



Licence Application Form

Mitigation licensing - Common Otter (*Lutra lutra*)

**Please Note – Applications can be completed online.
For more information please visit our [website](#).**

Wildlife Licensing
Natural England
Horizon House
Bristol
BS1 6DG.
T. 020 802 61089
EPS.Mitigation@naturalengland.org.uk

- Please complete this application form using **dark ink** and BLOCK CAPITALS.
- Return the completed form to the address shown.
- All questions should be answered as appropriate. Questions marked with ‘*’ are mandatory and failing to complete these may result in delays to your application.
- If there is insufficient space for completing answers on this form, please attach a separate sheet.
- Natural England will aim to determine the outcome of a completed licence application within its published service standards.
- If you experience any problems completing this application or using the online Case Work Management (CWM) system – please see our [website](#) for guidance or contact Wildlife Licensing.
- Additional guidance is provided in [Using CWM – Applicant Guidance Document](#). This can be downloaded from our website or you can ask Wildlife Licensing to send you a copy.

For Office Use Only

CWM Ref No:

Charter Deadline:

1. Applicant Details

Please enter the details of the person or company who will become the licensee.

(For guidance please see attached annex)

- If the applicant **is** already registered as a customer please complete Registered Applicant Details (a)
- If the applicant **is not** already registered as a customer please complete the New Applicant Registration (b)

(a) Registered Applicant Details

*Customer Number

*Surname

*Forename

*Postcode

(b) New Applicant Registration

Please note: If you are the applicant registering on behalf of the agent / named ecologist you will need to provide their full authorisation with this application.

*Email Address

*Title

(please tick as appropriate) Mr Mrs Ms Other (Please Specify)

*Forename

Middle Name

*Surname

Professional Membership
(e.g. CIEEM, IEMA, etc)

House Name / No.

*Address Line 1

*Address Line 2

Address Line 3

Town *County

*Postcode Country

Either 'Telephone No.' or 'Mobile No.' must be completed.

Telephone No. Mobile No.

Fax no.

*Customer Type (e.g. Farmer, Householder, Ecologist, etc.)

*Are you VAT registered? Yes No If 'Yes' VAT Number:

*Are you registered with the Rural Payments Agency? Yes No If 'Yes' RPA SBI Number:

(c) If you are registering on behalf of an organisation please complete this section.

*Position *Organisation Name

What is the size of your organisation?

Micro (1 to 10 employees)
 Small (11 to 49 employees)
 Medium (50 to 249 employees)
 Large (250 employees or more)

What is the legal status of your organisation?
(e.g. private limited company, registered charity, voluntary organisation, Government agency, Local Authority)

Companies House Registration or Registered Charity Number:

(d) Alternative Applicant Contact Details

In the event that the applicant is unavailable to discuss the application, it would be helpful if alternative contact details could be provided. By completing this section you are confirming that this contact is authorised to act on behalf of the applicant.

Name:

Tel Number:

Email Address:

2. Named Ecologist Details

Please enter the details of the named ecologist. Please note a named ecologist is required for all development and mitigation applications *(For guidance please see attached annex)*

- If the ecologist **is** already registered as a customer please complete Registered Named Ecologist Details (a)
- If the ecologist **is not** already registered as a customer please complete the New Named Ecologist Registration (b)
- If there will not be an ecologist used in conjunction with this application please go to the next section.

(a) Registered Named Ecologist Details

*Customer Number	*Surname	*Forename	*Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) New Named Ecologist Details

Please note: If you are the applicant registering on behalf of the agent / named ecologist you will need to provide their full authorisation with this application.

*Email Address	<input type="text"/>		
*Title (please tick as appropriate) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (Please Specify)	<input type="text"/>		
*Forename	Middle Name	*Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Professional Membership (e.g. CIEEM, IEMA, etc)	<input type="text"/>		
House Name / No.	<input type="text"/>		
*Address Line 1	<input type="text"/>		
*Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
Town	<input type="text"/>	*County	<input type="text"/>
*Postcode	<input type="text"/>	Country	<input type="text"/>

Either 'Telephone No.' or 'Mobile No.' must be completed.

Telephone No.	<input type="text"/>	Mobile No.	<input type="text"/>
Fax no.	<input type="text"/>		
*Customer Type (e.g. Farmer, Householder, Ecologist, etc.)	<input type="text"/>		
*Are you VAT registered? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' VAT Number:	<input type="text"/>	
*Are you registered with the Rural Payments Agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' RPA SBI Number:	<input type="text"/>	

(c) If you are registering on behalf of an organisation please complete the following.

*Position

*Organisation Name

What is the size of your organisation?

- Micro (1 to 10 employees)
 Small (11 to 49 employees)
 Medium (50 to 249 employees)
 Large (250 employees or more)

What is the legal status of your organisation?

(e.g. private limited company, registered charity, voluntary organisation, Government agency, Local Authority)

Companies House Registration or Registered Charity Number

(d) Alternative Named Ecologist Contact Details

In the event that the named ecologist is unavailable to discuss the application, it would be helpful if alternative contact details could be provided. By completing this section you are confirming that this contact is authorised to act on behalf of the named ecologist and has a detailed knowledge of the application.

Name:

Tel Number:

Email Address:

3. Communication Preferences

Please indicate who should be contacted if we need to discuss this application:

(please note more than one option can be selected for each question):

Applicant Named Ecologist

Please indicate to whom the outcome documentation for this application should be sent:

Applicant Named Ecologist

Applicant preferences: Email Post Telephone

If 'Yes' for telephone, please provide a contact no.

Named Ecologist preferences: Email Post Telephone

If 'Yes' for telephone, please provide a contact no.

4. Previous Applications

(a) * To your knowledge, have there been any previous applications or licence decisions concerning this site? Yes No

If 'No' please move to question 4(g). If 'Yes' to (a), please complete the following.

(b) *Date of most recent application:

(c) *Which species was the subject of the previous applications?

(d) *What was the application or licence reference number?

(e) *What was the outcome of the previous application? (Please select one of the following)

Granted Not Granted Advice Only Deferred Not Yet Known

(f) To your knowledge, does this application relate to any previously licensed 'mitigation' work on the site being applied for? Yes No

If 'Yes' to (f)... Please provide application/licence reference numbers, species details and outcome details.

(g) To your knowledge, is the site being applied for subject to any recent, concurrent, pending or future applications for licences for the same or other European protected species or other protected species? Yes No

If 'Yes' to (g)... Please provide application/licence reference numbers and species information.

For applications which are part of the Pre-Submission Screening Service:

More information on Natural England's Pre-Submission Screening Service can be found [here](#).

Is this a first draft application? Yes No Is this a subsequent draft? Yes No

Are you aware if your case has been seen or reviewed by Natural England? Yes No Not Sure

If yes, who provided the advice and when

Any further information you would like to provide:

Is this a formal application? Yes No

Please provide any earlier reference numbers

For applications which are part of Nationally Significant Infrastructure Projects:

Is this a first draft application? Yes No

Is this a subsequent draft? Yes No

Is this a formal application? Yes No

Please provide any earlier reference numbers

5. Purpose

(a) * Brief Description of Proposal

(E.g. Construction of a new road, construction of five flats with access road and car parking area, bridge repairs).

(b) * Please tell us why you need a licence.

E.g. A holt will be destroyed.

(c) * Please confirm the purpose of the application (Please select one of the following):

- Imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment under section 53(2)(e)
- Preserving public health or public safety, under section 53(2)(e)
- Preventing the spread of disease, under section 53(2)(f)
- Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber, fisheries or inland waters, or any other form of property under section 53(2)(g)
- A purpose not specified in Regulation 53(2) that is consistent with Article 16(1)(e) of the Habitats Directive, under section 53(4)

(d) * Please confirm the category most appropriate to your proposed work (Please select one of the following):

- | | |
|--|--|
| <input type="checkbox"/> Agriculture / Fishing / Forestry | <input type="checkbox"/> Mineral extraction |
| <input type="checkbox"/> Archaeological investigation / Site investigation | <input type="checkbox"/> Nationally Significant Infrastructure Projects |
| <input type="checkbox"/> Barn Conversion | <input type="checkbox"/> Places of worship |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Public community projects (e.g. schools, universities, hospitals, care facilities and other public buildings) |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Small scale repair and maintenance works |
| <input type="checkbox"/> Energy generation | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Energy supply | <input type="checkbox"/> Waste management |
| <input type="checkbox"/> Flood and coastal defences | <input type="checkbox"/> Water management |
| <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Other |
| <input type="checkbox"/> Heritage | |
| <input type="checkbox"/> Housing | |
| <input type="checkbox"/> Industrial / Manufacturing | |

If other, please provide details here:

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(e) * Is the proposed work part of a phased or a multi-plot development?

Yes No

If 'Yes' to (e): You must submit a species specific master plan and Habitat Management and Maintenance Plan with this application, as a separate document. Guidance on what should be included in a master plan can be found at – http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/WML-G11_tcm6-9930.pdf

6. Site Details

*Is the address for the site to be licensed different to the applicant's address?

Yes No

If 'Yes' ... For the Site / Location to be licensed, please complete **all** of the following details:

If 'No' ... Please complete Site / Location Name and OS Grid Reference boxes only.

(For linear projects, please add the start and end points separately)

	<i>Site Details</i>
*Site / Location Name:	
House No:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Town:	
*County:	
Postcode:	
*OS Grid Reference: <i>(In format XX123456)</i>	

7. Conservation Considerations

(a) *Will any part of the proposed activity fall in and/or adjacent to a Designated Site?

Yes No N/A

If 'Yes' to (a) please complete the table below. If 'No', please go to the next section.

Please indicate whether the activity will fall on and/or adjacent to a designated site:	Designated Site Name:	Type of Designated Site <i>E.g. National Nature Reserve (NNR), Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC), Ramsar Site, Ancient Monument, Marine Nature Reserve (MNR), Area of Outstanding Natural Beauty (AONB)</i>
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		

(b) Have you consulted with Natural England for advice on the implications of the application on the designated site?

Yes No Not Known

(c) Please give either the outcome of your consultations or the reason why you have not consulted us. Please provide any relevant correspondence and the name of the local Natural England adviser or reserve manager consulted.

8. Authorisation

(a) *Is the applicant the owner / occupier of the land?

Yes No N/A

If 'Yes' to (a) please go to the next section. If 'No' to (a) please answer (b).

(b) Have you received the owner occupier's permission to apply?

Yes No

Please note that it is your responsibility as the applicant to obtain the owner or occupier's permissions to act under licence on their property.

You may be asked to provide documentation which confirms that you have owner or occupier's permissions and we will contact you if this is necessary.

9. Application Details

(a) Please add details for all licensable actions you wish to perform:

	Licensable Action
Application Subject	<i>Otters</i>
Species	<i>Common Otter</i>
*Activity	<input type="checkbox"/> Capture <input type="checkbox"/> Disturb <input type="checkbox"/> Transport <input type="checkbox"/> Damage breeding site <input type="checkbox"/> Destroy breeding site <input type="checkbox"/> Destroy resting place <input type="checkbox"/> Damage resting place
* Method / Field Technique	<input type="checkbox"/> Disturbance by noise / illumination / activity <input type="checkbox"/> Destructive survey (temporary) of resting area <input type="checkbox"/> Destruction of holt / resting area <input type="checkbox"/> Exclusion <input type="checkbox"/> Trapping
* Number of breeding sites to be impacted:	
Please enter the proposed start date of action below. <i>Please note this refers to the date of the first licensable action, not necessarily when the development commences.</i>	
* Proposed Date From	

(b) * Have you sent your records to the Local Records Centre?

Yes No

Please note: You must send survey data and habitat assessment data to your Local Records Centre (LRC). It is a condition of survey licences that records are sent to LRCs annually or to other organisations as specified on a particular survey licence (e.g. People's Trust for Endangered Species).

10. Experience

Please note: For guidance in completing this section please refer to the Experience in Great Crested Newt Mitigation document at http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/wmlg05_tcm6-4115.pdf

(a) * Has the named ecologist associated with this application held or been named on a licence in the past three years for the same species and in relation to a project of similar scale, methodology and mitigation?

Yes No

If 'Yes' to (a)... (b) * Please provide the name of the issuing authority, the licence reference number and date of issue for licences held:

If 'No' to (a) please complete the following. If "Yes" to (a) go to the next section.

(c) * Does the named ecologist currently hold a valid personal survey licence or are they registered to use a class survey licence for the same species?

Yes If 'Yes' complete all of the following.

No If 'No' go to (f)

(d) * What is/are the survey licence reference number(s)?

(e) * Number of years the survey licence(s) have been held

(f) * Please give brief details of the named ecologist's current science, education or conservation licence or any other licences issued to the ecologist in the last three years relevant to the species relating to this application:

(g) * Please give brief details of the named ecologist's experience on mitigation projects relevant to the species relating to this application, including in what capacity they acted. State the site names and reference numbers of licences and the type of mitigation involved:

(h) * Please provide details of the named ecologist's Qualifications, including any Continual Professional Development (CPD) training relevant to the species relating to this application:

Please note: If you have not held a mitigation licence in the last three years you will need to provide written references from two people who are familiar with the named ecologist's work. Please attach these references with your application. References provided in support of your licence application should:

- Vouch for the named ecologist's suitability and competence to prepare and deliver mitigation projects;
- state how long referees have known the named ecologist and in what capacity;
- provide details of the named ecologist's mitigation experience with the relevant species or a related species; and
- provide details of the referees' own mitigation experience and mitigation licence held (if appropriate): at least one referee must have held a mitigation licence within the last 3 years.

(i) * Are you providing references?

Yes No

If 'Yes' to (i): Please provide details of the referees. We may need to contact these referees to verify their statements.

1st Referee:

2nd Referee:

11. Consent Status

(a) * Is any consent required for your proposed project and the subject of this licence application?

1. Planning-related consent required (e.g. Planning permission, listed building consent, etc)
2. Demolition Consent (under Building Act 1984) including prior notice to demolish
3. Other type of consent required (e.g. Minerals consents, Highway Act consents, Secretary of State Decision Letter, Compulsory Purchase Order, Environment Agency Consent, etc.)
4. Permitted Development (under Town and Country Planning Act 1990) - no specific consent required.
5. No consent required (e.g. Public Health and safety issues)

If '3' is selected

(b) * Please provide details of these consents

If '5' is selected

(c) * Please explain why no consent is required

If '1', '2' or '3' is selected

(d) Have you obtained the necessary consent(s) to allow the proposed activity to be commenced?

Yes No

- If 'No' to (d), please complete 'Consent Not Obtained'
- If 'Yes' to (d), please complete 'Consent Obtained'

Consent not obtained

Please explain why you are applying in advance of the granting of consent that would allow the development to commence and what the circumstances are (e.g. Site investigation work which is required to inform the planning consent decision and where, after avoidance measures, the risk of affecting a European Protected Species is high). Please note that your application is unlikely to be processed until this issue has been resolved.

(e) * Please provide details of the outstanding consents to be obtained and the likely timescales for their determination/issue.

Pre-Submission Screening Service:

We will provide advice on draft applications, prior to consents being in place and prior to a formal licence application being submitted through this chargeable service. We **strongly** advise customers to use this service rather than trying to pursue a licence under Exceptional Circumstances, particularly where there are concerns about financial implications resulting from delays in obtaining a licence once planning consents are in place. Please see our [website](#) for further advice about this.

Consent obtained

(f) Please confirm details of all the consents that have been granted relevant to the proposed activity and this licence application.

- | | | | |
|---|--------------------------|--|--------------------------|
| Full Planning Permission | <input type="checkbox"/> | Outline Planning Permission | <input type="checkbox"/> |
| Demolition Consent (under Building Act 1984) including prior notice to demolish | <input type="checkbox"/> | Conservation Area Consent | <input type="checkbox"/> |
| Listed Building Consent | <input type="checkbox"/> | Tree Preservation Order | <input type="checkbox"/> |
| Highways Act Consent | <input type="checkbox"/> | Utilities Consent | <input type="checkbox"/> |
| Mineral Consent | <input type="checkbox"/> | Mineral Consent with Review of Mineral Planning Permission | <input type="checkbox"/> |
| Mineral Consent (Review of Mineral Planning Permission submitted to Mineral Planning) | <input type="checkbox"/> | Other consent type | <input type="checkbox"/> |

Other Consent Type

(g) Please provide consent reference number (s)

Please submit copies of the consents (or extracts) that are relevant to the proposed activity and this licence application, if applicable.

(h) For all consents that have been granted, have all conditions or Reserved Matters relating to wildlife species and habitat issues (which are intended to be and are capable of being discharged before development begins) been discharged?

Yes No

If 'No' to (h), please answer all of the following. If 'Yes', please skip to (j).

Please note: If it is not possible or not intended for the conditions to be discharged before development commences then please complete the questions below.

(i) Please give details of those conditions that are still to be discharged and explain why they have not been discharged.

(j) Is the site subject to any commitment that affects the protected species named in this application?

For example a Section 106 Agreement (Town and Country Planning act 1990) or other commitments made at a Public Inquiry or in an Environmental Statement.

Yes No

If 'Yes' to (j): Has the commitment been met? Please also explain what has been done.

If 'Yes' to (j): What work is outstanding and when will it be completed?

(l) Is the site subject to any such commitment that affects other European Protected Species or other protected species? *E.g. a Section 106 Agreement (Town and Country Planning Act 1990) or other commitments made at a Public Inquiry or in an Environmental Statement.*

Yes No

If 'Yes' to (k): Has this been met?

If 'Yes' to (k): When will this be complete?

12. Consenting Authority

Please provide the Local Planning Authority/Authorities that have granted consent for the proposed project and the subject of this licence application. Please then provide contact details for the responsible officer. If consent is granted by another body (e.g. Secretary of State, Natural England, Environment Agency, Utilities Consent, Highways Consent, etc) then please provide details for it as appropriate. If no consent is required (e.g. Public health and safety issues) then please leave the remaining fields blank.

*Consenting Authority Name

*Title

*Forename

*Surname

* Position

Email Address

Telephone Number

Address

13. Method Statement

A Method Statement must be provided to support this application, along with other supporting documents, which may include some or all of the following:

- Maps
- Figures
- Habitat management and maintenance plans
- Master plans
- Appended survey results
- A work schedule

Please note: The Method Statement is normally prepared by a consultant ecologist or another suitably qualified person because compiling the content requires specific species and site-related knowledge.

Further Advice: Copies of the latest versions of templates for all species and further guidance to help you complete them are available on our [website](#).

14. Supplementary Information

Please provide any additional information you may have to support your application.

15. Data Protection

The data controller is Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

Your information will be stored and processed in accordance with the Data Protection Act 1988. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and to ensure that it is accurate.

The information will be used by Natural England to undertake licensing functions. To do this we may have to discuss applications, licensing decisions, reports and returns with third parties including the Deer Initiative (for Deer Licences).

Natural England recognises there is significant public interest in wildlife licensing and in those who benefit from receiving a wildlife licence. Therefore, we may make information publicly available. Information released may include, but is not limited to, your name or business name, application and licence details as well as reports and returns.

Natural England, however, realises that some licensed activities can be sensitive and we **will not** release information that could harm people, species or habitats. In some cases, for example, this may mean not releasing the names and addresses of individuals or the location of the licensed activity.

Natural England or its appointed agents may use the name, address and other details on your application forms to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect your personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.

If you believe that any of the information we hold concerning you is incorrect or out-of-date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to:

Natural England,
Horizon House
Deanery Road
Bristol
BS1 5AH

Tel. 020 802 61089

Important Advice:

- **If your application is made under the Wildlife and Countryside Act 1981 (as amended) or the Conservation of Habitats and Species Regulations 2010 (as amended), 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 is liable, on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding level 5 on the standard scale, or to both. Regarding other wildlife legislation, we will look to provisions in the Fraud Act 2006 (as amended) in respect of applicants making any false representations.**
- **Natural England or the Secretary of State can modify or revoke at any time any licence that is issued, but this will not be done unless there is good reason for doing so. Any licence that is issued is likely to be revoked immediately if it discovered that false information has been provided that resulted in the issue of a licence.**

16. Declaration

16a. Convictions

* Have you or any person listed in the application been convicted of any wildlife-related or animal welfare offence? Yes No

If 'Yes': Please provide details of the convictions: (including dates)

The offences we are referring to relate to persons convicted on or after 1 January 2010 of an offence under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats &c.) Regulations 1994, the Conservation of Habitats and Species Regulations 2010, 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 conviction if the person concerned is: (1) a rehabilitated person for the purposes of the Rehabilitation of Offenders Act 1974 and their conviction is treated as spent; or (2) in respect of such an offence, a court has made an order discharging them absolutely.

16b. Applicant Declaration.

I have read and understood the privacy notice above.

- 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.
- I have read and understood the guidance provided in the application form and on the Wildlife Licensing Internet guidance pages.
- I declare the particulars given are correct to the best of my knowledge and belief, and I apply for a licence in accordance with the information I have provided.
- I confirm that there is no satisfactory alternative to meet the need/resolve the problem detailed in this application.

I agree to the declaration above.

Signature of Ecologist:

For electronic applications, please insert an electronic signature above or tick this box to confirm with the declaration.

Name: (In BLOCK letters)

Date:

16c. Ecologist Declaration

I have read and understood the privacy notice above.

- I confirm that I have visited the site(s).
- I have designed and inputted into the licence proposal.
- I confirm that there is no satisfactory alternative to meet the need/resolve the problem detailed in this application.
- I am satisfied that the proposal will result in no adverse impact on the species concerned.
- I declare the particulars given are correct to the best of my knowledge and belief, and the applicant may apply for a licence in accordance with information I have provided.
- I have documentary evidence that I am authorised to act on behalf of the applicant that I will supply to Natural England on request.

I agree to the declaration above.

Signature of Applicant:

For electronic applications, please insert an electronic signature above or tick this box to confirm with the declaration.

Name: *(In BLOCK letters)*

Date:

17. Annex - Application Notes

Applicant

The applicant is the person submitting the application (usually the landowner or occupier) who, if the licence was granted, would become the licensee. The applicant may appoint agents to produce the application pack and act on their behalf. A person with specific skills and knowledge of the species concerned, such as a consultant ecologist, must be appointed to assist in the preparation and the delivery of the proposals that ensure the species protection requirements can be met.

Licensee

The "Licensee" named on the licence is responsible for ensuring that all activities carried out on site in relation to the licence comply with the terms and conditions of the licence. However, all persons authorised to act under the licence must comply with the licence and its conditions (see Regulation 58(1) of the 2010 Regulations (as amended)). This means that all authorised persons have a responsibility for ensuring that the licence terms and conditions, including any annex special conditions, are understood and complied with. Failure to do so could lead to prosecution.

Consultant/Named Ecologist

The “Named Ecologist” is a professional ecological consultant who has satisfied Natural England that they have the relevant skills, knowledge and experience of the species concerned and is responsible for undertaking and/or overseeing the work undertaken in respect of the licensed species. The ‘Named Ecologist’ has a responsibility for ensuring that the licence is complied with. They are responsible for advising the licensee on the suitability and competence of any Accredited Agents or Assistants employed on site to undertake the required duties and may include the direct supervision of Assistants where appropriate. More information about the experience required to become a named ecologist can be found at: http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/wmlg05_tcm6-4115.pdf

Accredited Agent

An “Accredited Agent” is a suitably trained and experienced person who is able to carry out work under a licence without the personal supervision of the Named Ecologist. Any Accredited Agent must be appointed by the Licensee and be in possession of a letter signed by the Licensee confirming their appointment. Agents shall carry a copy of the said letter when acting under the licence and shall produce it to any police or Natural England officer on request.

Assistants

An “Assistant” is a person assisting a Named Ecologist or Accredited Agent. Assistants are only authorised to act under this licence whilst they are under the direct supervision of either the Named Ecologist or an Accredited Agent.