content of this attribute should label each waterbody with a unique ID)

- An attribute column named 'GCN'

(The content of this attribute should state the GCN status of each waterbody using the following naming convention)

- Present = 'P'
- Absent = 'A'
- No Survey data available = 'NS'

6b: Confirm submission of plans and shapefiles:

For all enquiries, you must provide a:

- PDF plan showing the full site boundary.
- polygon shapefile showing the site boundary, including appropriate attribute information.

Submitted

Submitted

If any GCN survey information is available, you must provide a:

- polygon shapefile showing all suitable waterbodies within (or intersecting with) the red line boundary and all suitable waterbodies within (or intersecting with) a 250 metre buffer from the red line boundary, including appropriate attribute information.

Submitted

If your site is phased, you must provide:

- a PDF phasing boundary plan.
- separate polygon shapefiles for each phase, up to 5 phases, including appropriate attribute information.

Submitted

Submitted

If you're enquiring about temporary impacts, you must provide a:

- design plan showing the development layout including all permanent impact areas.
- polygon shapefile for all permanent impact areas is required where these areas combined are over 10% of the full site boundary, or over 0.5 hectares, whichever is smaller.

Submitted

Submitted

Natural England can accept indicative design plans and shapefiles. However, when the design is finalised, an updated plan and shapefiles must be provided.

Section 7: Declaration

The person signing this declaration should be the person named in Section 1a as being the Applicant or a person applying on behalf of a corporate Applicant, or the authorised individual whose details are given in Section 1b.

The Applicant confirms and warrants that the information given in this Enquiry Form and supporting information is up to date, complete and correct.

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

Date

Print name

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

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

Any person who in order to obtain a licence under regulation 55 of the Conservation of Habitats Regulations 2017 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 6 months or to a fine, or both.

Section 8: Notes

Under regulation 55 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, YO7 7PX. You can contact 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, Marsham Street, London SW1P 4DF.
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: 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 do not 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>