#### NatEng_logo_New-GreenWildlife and Countryside Act 1981 (as amended)

**Registration form**

**Class licence WML-CL24**

Intentionally disturb water voles and damage/destroy water vole burrows by means of ‘Displacement’ (Internal Drainage Boards)

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| * Please complete this application form using dark ink and BLOCK CAPITALS; * Complete all relevant sections of the form as failure to do so may result in delay to your registration; * Sign the application (the person registering should sign the form) or tick the box if completing electronically; and * Return the application form to the address shown or email to [wildlife.scicons@naturalengland.org.uk](mailto:wildlife.scicons@naturalengland.org.uk)   **What happens next**   * We will inform you once you have been successfully registered. This will normally be within 15 days. * Please read and make sure you understand the licence and its conditions prior to use and please ensure that you follow the conditions of that licence. If you are unsure of anything in the licence then please contact us for guidance. | (Wildlife Licensing)  Natural England Horizon House Deanery Road  Bristol, BS1 5AH  Tel. 020 802 61089   |  | | --- | | **This box is for office use only** | | Application ID number:    Charter deadline: | |

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| **PART A Personal Details and Experience** |

**Lock1.**

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| Title: (eg Mr, Mrs, Miss, Ms) |  | **Forenames:** |  | **Surname:** |  |

If you represent an organisation please complete (i), (ii) and (iii)

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| Business  Title: |  | **Company:** |  | **Position:** |  |

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| **Address:** | **Postcode:** | | | |
| **Daytime telephone number:** | | |  | **Mobile number:** | | |
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| **Email address: (Please remember to notify us if you change your email address)** |
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**Professional membership (eg CIEEM, IEMA, etc)**

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**2. Previous applications**

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| **(a)** Have you previously held a licence issued by Natural England/English Nature/Defra?  If **NO**, please go to section 3 below  **(b)** Have any of your previous licences covered water voles?  If **NO**, please go to section 3 below  If **YES**, please give your most recent licence number (at the top of the licence)   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |     **(c)** Have you changed your address since your last licence was issued?  If **YES**, please provide the address on your last licence. | | YES  NO  YES  NO  YES  NO |
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**3.** **Qualifications and experience**

You will need to be able to demonstrate you are competent in all aspects of the activities described in the class licence and that you will be able to carry out the work to a high standard.

Applicants must be able to demonstrate recent practical experience of the ‘displacement’ technique, and an understanding of its limitations and appropriate scenarios for its use. Please provide evidence of having undertaken displacement on at least three sites in the last five years (names and locations of sites to be provided). If applicable you should include recent relevant training you have received.

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| **4.** **References**  If you do not have the experience with water voles described in section 3, you will need to enclose **written references** from two people who are familiar with your work. They should be able to comment on your experience and competence with working with water voles and your ability to undertake the activities described in the class licence. Your referees should B the experience required by section 3.  We will not usually accept a reference from your relatives or partners, and generally, we will not accept both references from referees employed by the same company as you.  **5.** Have you consulted with anyone in Natural England regarding any aspect of this licence application? | YES  NO |
| YES  NO |  |

If **YES**, please give the name of the contact, date and relevant details stating whether the consultation was verbal or by letter. Please attach a copy of any written consultations.

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| **6. PART B - Declaration** |

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| **Lock** | Have you, or any persons named in this form by you, been convicted of any wildlife-related or animal welfare offence? | | |  |
|  |  | | | YES  NO | |
|  | | If ‘**YES’**, please give details, including dates |  | | |

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| **Who collects your data** |
| The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, Y01 7PX.  Send questions about how we use your personal data and your associated rights to the Natural England Data Protection Manager at:   * Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP * [foi@naturalengland.org.uk](mailto: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, 2 Marsham Street, London SW1P 4DF * [DefraGroupDataProtectionOfficer@defra.gsi.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gsi.gov.uk) |
| **What data’s collected and how it’s used** |
| The information on the licence application form and any supporting material will be used by Natural England to undertake our licensing functions. This will include, but is not limited to:   * assessing your application * issuing a licence if applicable * monitoring compliance with licence conditions * collating licence returns and reports   The personal information Natural England processes will include, but is not limited to:   * your name, * contact details * customer type * reasons for wanting a licence |
| **The legal basis for processing your data** |
| Processing is necessary for the:   * performance of a task carried out in the public interest * exercise of official authority vested in the data controller.   The task is to conduct the licensing functions as delegated by Defra to Natural England under section 78 of the Natural Environment and Rural Communities Act 2006.  Natural England’s processing 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. |
| **Consent to process your data** |
| The processing of your data is not based on consent. You cannot withdraw it. |
| **Who Natural England shares your data with** |
| Natural England may share your information with third parties:   * at certain stages of the licensing process * for particular licence applications   Natural England may do this to:   * check information you provide on a licence application * discuss your application with a third party that’s supporting the application * get or check specialist or technical information about an application * monitor effects on protected species   Natural England only shares information when necessary and anonymously whenever possible.  The table shows the organisations Natural England shares information with and the species, activities and purposes it does this for. |

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| |  |  |  |  | | --- | --- | --- | --- | | **Organisation** | **Species** | **Activity** | **Sharing purpose** | | Statutory nature conservation bodies[[1]](#footnote-1) | Various | Various | Compliance, enforcement, licence assessment | | Defra and its executive agencies[[2]](#footnote-2) | Various | Various | Compliance, enforcement, licence assessment | | Devolved administrations[[3]](#footnote-3) | Various | Various | Compliance, enforcement, licence assessment | | Marine Management Organisation | Marine | Various | Compliance, enforcement, licence assessment | | Police | Various | Various | Compliance, enforcement activity | | Local planning authorities | Various | Development licences | Compliance, enforcement, licence assessment | | Bat Conservation Trust | Bats | All activities | Licence assessment, species protection | | British Trust for Ornithology | Birds | Photography and ringing | Compliance, enforcement, licence assessment, species protection | | Deer Initiative | Deer | Night shooting and translocation | Licence assessment | | Zoological Society of London | Various | Various | Disease risks | | Industry and charitable bodies[[4]](#footnote-4) | Various | Various | Application support |   Natural England respects your personal privacy when responding to access to information requests. It only shares information when necessary to meet the statutory requirements of the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. |
| **How long Natural England holds personal data** |
| Natural England will keep your personal data for 7 years after the expiry of your licence or longer if stated in the licence conditions. |
| **What happens if you do not provide the data** |
| Natural England will be unable to assess your application for a wildlife licence if you do not provide the data. |
| **Use of automated decision-making or profiling** |
| The information you provide is not used for:   * automated decision making (making a decision by automated means without any human involvement) * profiling (automated processing of personal data to evaluate certain things about an individual) |
| **Transfer of data outside the European Economic Area (EEA)** |
| Your data will not be transferred outside of the EEA. |
| **Your rights** |
| Find out about your [individual rights](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) under the General Data Protection Regulation (GDPR), the Data Protection Act 2018. |
| **Complaints** |
| You have the right to [make a complaint](https://ico.org.uk/make-a-complaint/) to the Information Commissioner’s Office at any time. |
| **Natural England’s personal information charter** |
| Our [personal information charter](https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter) explains more about your rights over your personal data. |

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|  | | Declaration  * I have read and understood 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 to be registered for a licence in accordance with these particulars. * Where required, I undertake to obtain permission from landowners/occupiers of land to exercise any licence resulting from this application, and to allow any employee or representative of Natural England to monitor or inspect the work described in this application. | | | |
|  | Signature of  applicant | |  | Date |  | |

*For applications submitted electronically, please either insert an electronic signature above or tick this box to confirm agreement with this declaration*

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|  | Name in  BLOCK LETTERS |  |  |  |

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| **Important Advice**   * **Natural England can modify or revoke at any time any licence that may be issued but this will not be done unless there are good reasons for doing so.** * **Any registration for a licence is likely to be revoked immediately if it is discovered that false information had been provided which resulted in the registration for a licence.**   **Under the Wildlife and Countryside Act 1981, any person who in order to obtain a licence 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. Any person found guilty of such an offence may be liable to an unlimited fine.** |

* **Please ensure that you have answered all relevant questions fully and have signed the declaration.**
* **If you wish to change the information on this form contact Technical Services, Natural England.**

1. Natural Resources Wales, Northern Ireland Environment Agency, Scottish Natural Heritage [↑](#footnote-ref-1)
2. such as Animal & Plant Health Agency, Centre for Environment Fisheries and Aquaculture Science [↑](#footnote-ref-2)
3. Northern Ireland Executive, Scottish Government, Welsh Government [↑](#footnote-ref-3)
4. for example Angling Trust, Chartered Institute of Ecology and Environmental Management, Game and Wildlife Conservation Trust, Royal Society for the Protection of Birds, Wildlife Trusts, Wildfowl and Wetlands Trust, National Gamekeepers Organisation, Vincent Wildlife Trust [↑](#footnote-ref-4)