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| **APPLICATION FOR A LICENCE TO PICK, COLLECT, CUT, UPROOT OR DESTROY A WILD PLANT FOR SCIENTIFIC, EDUCATIONAL OR CONSERVATION PURPOSES**  **WILDLIFE AND COUNTRYSIDE ACT 1981 (AS AMENDED) (WCA) AND THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017** |
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| **THIS APPLICATION IS FOR:**  This is an application form to pick, collect, cut, uproot or destroy wild plants for science or education, conservation of wild plants or introduction into particular areas and for botanical collections. Licences can be granted under Section 16(3) of the WCA and Regulation 55 of the Conservation of Habitats and Species Regulations 2017, depending on the species involved, to allow people to carry out activities which would otherwise be illegal. Applicants must be able to demonstrate that they have a suitable amount of expertise to achieve the objectives of the proposed work  **Depending on the species involved, licences may be granted under Section 16 (3) of the WCA, and/or Regulation 55 of the Conservation of Habitats and Species Regulations 2017.**  **Assessment Period**  NRW aims to determine applications within our service level agreements from date of receipt of a completed application form and the required associated information. The processing clock will start once we have received a full Application with all the associated information that we ask for in this Application. Please use the check list at the end of the form for guidance. If we have further queries whilst we are processing your Application, the clock will stop once we have asked the query, and re-start once that query has been satisfied. Our service level agreements can be found at:  <https://naturalresources.wales/permits-and-permissions/species-licensing/our-service-level-agreements/?lang=en>  ***A licence from NRW does not grant access or power of entry onto any land.***  **NOTES FOR GUIDANCE**  Please read the following notes carefully.  **Completing and submitting this form**  **Part A and B** must be completed by all applicants; they must also be able to demonstrate that they have the necessary and suitable amount of expertise to achieve the objectives of the proposed work.  **Part C** should only be completed if you are working on species listed under annex IV of the Council Directive 92/43/EEC on the Conservation of natural habitats of wild fauna and flora.  **Part D** should only be completed if you are working on species listed under schedule 8 of the Wildlife and Countryside Act 1981 (as amended).  **Part E** should only be completed if you are intending to temporarily possess specimens or derivatives.  **Part F and G** must be completed by all applicants.   * Applicants must be able to demonstrate that they have the necessary and suitable amount of expertise to achieve the objectives of the proposed work. * If you are applying for a conservation licence, your application must be supported by a method statement, which must include contingency plans for any species found on site whilst work is underway. * Complete questions in full: failure to provide adequate information will delay the processing of your application. Any further information you wish to provide should be appended on additional sheets. * This form can be returned to Species Permitting Team: * By email: [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk) * By post: Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, LL57 2DW     **Length of licence and reporting commitments**   * It is a condition of any licence issued that a full report of the work carried out under licence is submitted within four weeks of the expiry of the licence. Failure to do so may result in future applications being refused. * Renewal of a licence, including any alterations to species, locations or activities may be requested by completing a renewal application form. * Normally, first time proposed Lead Licensees will not be able to list proposed Licensed Accredited Agents or proposed Licensed Assistants on the licence.   **Proposed Licensed Nominated Ecologists, Licensed Accredited Agents and Licensed Assistants**  • For Conservation and Scientific Project licence applications, a **Licensed Nominated Ecologist** may be listed to provide the species-relevant expertise. The proposed Licensed Nominated Ecologist will be responsible for delivering the species-specific elements of the licensable actions.   * Any proposed **Licenced Accredited Agent** should be a suitably qualified, experienced person who is able to carry out ecological works under a licence without any personal supervision. The proposed Licensed Accredited Agent must be named on the application form and the licence. * Non-licensed workers/assistants may accompany an experienced, licensed ecologist whilst they are undertaking their usual licensed activities in order to gain experience. These individuals **do not need to be named** on the application form/licence however the Lead Licensee or Licensed Nominated Ecologist should keep a log of all individuals who have assisted under a particular licence, as they may be asked to provide this at a later date. * It is the responsibility of the Lead Licensee holder to ensure that this does not result in additional unnecessary disturbance.   **You must read this section before making the declaration and sending your form to us.**  The information provided by you will be processed by Natural Resources Wales in line with the General Data Protection Regulations. 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 * Charges are only applicable when there is a clear commercial benefit to the applicant, such as where a survey licence is sought to enable someone to operate commercially, or where a research project is proposed for commercial reasons   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 wish to receive further information from us, please tick the relevant box in the declaration at the end of this form.**  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](mailto:dataprotection@naturalresourceswales.gov.uk).  For further information on the processing of your personal details please see our [Privacy Notice page](https://naturalresources.wales/privacy?lang=en)  **Any information included in this application which the proposed Lead Licensee considers to be in confidence for commercial or industrial reasons or to be the proposed Lead Licensee’s intellectual property must be clearly marked as such.**  In this document “Natural Resources Wales” means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales. |

###### PART A: Proposed Lead Licensee Personal Details and Experience

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| **All questions relate to the person who will be the Lead Licensee if a licence is granted under the WCA and the Conservation of Habitats and Species Regulations 2017. That person should complete and sign this form. Please complete in BLOCK CAPITALS. Please provide your full name, not initials.** |

1. **Proposed Lead Licensee Contact Details**

**1a. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Forename(s) | | Surname |
|  |  | |  |
| Address | |  | |
|  | |
| Town | |  | |
| County | |  | |
| Postcode | |  | |
| Primary Contact Number | |  | |
| Secondary Contact Number | |  | |
| E-mail address | |  | |

**1b. Business details**

|  |  |
| --- | --- |
| Address |  |
|  |
| Town |  |
| County |  |
| Postcode |  |
| Primary Contact Number |  |
| Secondary Contact Number |  |
| E-mail address |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| This licence required for: | Personal |  | Business (Work) |  | Both |  |

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

1. **If you are applying for a project specific/conservation licence, please state who will provide the expertise during the licenced work?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Proposed Lead Licensee |  | Other (please provide details) |  |

The individual providing the expertise should complete section 3 with details of their experience.

**2a. Proposed Licensed Nominated Ecologist details**

If a proposed Licensed Nominated Ecologist is to provide the species-relevant expertise for the works, please provide their details below:

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| --- | --- | --- | --- |
| Title | Forename(s) | | Surname |
|  |  | |  |
| Address | |  | |
|  | |
| Town | |  | |
| County | |  | |
| Postcode | |  | |
| Primary Contact Number | |  | |
| Secondary Contact Number | |  | |
| E-mail address | |  | |

**The individual providing the expertise should complete sections 3, 4 and 5 with details of their experience.**

**3. Your Experience and Qualification in Relation to the Requested Species**

Provide details of your qualifications and/or experience in relation to working with the requested species. Include details of any courses you have attended and submit copies of any relevant training certificates and completed log books to support the application.

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**Professional Membership**

Are you a member of a professional organisation (e.g. CIEEM, IEMA, etc.)?

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|  | No |  | Yes | If **yes** please indicate your level of membership: |  |

**Protected Species Licences**

Do you hold a similar level of licence from Natural England or Scottish Natural Heritage for this species? Please note that this does not automatically guarantee you will be granted with a licence by NRW.

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|  | No |  | Yes | If **yes** please state the licence level/type and number of years you have actively held this licence. |  |

If you have not previously held/been named as the Licensed Nominated Ecologist on another relevant licence issued by Natural Resources Wales for the species, methods and actions in question, you must provide two suitable references.

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|  | I have provided two references – See section 4a |
|  | * I already hold a relevant licence or have been named as the individual providing expertise on another relevant licence with NRW for the species, methods and actions required – Provide the licence details in the table below: |

|  |  |
| --- | --- |
| Most recent licence number |  |
| Year in which the licence was issued |  |
| Species covered by the licence |  |

**4. References**

Please provide two references from ecologists who are familiar with your work. They must be able to comment on your experience of working with the relevant species (or similar species) and your ability to use the methods and equipment you have proposed within your licence application. Your referees must have held the appropriate species licence within the last two years and must have experience of your work for at least one survey season. Please note that we can only accept **one** reference from the company you currently work for.

All references need to be completed on the reference form and must be able to confirm the following:

Their knowledge of the extent of the person providing the expertise’s experience in this type of work, including the use of any equipment

Any knowledge they may have of the care taken by the person providing the expertise while engaged in this type of work, to avoid undue harm or disturbance to wildlife

Their own experience in this field.

The number of years they have known and worked with the applicant.

**5. Log of experience**

Please provide a detailed logbook that demonstrates your experience with the species and survey techniques requested for this licence. This log should cover at least one survey season and include the date and location for each survey as well as the techniques used, and the species picked/cut/collected/uprooted. Please also list the licence/licence holder that each survey was completed under.

**6. Proposed Licensed Accredited Agent and proposed Licensed Assistant Requests**

First time Lead Licensees or Licensed Nominated Ecologists will normally not be able to list Licensed Accredited Agents or Licensed Assistants on the licence.

Any proposed Licensed Accredited Agentis a suitably qualified experienced person who is able to carry out work under a licence without the personal supervision of the Lead Licensee or Licenced Nominated Ecologist. The accredited agent must be named on the application form and the licence. **Please provide their full name, postal and email address.**

Non-licensed assistants may accompany an experienced, licensed ecologist whilst they are undertaking their usual licensed activities in order to gain experience. These individuals **do not need to be named** on the application form/licence however the licence holder should keep a log of all assistants who have worked under a particular licence, as they may be asked to provide this at a later date.

It is the responsibility of the Lead Licensee to ensure that this does not result in additional unnecessary disturbance.

At all times the Lead Licensee is responsible for the actions of any Licensee working under their licence. **A breach of the licence conditions by any Licensee may result in the revocation of your licence**.

**If you propose to employ Licensed Accredited Agents please give their full names, email contacts and postal addresses.**

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| **Proposed Licensed Accredited Agent Name** | **Postal Address** | **E-mail Address** |
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###### PART B: Application Details

**7. Please specify for which reason you require a licence**

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| You must pay a fee for a licence unless you are exempt. Please select the purpose of your licence, tick all that apply | |
|  | Voluntary use – where the work is unpaid and / or where you are registered with an organisation such as a charity as a volunteer |
|  | Protected species conservation science and research - paid or unpaid research related to the protected species, undertaken by a student or employee of an academic or research institution |
|  | Any other uses, such as surveys for development, commercial photography |

###### PART C: Application Details for European Protected Species

* Licences issued for scientific or educational purposes (survey licences) are normally issued for a one year period in the first instance.
* Renewed licences are normally issued for a two-year period, providing previous licence reports have been submitted on time.
* Licences issued for specific projects, such as research projects or conservation management will be issued for the life of the project - normally to a maximum of 3 years.

#### 8. Only complete this part if you are applying for a licence dealing with species listed on Annexe IV of the Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora.

**1.** Please complete the table below to show all licensable actions that the project will involve. Please read the notes at the bottom of this page.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Species** | **Activity** | **Method or field technique** | **Number** | **Item** | **Time period in which the activity will be carried out.** | **Location** |
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**NOTES FOR GUIDANCE**

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| **Activity**. | **Activity.** List all the activities you wish to carry out. Start a new line if it helps to distinguish between different activities at different places. Choose from:  Pick Collect Cut Uproot Destroy |
| **Method or field technique** | Please state all the methods that you propose to use for each licensable activity. |
| **Number** | This only needs to be completed where applicable. Where appropriate give an estimate of the number of plants involved or the proportion of the plants that will be involved. |
| **Item** | State what item of the plant is involved i.e. seed only. |
| **Time period** | When do you intend to carry out the proposed activity? From and to dates. If this is your first survey licence application then NRW will normally issue the licence for 1 year. Standard renewal licences are normally then issued for 2 years unless there have been problems in receiving licence reports. Time periods for conservation licences will depend on the project. |
| **Location** | Please state specific **sites** and **counties** where the work will occur including 6 figure **grid references** if possible. You may specify that you wish your licence to cover all of Wales. Please also state whether the site is a Site of Special Scientific Interest (SSSI). Consent may be required to work within an SSSI. If any of the work you propose will take place on a National Nature Reserve please provide the name of that reserve. |

**9. Favourable Conservation Status and Satisfactory Alternative**

If your application concerns a European Protected Species, please confirm how your proposed actions will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status within their natural range. Please also provide a statement as to why there is no satisfactory alternative to the issue of this licence to permit the proposed activities.

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**PART D: Application Details for species protected under the Wildlife & Countryside Act 1981 (as amended)**

10. Only complete this part if you are applying for a licence dealing with species listed on Schedule 8 of the Wildlife & Countryside Act 1981

Please complete the table below to show all licensable actions that the project will involve. Please read the note at the bottom of this page. Use photocopies of this page if there is insufficient space on one sheet

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| --- | --- | --- | --- | --- | --- | --- |
| **Species** | **Activity** | **Method or field technique** | **Number** | **Item** | **Time period in which the activity will be carried out.** | **Location** |
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**NOTES FOR GUIDANCE**

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| **Activity** | List all the activities you wish to carry out. Start a new line if it helps to distinguish between different activities at different places. Choose from:  Pick Collect Cut Uproot Destroy |
| **Method or field technique** | Please state all the methods that you propose to use for each licensable activity. |
| **Number** | This only needs to be completed where applicable. Where appropriate give an estimate of the number of plants that will be involved. |
| **Item** | State what item of the plant is involved i.e. seed only. |
| **Time Period** | When do you intend to carry out the proposed activity? From and to dates If this is your first survey licence application then NRW will normally issue the licence for 1 year. Standard renewal licences are normally then issued for 2 years unless there have been problems in receiving licence reports. Time periods for conservation licences will depend on the project. |
| **Location** | Please state specific **sites** and **counties** where the work will occur including 6 figure **grid references** if possible. You may specify that you wish your licence to cover all of Wales. Please also state whether the site is a Site of Special Scientific Interest (SSSI). Consent may be required to work within an SSSI. If any of the work you propose will take place on a National Nature Reserve please provide the name of that reserve. |

**PART E: Possession of protected material**

**11. Complete only if plants are to be kept temporarily in cultivation or under your control or you wish to take temporarily or possess derivatives. Please provide details on the following:**

1. If you are only applying for a licence to temporarily possess / keep in cultivation a plant or its derivatives, state how and when the plant came into your possession.
2. Please state under what conditions and for how long plants (or their derivatives) will be kept.
3. Please specify the nature of the part or derivative.
4. Please state the number of specimens.
5. If the plants will be returned to the wild give the proposed date and place of release.

f. If the plants will not be returned to the wild how they will be disposed of or if any derivatives are not retained what method of disposal will be adopted. If any plants, or any part of, will be passed on to a third party give the reason why and their name and address.

1. Indicate if, and under what appendix, any of the species you wish to sell are listed under CITES.

**Note: if you wish to permanently possess a plant or its derivative you must apply separately on the relevant form.**

#### PART F: Details of work for all parts above

**12. Will you/do you have the owner or occupiers’ permission to carry out this work?**





**13. NRW may wish to monitor the work you carry out. Is the owner or occupier willing to allow NRW staff access to the site of your works for this purpose?**





**14. Please tick the main purpose behind the licensable elements of your work.**

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| --- | --- |
|  | Science or education |
|  | Protecting a botanical collection |
|  | Conserving wild plants or introducing them to particular areas |
|  |  |

**15. Please provide a signed and dated Method Statement for the proposed project. This must include a project summary, the target species, locations for all works, if you are including a location map a scale of 1:10,000 would be advisable and / or a GIS layer such as Shapefile if available, timings and a list of individuals that are to undertake work on the project.**

**16. Please state whether the work is likely to extend into future years so that NRW is aware of the scale of the proposed work.**

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**17. Please explain the need to carry out the proposed work and the object of your activities. State if the work involves translocations (introductions, re-introductions or moving species in any way).**

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**18. If samples are collected, please provide details of where those samples will be held.**

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**19. Where licences are issued for scientific purposes it is important that the data collected is used to increase scientific knowledge. Please state how the data you collect will be used and where it will be lodged.**

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**20. Please confirm which of the following supporting information is submitted with your application.**

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| --- | --- |
|  | Method Statement |
|  | Survey/Monitoring Report |
|  | Specification for Research Project |
|  | Other: Please specify |

Any **further information** you wish to provide in support of your application should be appended on additional sheets. For example, if the work forms part of a scientific project, it will help your application if you provide a description of the methods with a detailed timescale. However, all questions on the application form must be completed in full.

**Part G: Charges Declaration**

You must pay a fee for a licence unless you are exempt. Your declaration below should match the purpose in 7.

|  |  |
| --- | --- |
|  | 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 |

**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)

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.

Applicants should note that it is an offence under Section 17 of the WCA and 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Has the Lead Licensee, the proposed Licensed Nominated Ecologist or any of the proposed Licensed Accredited Agents ever been convicted of a wildlife offence?  A wildlife offence is an offence under the Wildlife and Countryside Act 1981, the Conservation of Habitats and Species Regulations 2017, the Protection of Badgers Act 1992, the Deer Act 1991, the Hunting Act 2004, the Wild Mammals (Protection) Act 1996, the Animal Welfare Act 2006 and the Protection of Animals Act 1911 (all as amended).  You do not have to declare a previous conviction if you are:  (1) a rehabilitated person for the purposes of the Rehabilitation of Offenders Act 1974 and your conviction is treated as spent; or  (2) in respect of such an offence, a court has made an order discharging you absolutely.  If the answer is yes, please provide details below. | | Yes | No |
|  | | | |
|  | I confirm that any proposed Licensed Accredited Agents or proposed Licensed Nominated Ecologist listed on this licence are suitably qualified and experienced to undertake the relevant ecological works. | | |
|  | I have gained the permission of the proposed Licensed Nominated Ecologist and 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. | | |
|  | I understand that failure to comply with any conditions included on any licence granted in respect of this application may constitute an offence. | | |
|  | I have read the notes for guidance at the front of this form. | | |
|  | I declare that the particulars given in this application and accompanying documents are correct to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars. | | |
|  | If a 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. | | |
|  | I give permission for NRW to consult species or conservation groups for their view on my application. | | |
|  | I would like to receive additional information from NRW relating to environmental matters. | | |
|  | I understand and accept that a licence fee may be payable upon issue of a licence in accordance with NRW’s scheme and the relevant legislation. | | |
|  | I understand and accept that the licence may be revoked if payment of the fee is not received within 28 days. | | |

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| --- | --- | --- |
| Signature: | Date:  Click or tap to enter a 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.* | |  |

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| Name in BLOCK LETTERS: |

**Part H: Declaration**

**Part I. Checklist**

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|  | **Please return your completed application to the following Natural Resource Wales contact details. We would prefer an electronic submission if this is possible.** | | |
| **Species Protection Team,**  **Natural Resources Wales,**  **Maes y Ffynnon,**  **Penrhosgarnedd,**  **Bangor,**  **LL57 2DW**  **E-mail:** [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk)  **Tel. 03000653000** | **Checklist before submitting your application:** | |
| 1. Completed Application Form |  |
| 2. Training certificates (where applicable) |  |
| 3. Copy of NE/NatureScot licence registration (where applicable) |  |
| 4. Two references |  |
| 5. Application form signed and dated |  |