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| **NOTES FOR GUIDANCE**Please read the following notes carefully. |
| a. | This is an applicationto sell, exchange or offer for sale or exchange any wild animal or any wild plant (dead or alive) included in either the Wildlife and Countryside Act 1981 (as amended) or 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.  |
| b. | All questions in this application form must be completed in detail unless otherwise stated: 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. We aim to determine applications within our service level agreements of receipt of all the information requested. We cannot guarantee an earlier response. |
| c. | As sale or exchange of protected species involves two parties both must ensure they are appropriately licensed for their activities. It is however recognised that on receipt of a licence for sale an individual may not be able to identify who the prospective purchaser will be. Consequently, a licence issued for sale or exchange can be transferred to a second party as part of the sale/exchange, provided certain conditions are met:* A letter of transfer (available from the relevant licensing body) is signed by the original licence holder and the new holder.
* A copy of the transfer letter is retained by both the original and new holder, with the original being sent to the licensing authority.
* That the new holder complies with all conditions of the licence.
* That the sale/exchange is for the purpose specified under the licence e.g. for the purpose of science or education.
* If you experience any problems filling in this form or wish to dispose of the material instead of selling it please contact Natural Resources Wales.
 |
| d. | Please note that we will not process your application until we have received all the requested documentation. Please make sure that if you are sending documents or plans to us in hardcopy that the print on these can be clearly read. All copies must be identical to the original document, and in colour as appropriate.  |
| e | Please ensure that all the information sent to us is properly separated and titled and if posted to us that each part is bound together; failure to do so may delay the processing of your application. |



**APPLICATION FOR A LICENCE TO SELL, EXCHANGE OR OFFER FOR SALE OR EXCHANGE**

**ANY WILD ANIMAL OR WILD PLANT (DEAD or ALIVE)**

**WILDLIFE AND COUNTRYSIDE ACT 1981 (AS AMENDED) OR THE CONSERVATION OF**

**HABITATS AND SPECIES REGULATIONS 2017**

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| f. | Applications are dealt with chronologically. This means they are processed according to when they were submitted, not according to the timing of the works. Please submit your application in good time before the proposed works. If you think your application needs to be dealt with urgently, please ring us to discuss and agree this before its submission. |
| g. | Natural Resources Wales can modify or revoke any licence issued. Any licence issued, will be revoked immediately if it is discovered that false information has been provided which resulted in the issue of a licence. |
| h. | 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 use 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 2004Note that the above is not an exhaustive list and NRW may use the data provided in connection with the application in other ways, as considered appropriate **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) |
| i. | Any information included in the application which the applicant considers to be confidential for commercial reasons or affecting the applicant’s intellectual property rights must be clearly marked as such. |
| j. | **Application to sell bluebells****If you are applying to sell bluebells *Hyacinthoides non-scripta* you will need to supply a separate document which describes the collection methodology. This will include a map of the collection site, including a 8 figure grid reference. The applicant will need to provide evidence to confirm that the material to be sold is solely native bluebell material. For further details please contact the Species Protection Team at the address at the bottom of this form.** |
| k. | 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
* 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)
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| **Information for completion of an application form** |
| 1. | If the document is handwritten please complete in **BLOCK CAPITALS** |
| 2. | Please answer **ALL** questions**.** Incomplete answers will mean delays in your application being processed. |
| 3. | Applications can be accepted **either** electronically **or** by post (electronic is our preferred option).**Electronic Applications** E-mail Applications to: specieslicence@naturalresourceswales.gov.uk. Please DO NOT also send the application by post. When sending in electronic applications, please ensure that all documents are clearly named. **Postal Applications**The application form must be originally signed by the proposed Lead Licensee. Please post to: **Species Permitting Team, Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, Gwynedd, LL57 2DW**  |
| 4. | We will aim to send an acknowledgement of receipt of your application within 5 working days. |
| 5. | NRW aims to determine applications within **our service level agreements** from date ofreceipt of a completed application form and the required associated information. If we require further information from you during the determination period, for whatever reason, this could delay the determination period. Our service level agreements can be found at <https://naturalresources.wales/permits-and-permissions/species-licensing/our-service-level-agreements/?lang=en> |
| 6. | All correspondence sent to you from NRW will be via e-mail. If an e-mail address has not been provided, we will contact you in writing through the post. Please note that this may delay your application due to postal delivery times. |

**Part A. Applicant Details:**

This section applies to the person who will be the ‘Lead Licensee’. This must be a named **individual**; company information is to be provided in 1b. As the ‘Lead Licensee’ you will be responsible for ensuring compliance with the licence and all licence conditions. Please provide your full name, **not** initials.

**1. Proposed Lead Licensee Contact Details**

**1a. Are you applying as an individual or on behalf of an organisation?**

Individual (please complete 1b)[ ]  Organisation (please complete 1c) [ ]

**1b. Individual Personal Details**

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

**1c. Organisation Details**

|  |  |
| --- | --- |
| Organisation Representative (full name) |  |
| Organisation Name |  |
| Organisation Address |  |
|  |
|  |
| Town |  |
| County |  |
| Postcode |  |
| E-mail address |  |
| Primary Contact Number |  |
| Secondary Contact Number |  |
| Position within the organisation (Director, CEO, Regional Manager etc…) |  |
| Legal Status of Organisation (Limited Company, Local Authority, Charity etc..) |  |
| Please tick to confirm you acknowledge that, as company representative, you are the primary contact for queries relating to this application. |  |

**2. Who will provide the expertise during the licenced work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Applicant |  | Other proposed Authorised Persons  |  |

**2a. Proposed Licensed Authorised Person(s) Details**

Licensed Authorised Persons can be authorised by the Lead Licensee to undertake licensable activities on their behalf. If you intend to employ a Licensed Authorised Person(s) please provide their details in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forename(s) | Surname | Company(if applicable) | Address | Email Address | Telephone Number |
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**Part B. Application Details**

**Please relate your answers in this section to the species that will be affected. Please provide as much detail and information as possible and ensure all questions are completed. Failure to provide the information may lead to your application being delayed or rejected.**

**3. Species**

Application Details for European Protected Species

#### 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Species | Activity (1) | Sex, Age or life stage (2) (M/F, bulb, seed, etc) | Description (2) Dead, alive, Seeds, Bulbs etc) | Possession licence reference (3) | Location (4) | Location (5) |
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| NOTES |  |  |
|  | 1. | **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:* Offer for sale & sell
* Offer for exchange & exchange
 |
|  | 2 | **Sex, age or life stage.** This only needs to be completed where applicable. Where appropriate give the number of specimens or derivatives involved, if alive or dead and/or a description of the material. Please indicate in the description column if the species is alive or dead. If it is a derivative please describe the material.  |
|  | 3 | **Possession Licence reference**. Please give the details of the licence under which you already possess this material. If you do not currently hold such a licence then please contact the licensing body. |
|  | 4 | **Location**. Please state specific **sites** and **counties** where the specimen or derivatives will be collected from.  |
|  | 5 | **Location**. Please state specific **sites** and **counties** where the specimen or derivatives will be held. |

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

Only complete this part if you are applying for a licence dealing with species listed on Schedule 9 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Species | Activity (1) | Sex, Age or life stage (2) (M/F, bulb, seed, etc) | Description (2)(Dead, alive, Seeds, Bulbs etc) | Possession licence reference (3) | Location (4) | Location (5) |
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| NOTES |  |  |
|  | 1. | **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:* Offer for sale & sell
* Offer for exchange & exchange
 |
|  | 2 | **Sex, Number and age.** This only needs to be completed where applicable. Where appropriate give the number of specimens or derivatives involved, if alive or dead and/or a description of the material. Please indicate in the description column if the species is alive or dead. If it is a derivative please describe the material.  |
|  | 3 | **Possession Licence reference**. Please give the details of the licence under which you already possess this material. If you do not currently hold such a licence then please contact the licensing body. |
|  | 4 | **Location**. Please state specific **sites** and **counties** where the specimen or derivatives will be collected from.  |
|  | 5 | **Location**. Please state specific **sites** and **counties** where the specimen or derivatives will be held |

**4. Designated Sites**

Only complete this section if you do not hold a possession licence for the material / species you want to sell or exchange

|  |
| --- |
| **Designated areas:** Local Nature Reserves (LNR), National Nature Reserves (NNR), Sites of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Areas of Conservation (SAC), Ramsar sites, and certain other river/lake systems. |
| a. | Will any part of the proposed activity fall within or adjacent to an area covered by a designated site? | Yes[ ]  | No[ ]  |
| Name of site(s): |
| b. | If the answer to either of the above is YES, have you consulted with Natural Resources Wales for advice on the implications of your application on the protected site? | Yes[ ]  | No[ ]  |
| c. | Please provide the name of your contact in NRW and either the outcome of your consultations or the reason why you have not consulted. Please enclose any relevant correspondence and please name the relevant designated site. |
|  |
| d. | If the answer to 4a is yes. If you are a ‘competent authority’ under regulation 7 of the Conservation of Habitats and Species Regulations 2017, or if your plan or project has been subject to any consent, permission or authorisation from such a competent authority, please provide a copy of any relevant Habitats Regulations Assessment (HRA) carried out under regulation 63. | Yes [ ]  | No [ ]  |

**PART C: Sale or exchange of protected material**

5. Complete only if you are involved in the sale or exchange of material. The other party or parties involved in sale or exchange must also ensure they are appropriately covered.

a. If you are able please provide the details of the other parties involved in the sale or exchange.

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

c. Please indicate your Article 10 certificate number.

**Note: if the species are listed under CITES, a licence will only be issued if appropriate permissions have also been granted under CITES regulations. On receipt of this application we will liaise with the CITES regulatory body over the details of this application.**

**PART D: Details of actions for all parts B above**

**Only complete question 6 and 7 if you do not hold a possession licence for the material / species you want to sell or exchange**

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





**7. 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?**





8. Please place an **X** the main purpose behind the licensable elements of your work.

|  |  |
| --- | --- |
|  | Science or education  |
|  | Conserving wild animals or plants or introducing them to particular areas  |
|  | Protecting any botanical collection |
|  | Animal or plant sales |

9. Please explain the need to carry out the proposed actions and the objective of your activities.

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|  |

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 E. Charge Declaration**

You must pay a fee for a licence unless you are exempt. Your declaration below should match the purpose in Part D - Q8.

|  |
| --- |
|[ ]  Science or education – No charge |
|[ ]  Conserving wild animals or plants or introducing them to particular areas - No charge |
|[ ]  Protecting any botanical collection – No Charge |
|[ ]  Animal or plant sales – Charges apply |

**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)

**Part F.** **Declarations**

**10. Applicant Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Have you or one of your proposed Licensed Authorised Person(s) 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. | Yes [ ]  | No [ ]  |
| b. | If the answer above is yes, please provide details: |
|  |
| c. | I authorise employees or representatives of Natural Resource Wales to enter the site that is subject to this application for the purpose of monitoring and inspecting the permitted works (please place an x in the box opposite). | [ ]  |
| d. | I have read and understand the guidance provided in this application form. I declare that the particulars given 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.***NB****. Applicants 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*.  | [ ]  |
| e. | 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. | [ ]  |
| f. | I understand and accept that the licence may be revoked if payment of the fee is not received within 28 days. | [ ]  |
| g. | Signature of the Lead Licensee or company representative  |  | Date |  |
| ***For electronic applications please insert an electronic signature in the box above, or place an x in the box opposite to confirm agreement with the declarations.*** | [ ]  |
| **h.** | Full name in BLOCK LETTERS |  |

**Part G. Checklist**

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| Please return your completed application to the following contact details. Electronic submissions are preferred. |
| **Species Permitting Team,****Natural Resources Wales,** **Maes y Ffynnon,** **Penrhosgarnedd,** **Bangor,** **LL57 2DW** **e-mail:** **specieslicence@naturalresourceswales.gov.uk****telephone: 03000 65 3000**  | Checklist **before** submitting your application: |  |
| Completed Application Form |  |
| Method Statement (signed and dated) if applying to sell bluebells  |  |
|  |  |
|  |  |