

**AMENDMENT REQUEST FORM for a Species Licence:**

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| **NOTES FOR GUIDANCE****Please read the following notes carefully:*** This form must be completed in support of a request to amend an existing Survey, Conservation or Development Species Licence issued under the **Conservation of Habitats and Species Regulations 2017** and/or the **Wildlife and Countryside Act 1981** as well as **The Protection of Badgers Act 1992 or the Invasive Alien Species (Enforcement and Permitting) Order 2019.**
* All questions in this application form must be completed in as much detail as possible; failure to provide adequate information will delay the processing of your request.
* Please be aware that we aim to process amendment requests within our service level agreements. Our service level agreements can be found at:

<https://naturalresources.wales/permits-and-permissions/species-licensing/our-service-level-agreements/?lang=en> * Please liaise with NRW (contact details at the end of this form) to determine whether works under your existing Licence can continue whilst your amendment request is being processed. There are certain scenarios that would render your existing Licence as invalid, therefore please confirm this prior to continuing works.
* If your existing Licence has expired within four weeks of you submitting this amendment request form, we will need you to complete and submit a Report form in relation to your Licence; these forms can be found on the NRW website.
* Please be aware that if you are applying to amend any licensable works (not including changes to any post-works conditions) and over four weeks have passed since your licence expired, we will not be able to amend your Licence and we will ask you to submit a new Application.
* If your existing Licence has expired, you may not undertake any further works under this Licence until you have received the amended Licence.
* Please be aware that if you are proposing to undertake significant changes to the methodology agreed by NRW under your existing Licence, we may not be able to amend your Licence. Instead, we may ask you to submit a new Application in its entirety.
* Natural Resources Wales can modify or revoke any Licence issued however this will only be undertaken if we have a valid reasoning for doing so. Any Licence that is issued is likely to be revoked immediately if it is discovered that false information was provided in the original application.
* The information provided by you will be processed by Natural Resources Wales under the General Data Protection Regulation. This will enable us to process your application; to monitor compliance with any permit conditions and to process renewals.

We will process the information you provide in connection with the following: * Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
* Carrying out statistical analysis, research and development on environmental issues
* Preventing and investigating possible breaches of environmental law and taking any resulting action
* Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**Charges*** You must pay a fee for a licence unless you are exempt
* For information on our charges and how to pay please click **[here](https://naturalresources.wales/permits-and-permissions/species-licensing/species-licensing-charges/?lang=en)**

**We would also like to send you details about other topics we think may be of interest to you such as NRW news; services relating to environmental matters; asking for your feedback on our service; and more useful information.****If you consent to receiving further information from us, please tick the following box to confirm** Yes, I would like to receive additional information from NRW relating to environmental matters □                        **Please note we may pass the information on to our agents or representatives to carry this out for us**If you have any further queries or concerns, please contact dataprotection@naturalresourceswales.gov.uk.  For further information on the processing of your personal details please see our [Privacy Notice page](https://naturalresources.wales/privacy). |

**PART A. Existing Species Licence**

**This section relates to the existing species Licence that you wish to amend.**

|  |  |
| --- | --- |
| **1.**  | **Licence Details** |
|  | Licence Reference Number |  |
| Licence Holder |  |
| Licence Holder e-mail address |  |
| Licence Duration | Valid From: |  | Expiry: |  |
|  |  |  |
|  | Licenced Nominated Ecologist |  |
|  | Licenced Nominated Ecologist e-mail address |  |
|  | Licence Location |  |

**If the current licence has expired and is within the four-week grace period, you will need to submit a completed End of licence report with the amendment request.**

**If your current licence expired over four weeks prior to this amendment application submission and you are seeking to amend the licensable works, please reapply in full.**

**If you are amending a Development licence, complete all sections.**

**If you are amending any other licence, continue to Part B.**

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| **2.**  | **Actions undertaken under the existing Licence** |
| a) | Please detail the actions that have been undertaken under your existing Licence to date. |
|  |  |
| b) | Please detail any compensation / mitigation measures that have been implemented under your existing Licence to date. |
|  |  |
| c) | Please detail any monitoring that has been undertaken under your existing Licence to date. |
|  |  |
| d) | If applicable, please provide details below of;- numbers of individuals captured (taken) specifying species and numbers- numbers of individuals disturbed- numbers of any dead or injured individuals found during works |
|  |  |

**PART B. Details of the Amendment Request**

**This section relates to the reason for your amendment request. Please provide as much detail as possible.**

|  |  |
| --- | --- |
| **3.** | **Summary of Amendment Request****Please choose the reasons below that are relevant to your request.** |
|  | **Reasons for amendment request** | **Tick relevant options** | **Guidance Notes** |
| Change of Lead Licensee  | ☐ | You are not required to complete this form, instead, please use our change of Lead Licensee form on the NRW website. It can be found under the relevant species’ page. |
| Change of Licenced Nominated Ecologist (Development and Conservation licences only) | ☐ | You are not required to complete this form, instead, please use our Change of Licenced Nominated Ecologist Form on the NRW website.  |
| Change of personal contact details (of either the Lead Licensee or Licensed Nominated Ecologist) | ☐ | Please complete **Question 4** and go to **Part C. Declarations.** |
| Change to Licensed Accredited Agents | ☐ | Please complete **Question 5** and go to **Part C. Declarations.** |
| Change to the techniques or equipment on your licence | ☐ | Please complete **Question 6** and go to **Part C. Declarations.** |
| Change to the species covered by the Licence | ☐ | Please complete **Question 7** and go to **Part C. Declarations.** |
| Changes to the Works Timetable | ☐ | Please complete Question 8, Question 9 if necessary, and go to **Part C. Declarations.** |
| Changes to agreed working methodology/Method Statement | ☐ | Please complete **Question 9** and go to **Part C. Declarations.** |
| Changes to agreed Management Plan | ☐ | Please complete **Question 10** and go to **Part C. Declarations.** |
| Other changes | ☐ | Please complete **Question 11** and go to **Part C. Declarations.** |

**4. Change of your Personal Contact Details**

Please specify the personal details that you wish to change in table below.

For Development and Conservation project licences, please indicate whether it is the Lead Licensee or the Licensed Nominated Ecologist details that are changing.

[ ]  Lead Licensee

[ ]  Licensed Nominated Ecologist

|  |  |
| --- | --- |
| **Type of personal information** | **New information for use with the licence** |
| Personal name |  |
| Personal postal address |  |
| Personal email address |  |
| Personal phone number |  |
| Business name |  |
| Business postal address |  |
| Business email address |  |
| Business phone number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which of the provided addresses should be used as the primary contact and listed on the licence?  | Personal  |  | Business  |  |

**5. Change to Licensed Accredited Agents**

5a. Removal of Licensed Accredited Agents

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| Please specify the name of any Licensed Accredited Agents that you wish to **remove** from the licence below. |
|  |

5b. Addition of proposed Licensed Accredited Agents

Please specify the name and address of any proposed Licensed Accredited Agents or proposed Licensed Assistants that you wish to **add** to the licence below.

|  |  |  |
| --- | --- | --- |
| **Accredited Agent Name** | **Postal Address** | **E-mail Address** |
|  |  |  |
|  |  |  |
|  |  |  |
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**6. Change to the techniques or equipment on your survey or conservation licence**

Please detail and changes to the techniques and/or equipment covered by your licence in the table below.

To enable us to make any changes you will need to provide proof of your training in relation to the activity requested. This should be in the form of copies of training certificates, you will also be required to submit an updated logbook confirming evidence of experience.

BATS; if you wish to add handling to your bat survey licence, we will require confirmation from your registered bat trainer in the form of a written reference, or two references from ecologists who are licenced to handle bats and have observed you handling bats. You will also be required to submit an updated logbook confirming evidence of skills and practical experience. Any training certificates should also be given in support of your application.

There is no current set standard specifying the experience and skill which is required to handle bats. References must give details of the Lead Licensee’s abilities and experience. This should include but not be restricted to; their competence to handle and transport live bats, their regard for the bats welfare, recognition of when handle is necessary and not necessary, identify a live bat to a species or group, and age, sex and assess the reproductive status. Volunteer experiences such as that gained with specialist conservation groups must also be specified.

Please note that if you do not submit this information with your request the amendment request may be rejected.

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| --- | --- |
| **Details of new technique or equipment** | **Document reference for proof of training or experience** |
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**7. Change of species covered by the licence**

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| --- | --- |
| a) | Please detail below the species that you would like to be included on your Licence. |
|  |  |
| b) | Please provide supporting information explaining the reasons for requesting the addition of species to your licence. |
|  |  |
| c) | Please consider whether the additional species found will result in an amendment to your existing Method Statement.If **YES**, please answer **Question 9.** |

**8. Alterations to the existing works timetable**

|  |  |
| --- | --- |
| a) | Please detail below the reasons as to why the timetable of works needs to be altered. |
|  |  |
| b) | Please state the date that you wish the amended Licence to run until (DD/MM/YYYY): |  |
| c) | Please detail below which actions are left to complete from your Method Statement. |
|  |  |
| d) | Please tick to confirm that you have submitted an amended timetable of works with your amendment request. **Please base** this timetable on that which was originally submitted to us, indicating which aspects of the timetable have been completed to date and which are yet to be completed. | [ ]  |
| **9.**  | **Alterations to the working methodology** |
| a) | Please detail below the reasons as to why the working methodology is proposed to be altered. |
|  |  |
| b) | Please provide a brief description below of the proposed changes to the existing methodology. |
|  |  |
| c) | Please tick to confirm that you have submitted an amended Method Statement with this form. **Please ensure** the document is dated, contains an appropriate version number and that any changes made to the Method Statement have been highlighted clearly using an alternative colour within the document. | ☐ |
| d) | Please indicate below the Sections of the Method Statement that have been amended. |
|  |  |
| e) | Please indicate whether the proposed changes to the methodology will result in a change to the planning permission that was submitted as part of the original licence application. | Yes | ☐ | No | ☐ |
| f) | If **YES**, please provide below the details of these alterations and the amended Planning Documentation with this amendment request. We will need this information before we are able to process your amendment request. |
|  |  |
| **10.**  | **Alterations to Site Management Plan** |
| a) | Please detail below the reasons as to why the site management plan is proposed to be altered. |
|  |  |
| b) | Please tick to confirm that you have submitted an amended Management Plan with this amendment request. **Please ensure** it contains an appropriate version number and that **any changes to the plan have been highlighted**, clearly using an alternative colour within the document. | ☐ |
| c) | Please indicate below the Sections of the Management Plan that have been amended. |
|  |  |
| **11.**  | **Alternative amendments to existing Licence** |
| a) | Please detail below the alterations that you require to your existing Licence. |
|  |  |
| b) | Please detail below the reasons as to why these alterations are required. |
|  |  |

**PART C. Licence Purpose**

You may need to pay to amend your licence unless you are exempt. Please complete the following questions as appropriate for your licence type.

**If your licence type is not listed below, please skip to part E**.

**Please indicate below the primary purpose for undertaking the works:**

**EPS licences to enable development**

**Please indicate below the primary purpose for undertaking the works:**

|  |
| --- |
|[ ]  Preserving public health – No charge |
|[ ]  Preserving public safety – No Charge |
|[ ]  Householder development, permitted development or property maintenance not requiring planning consent – No Charge |
|[ ]  Development proposed solely to provide access or other provision for disabled people – No Charge |
|[ ]  Local Development – Charges Apply |
|[ ]  DNS / Major Development – Charges Apply |
|[ ]  The maintenance or conservation of protected historic buildings or monuments – No Charge |
|[ ]  Preventing the spread of disease – No Charge |
|[ ]  Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries – No Charge |

**EPS Licences to enable forestry and woodland operations**

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| --- |
|[ ]  Preserving public health – No Charge |
|[ ]  Preserving public safety – No Charge |
|[ ]  Other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment (IROPI) – Charges Apply |
|[ ]  Preventing the spread of disease – No Charge |
|[ ]  Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries – No Charge |

**Please indicate below the primary purpose for undertaking the works:**

**Licences for science, conservation, photography, and surveys**

**Please indicate below the primary purpose for undertaking the works:**

|  |
| --- |
|[ ]  I declare that I intend to use this licence solely for voluntary purposes - no charge |
|[ ]  I declare that I intend to use this licence solely for protected species conservation science and research - no charge |
|[ ]  I declare that I intend to use this licence solely for a mix of voluntary purposes and for conservation science and research - no charge |
|[ ]  I declare that I intend to use this licence for other purposes, such as surveys to inform development projects and commercial photography - charge applies |

**PART D. Charge Declaration**

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|[ ]  I agree to pay all costs associated with this amendment |
|[ ]  Waiver applies to my licence – no charge |

For information on our charges and how to pay please click **[here](https://naturalresources.wales/permits-and-permissions/species-licensing/species-licensing-charges/?lang=en)**

**Invoice Information – Not required for change of personal details or changes to accredited agents**

**Complex amendments are charged at an hourly rate and are invoiced in arrears. Please complete the details below which will be required for invoicing unless your amendment is only for a change of personal details or a change to accredited agents.**

Customer Name

FAO

Purchase order number

Address for invoice

Telephone Number

Email Address

**PART E. Declarations**

WARNING: NRW can modify or revoke any licence that may be issued but this will not be done without good reasons for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false or incorrect information had been provided on this form or any enclosures that resulted in the issue of a licence.

|  |  |
| --- | --- |
| a) | I confirm that any proposed Licensed Accredited Agents listed on this licence are suitably qualified and experienced to undertake the relevant ecological works. |
| b) | I have gained the permission of all proposed Licensed Accredited Agents listed on this application form to provide NRW with their name and basic contact details for the purpose of this application. |
| c) | I sign to confirm that any changes made to the documents I have re-submitted with this form are clearly highlighted, and that no other changes have been made to these documents. I also confirm that the particulars given in this document are correct to the best of my knowledge and belief, and I apply for a Licence amendment in accordance with these particulars. If an amended Licence is granted I agree to send to NRW a written report of the licensed activities within four weeks of the expiry of the Licence.***NB****. Licensees should note that it is an offence under regulation 59 of the Conservation of Habitats and Species Regulations 2017 to knowingly or recklessly provide false information in order to obtain a licence*.  |
|  | Signature of the **Lead Licensee** |  | **Date** |  |
| ***For electronic applications please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | ☐ |
| Name in BLOCK LETTERS |  | **Date** |  |
|  |  |
| Signature of the **Licensed Nominated** **Ecologist** |  | **Date** |  |
| ***For electronic applications please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | ☐ |
| Name in BLOCK LETTERS |  | **Date** |  |