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| **REQUEST TO MODIFY A BAT LICENCE**  **Natural England Reference:** |  |

Dear Wildlife Licensing (EPS)

I am writing to request a modification to my existing bat licence (as referenced above). This licence is valid during the period (*please specify dates*):.

Modifications to licences that have already been charged will be charged at the variable rate of £101 to the nearest quarter of an hour. Price indications are not available for modifications.

Your acknowledgement email will state whether a charge will apply. Small modifications that require little time to do will not be charged for.

**For licences applied for on or after 22 April 2019**, was your application charged for? Yes/No

Complete the Invoice Details if your licence is charged for.

**For licences applied for before 22 April 2019**, complete and submit the Charge Form for modification requests.

If your Invoicing details have changed since the invoice for the application was issued, please tell us the new details.

Invoicing details

Only complete this section if your licence is charged for.

Please note:

* if the section below needs to be completed and is left blank, the form will be returned to you for completion. Licence assessment will not commence until these details are provided
* requests for changes to invoice details made after an invoice has been issued (including missing purchase order numbers) will be subject to a £101 administration charge.

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| **Invoice details** – details of where the invoice will be sent for payment | | | |
| Company name |  | | |
| Address |  | | |
| Town/City |  | | |
| County |  | Postcode |  |
| Telephone number |  | Mobile |  |
| Email address for all invoices |  | | |
| Customer contact name |  | | |
| Email address (if different to invoicing address) |  | | |
| Does your finance department require a purchase order number to be quoted on invoices? If YES, PO number must be provided below | Yes  No | | |
| Purchase order number |  | | |

A summary of action taken to date under this licence is as follows:

* Number of bats captured (taken) (specify different species and numbers taken plus the method used to take them): .
* Number of bats and likely species that were not captured (taken) but were disturbed (e.g. flew out of the structure) during works:
* Number of roosts damaged (also state roost type):.
* Number of roosts destroyed (also state roost type):.
* Number of roosts modified (also state roost type): .
* Number of roosts retained (also state roost type): .
* Number of roosts created (also state roost type):.
* Other compensation measures provided to date:.
* Summary of licensable actions that have been completed in accordance with Work Schedule WML-A13a-E5a&b:.
* Summary of licensable actions that are still to be undertaken (in accordance with Work Schedule WML-A13a-E5a&b):.
* Were any dead or injured bats found during the works (if yes, detail number and species, and what happened)?
* Other information (e.g. results of any monitoring undertaken to date):

The reasons I require a modification to my existing annexed licence are detailed in the table on the next page.

I have read and understood the Terms and Conditions for payment in respect of Wildlife Licence Applications and agree to pay all the relevant charges due.

***I confirm that no other changes are required to my licence and there will be no additional impacts brought about by these changes*** (for which Natural England would require the method statement to be revised and re-submitted in its entirety). I also confirm that the detail provided in this document is correct to the best of my knowledge and that the conditions specific to this licence have been complied with.

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| Licensee’s signature |  | Date |  |

Print name:

Please insert electronic signature above or tick this box to confirm agreement

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| --- | --- | --- | --- |
| Ecologist’s signature |  | Date |  |

Print name:

Please insert electronic signature above or tick this box to confirm agreement

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| **Tick only those which apply:** | **Reason/s for request to modify a bat licence:**  **I**mportant advice: in accordance with your licence special conditions, if your modification request is part of a phased or multi-plot development you must also submit, and update if necessary, your Master Plan. | **Justification for change:**  (Please provide ecologically sound rationale for the requested modification(s) in order to demonstrate that the modified actions remain appropriate for the impacts of the works and will not be detrimental to the favourable conservation status (FCS) of the population(s) concerned): |
|  | Change in Licensee - For additional guidance please see the ‘[How to get a licence](http://www.naturalengland.org.uk/Images/wml-g12_tcm6-4116.pdf)’ and [Experience in bat mitigation: Guidance for ecologists](http://webarchive.nationalarchives.gov.uk/20140605090108/http:/www.naturalengland.org.uk/Images/bat-mitigation-guidance_tcm6-10534.pdf). |  |
|  | Change in Named Ecologist (For additional guidance please see ‘How to get a licence’ and ‘‘Experience in bat mitigation: Guidance for ecologists’ - links above) |  |
|  | Increase numbers of bats licensed to be captured, transported and/or disturbed (NB: Significant changes (such as a change in species) are likely to require re-survey and re-assessment of the impacts & mitigation and would therefore require re-submission of the method statement). |  |
|  | Changes to the Work Schedule WML-A13a-E5a&b. (Please also submit a modified work schedule, ensuring you put a note against each activity which has been completed. Ensure that you add a revised date in the mandatory text box). |  |
|  | Changes to figures (only re-submit those figures that require changes as specified below. Ensure to revise the date/s accordingly on the figure/s so they can be correctly referenced in your licence and refer to the site name in the legend):  D;  E2a;  E2b;  E3;  E4; Other as specified - |  |
|  | Changes to agreed Master Plan. (Please note a modified and updated Master Plan must be submitted with this request). |  |
|  | Minor changes to the working methodology (Please also update and re-submit Work Schedule WML-A13a-E5a&b, if required). |  |
|  | Minor changes to the proposed compensation such as the location/design of access points, type or number of bat boxes on Figure E3. Be sure to date and reference the Figure – see advice above. |  |
|  | Additional habitat management now required. Also submit revised figures if appropriate. |  |
|  | Additional roost/site maintenance now required. Also submit revised figures if appropriate. |  |
|  | Other changes required. Please detail: |  |