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| **Application for a Licence - Possession of Annex IV Species of the Habitats Directive**  **THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017** | |
| **NOTES FOR GUIDANCE**  Please read the following notes carefully. | |
| a. | This is a licence application form to possess of Annex IV Species of the Habitats Directive. Licences can be granted allowing people to carry out activities, which would otherwise be illegal. |
| b. | This application is for permanent possession only. If you wish to undertake the sale or exchange of European protected species you must apply using the appropriate application form. |
| c. | A licence is not required to possess a protected species for the purpose of tending it in order to release it back into the wild. If it turns out that release is not possible, for example because that animal would not survive, and the animal needs to be kept permanently in captivity, a licence is required. Please see guidance for further information and advice relating to the tending of injured /disabled animals. |
| d. | General Licences allow the possession of dead European protected species by museums, universities and, research establishments and by members of the Guild of Taxidermists. Dead bats can also be submitted to the VLA for rabies testing under General Licence. |
| e. | Natural Resources Wales, in exercise of the powers conferred under the Conservation of Habitats and Species Regulations 2017, have authority to issue licences for possession for the following purposes:  **(i) Scientific purposes**  **(ii) Educational purposes**  **(iii) Conserving wild animals or wild plants or introducing them to particular areas**  **(iv) Possession under strictly supervised conditions, on a selective basis and to a limited extent**.  ***Provided that****:*   * that there is **no satisfactory alternative; and** * that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range. |
| f. | 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. |
| g. | 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. |

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| h. | 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. |
| i. | 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. |
| j. | 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. |
| k. | 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 2004  Note 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](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) |
| l. | Any information included in the application which the proposed Lead Licensee considers to be confidential for commercial reasons or affecting the proposed Lead Licensee’s intellectual property rights must be clearly marked as such. |
| m. | It is in the proposed Lead Licensee’s best interest to **ensure you have appropriate documentary evidence on the material you hold. e.g. who, what, where, when and why.** |
| n. | 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 completing an application form** | |
| 1. | If the document 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](mailto: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**  Please post your signed application form 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 of receipt of a completed application form and the required associated information. Please refer to the check list at the end of this form for further guidance. If we require further information from you during the determination period, for whatever reason, this will 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. Proposed Lead Licensee Details**

**1. Lead Licensee Details**

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

**2. Previous Licences**

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| a. | | Have you previously held any licences issued by NRW or Welsh Government for possession of European Protected Species? | | |
| Yes ☐ | | | No ☐ | Licence Number: |
| b. | If the answer to 2a is yes, which species did the licence cover? | | | |
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**3. Species Details**

a. Please provide details of the Annex IV species you wish to possess in the table below. **NRW does not usually allow possession of a high number of the same species unless there is a specific reason for doing so.**

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| **Species** (e.g. Dormouse, Common Pipistrelle Bat, Natterjack Toad, Harbour porpoise**)** | **Number of specimens** | **Alive or Dead** | **Whole or derivatives.** | **How did the species come to your possession?** (Please provide details of Article 10 CITES certificate if the animal was purchased from an A10 holder.) |
| *e.g. Harbour Porpoise* | *1* | *Dead* | *Derivatives – 1 skull* | *Found on Newborough Beach* |
| *e.g. Common Pipistrelle Bat* | *1* | *Dead* | *Whole* | *Found whilst undertaking internal surveys of a property at 123 Church Lane, Cardiff.* |
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**4. Licence Purpose**

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| **a.** | **What is your purpose for possessing the species listed in section 3a? Please select from the following:** | | |
| Possession for scientific purposes | | ☐ |
| Possession for educational purposes | | ☐ |
| Possession for conserving wild animals or wild plants or introducing them into particular areas | | ☐ |
| Possession under strictly supervised conditions, on a selective basis and to a limited extent (for a purpose not included above). | | ☐ |
| **b.** | **Please provide written justification in support of your selection in 4a. Please explain how the specimen(s) will be used to satisfy the chosen purpose.** | | |
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| **C.** | | **In order to grant a licence NRW must be satisfied that there is no satisfactory alternative to the possession of the specimens. Please provide details of the alternatives that have been considered and the reasons why they have been discounted (i.e. Why do you need to possess and retain the specimen(s), what are the consequences of not possessing the specimen(s)?).** | |
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**5. Charge Declaration**

You must pay a fee for a licence unless you are exempt. Please select the purpose of your licence, your declaration below should match the purpose in question 4.

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| Possession for scientific purposes – No charge | ☐ |
| Possession for educational purposes - – No charge | ☐ |
| Possession for conserving wild animals or wild plants or introducing them into particular areas – No charge | ☐ |
| Possession under strictly supervised conditions, on a selective basis and to a limited extent (for a purpose not included above) – 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)

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**6. Declaration**

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| **a.** | Have you 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: | | | | | | |
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| **c.** | 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*. | | |  | | | |
| **d.** | I understand that the Lead Licensee is legally responsible for complying with the licence and its conditions | | |  | | | |
| 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 proposed Lead Licensee | |  | 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 |  | | | | | |