|  |
| --- |
| **NOTES FOR GUIDANCE**Please read the following notes carefully. |
| a. | This is an application form to **disturb** cetaceans, marine turtles or common sturgeon for scientific or educational purposes. Licences can be granted under Section 16(3) of the Wildlife and Countryside Act 1981, Regulation 55 of the Conservation of Habitats and Species Regulations 2017, or Regulation 55 of the Conservation of Offshore Marine Habitats and Species Regulations 2017 depending on the species involved and their location, 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 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 process applications within 30 working days of receipt of all the information requested. We cannot guarantee an earlier response. |
| c. | It is a condition of any licence issued that a report of the work carried out under licence is submitted within four weeks of the expiry of the licence. The Licence Report Form can be found on our website. Failure to do so may constitute on offence. Information from these reports is required to provide summary information to NRW and others on the number of licences issued the purpose of the licence and which species are covered. None of these summary statistics includes personal information about Licensees. The information may also be used for conservation purposes and shared with other organisations. |
| 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 |



LICENCE APPLICATION FORM FOR DISTURBING MARINE EPS (CETACEAN, MARINE TURTLE, COMMON STURGEON)

**THE WILDLIFE AND COUNTRYSIDE ACT 1981 (AS AMENDED), THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017 OR THE CONSERVATION OF OFFSHORE MARINE HABITATS AND SPECIES REGULATIONS 2017**

|  |  |
| --- | --- |
| 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. | Licences are normally issued for a one year period. Renewal of a licence, including any alternation to species, locations or activities may be requested by completing a renewal application form. |
| h. | 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. |
| i. | 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) |
| j. | 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. |
| k.  | NRWwill consider this application for a licence on the basis that it is our policy NOT to issue licences to disturb cetaceans as part of regular visitor passenger or eco-tourism boat trips. This does not apply to dedicated research trips funded through paying passengers. The licence for which you are applying shall only be issued therefore to permit the disturbance of cetaceans during approved data collection trips and will be issued subject to compliance with NRW’s protocols to minimise disturbance and for data management. In this application, details of boat operator as well as those collecting the data must be supplied. |
| l. | 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, such as where a survey licence is sought to enable someone to operate commercially, or where a research project is proposed for commercial reasons
* 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 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 both the proposed Lead Licensee and the proposed Licenced Nominated Ecologist. 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’. That person should complete and sign this form. They will be responsible for ensuring compliance with the licence and all licence conditions. Please provide your full name, **not** initials.

**1. Proposed Lead Licensee 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. |  |

**Part B. Who will provide the expertise during the licenced work, i.e. collect data / take photographs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Proposed Lead Licensee |  | Other (proposed Licensed Nominated Agent) (please provide details) |  |

The individual providing the expertise should complete section 3 with details of their experience.

**3. Your experience and Qualification in relation to the requested species**

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

Provide details of your qualifications and/or experience in relation to working with the requested species.

Include details of any courses you have attended and submit copies of any relevant training certificates and completed logbooks to support the application

|  |
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|  |

**Professional Membership**

**Are you a member of a professional organisation (e.g. CIEEM, IEMA, etc.)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | No |  | Yes | If **yes** please indicate your level of membership:  |  |

**4. References**

Please provide two references from ecologists who are familiar with your work. They must be able to comment on your experience of working with the relevant species and your ability to use the methods and equipment you have proposed within your licence application. Your referees must have held the appropriate species licence within the last two years and must have experience of your work for at least one survey season. Please note that we can only accept **one** reference from the company you currently work for.

All references need to be completed on the reference form and must be able to confirm the following:

Their knowledge of the extent of the applicant’s experience in this type of work, including the use of any equipment

Any knowledge they may have of the care taken by the applicant while engaged in this type of work, to avoid undue harm or disturbance to wildlife

Their own experience in this field.

The number of years they have known and worked with the applicant.

**5. Accredited Agents**

|  |
| --- |
| Any proposed Licensed **Accredited Agent** should be a suitably qualified, experienced person who is able to carry out works under a licence without the personal supervision of the Licensed Nominated Ecologist. The accredited agent must be named on the application form and the licence. |
| a. | Does the proposed Lead Licensee wish to propose names of suitably qualified experienced Licensed Accredited Agents to be employed under this licence  | Yes [ ]   | No [ ]  |
| b. | If the answer to the above is ‘yes’, please provide: |  |
| **Accredited Agent Name** | **Postal Address** | **E-mail Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| A Licensed A**ssistant** is employed by the Lead Licensee to work under the direct personal supervision of any of the named Licensees at all times. Licensed Assistants **do not need to be named** on the application form/licence. However, the Lead Licensee should keep a log of all assistants who have worked under a particular licence, as they may be asked to provide this at a later date. **A breach of the licence conditions by any named Licensee may result in the revocation of your licence**. |

**6. Boat Operators**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Does the Lead Licensee or Licensed Nominated Ecologist wish to employ **Boat Operators**?  | Yes [ ]   | No [ ]  |
| b. | If the answer to the above is ‘yes’, please provide: |  |
| **Boat Operator Name** | **Vessel Name** | **Postal Address** | **Email Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**Part C. Application Details**

**Please relate your answers in this section to the species that will be affected by the proposed works and those specified in Question 6 below. 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.**

**7. Species**

|  |
| --- |
| Please specify your target species insert an ‘x’ as appropriate and provide the estimated number of individual animals that will be affected by the works. |
| **Species** | **X** | **Estimated number of individuals** |
| Bottlenose dolphin | [ ]  |  |
| Risso’s dolphin | [ ]  |  |
| Common dolphinOther (please specify) | [ ]  |  |
| It would also help us if you could identify below any opportunist species for which data could be collected.  |
|  |
| **Name of Species** | **Estimated number of individuals** | **Name of Species** | **Estimated number of individuals** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- |
| **Is it likely you will be disturbing a group of individuals during the exercise of your licence?** | Yes [ ]   | No [ ]  |

**8. Purpose of the licence application**

|  |
| --- |
|  |
| a. | **Please indicate below the main purpose for undertaking the proposed works:** |
|  | Science or education  | [ ]  |
|  | Ringing and marking, or examining any ring or mark  | [ ]  |
|  | Conserving wild animals or introducing them to particular areas  | [ ]  |
|  | Photography for Photo-identification | [ ]  |
|  | Photography (non commercial) |[ ]
|  | Filming (non commercial) | [ ]  |
|  | Any other uses, such as surveys for developments, commercial photography and filming |[ ]
| b. | If your application is for a specific project please provide a signed and dated Method Statement for the proposed project. This must include a project summary, the target species, locations for all works, timings and a list of individuals that are to undertake work on the project. |
|  |  |

**9. Other consents**

|  |
| --- |
| **Please provide details of the consents granted for the proposed works.**  |
| Is your application subject to a marine licence? | YES | [ ]  | NO | [ ]  |
| If YES please provide;- The licence reference number; |  |
| The year in which the licence was issued. |  |
| Is your application subject to any other consent? If YES please provide further details below | YES [ ]  NO [ ]   |
|  |  |
|  |  |
|  |  |

**10. Activities to be licensed**

|  |  |
| --- | --- |
| a. | Please complete all relevant columns in the table below using an X as appropriate to indicate the methods you propose to use, the activity involved, and the time period for each method. This information will be used when processing your application. Failure to provide full details may result in an inappropriate or inadequate licence being issued.**Please note – killing will only be licensed in exceptional circumstances. You should discuss the particular situation with NRW prior to submitting the application. If you intend to intentionally kill, please include biosecurity measures within the provisions of the method statement.** |
| **Animals** |
| Activity | Dates |
| Capture and transport (including temporary possession) | Disturb | Damage or destroy a breeding site or resting place | Photograph | Kill (only in exceptional circumstances) | Method or activity (e.g. netting, taking blood samples, geophysical survey, piling, blasting, etc.) | **From** (select ASAP or specify a date) | **To** (day, month and year) |
|  |  |  |  |  |  | ASAP | Specific date (month and year) |  |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  | Click or tap to enter a date. | Click or tap to enter a date. |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  | Click or tap to enter a date. | Click or tap to enter a date. |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  | Click or tap to enter a date. | Click or tap to enter a date. |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  | Click or tap to enter a date. | Click or tap to enter a date. |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  | [ ]  | Click or tap to enter a date. | Click or tap to enter a date. |

**b. Possession of protected material**

Complete only if you wish to **temporarily** take, control or possess derivatives. If you wish to **permanently** possess an animal or its derivative you must apply separately.

**c. If you are applying for a licence only to possess derivatives, state how and when the animal came into your possession.**

|  |
| --- |
|  |

**d. Please state under what conditions and for how long derivatives will be kept.**

|  |
| --- |
|  |

**e. Please state the nature of the derivative.**

|  |
| --- |
|  |

**f. Please state the number of specimens**

|  |
| --- |
|  |

**g. If the derivative will not be retained what method of disposal will be adopted. If any derivative will be passed on to a third party give the reason why and their contact details.**

|  |
| --- |
|  |

**h. Please state if, and under what appendix, any of the species you wish to sell are listed under CITES.**

|  |
| --- |
|  |

**i. Natural Resources Wales (NRW) may wish to monitor the work you carry out. Is the boat operator willing to allow NRW staff access for this purpose?**





**j. Please state whether the work is likely to extend into future years so that NRW is aware of the scale of the proposed work.**

|  |
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|  |

**k. Please explain the need to carry out the proposed work and the objective of your activities.**

|  |
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|  |

**l. Where licences are issued for scientific purposes it is important that the data collected is used to increase scientific knowledge. Please state how the data you collect will be used and where it will be lodged.**

|  |
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|  |

**m. Cetaceans, marine turtle and common sturgeon are European Protected Species. You therefore should confirm how your proposed actions will not be detrimental to the maintenance of population of the species concerned at a favourable conservation status within their natural range and please also provide a statement as to why there is no satisfactory alternative to the issue of this licence to permit the proposed activities.**

|  |
| --- |
|  |

**n. Please confirm with an x which of the following supporting information is submitted with your application.**

|  |
| --- |
|[ ]  Survey/monitoring report |
|[x]  Specification for research project |
|[x]  Other (please specify): |

 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.

**11. Location of the proposed works**

**Please confirm (by placing an x in the box/boxes) the area in which you wish to operate and the distance offshore.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **X** | **Area** | **X** |
| North Wales coast (Dee Estuary to Menai St strait) |[ ]  Aberystwyth to Strumble Head |[ ]
| Anglesey |[ ]  Pembrokeshire Islands |[ ]
| Menai Strait to Porth Dinllaen |[ ]  Celtic Deep |[ ]
| Bardsey Island |[ ]  Strumble Head to St Anne’s Head |[ ]
| Porth Dinllaen to Sarn Badrig |[ ]  St Ann’s Head to Severn Estuary |[ ]
| Sarn Badrig to Aberystwyth |[ ]   |  |

|  |
| --- |
| Distance Inshore / Offshore  |
| Which of the following does your application cover? |
| If you are including a location map a scale of 1:10,000 would be advisable and / or a GIS layer such as Shapefile if available  |
| A | Inshore marine area (0 to 12 nautical miles) | [ ]  |
| B | Offshore marine area (over 12 nautical miles) | [ ]  |
|  | If your activity is in the **inshore marine area**, please specify the distance from land: |  |
|  | 1-3 km | [ ]  |
|  | 3-5 km | [ ]  |
|  | 5-12 km | [ ]  |
|  | Beyond 12 km | [ ]  |

**12. Designated Sites**

|  |
| --- |
| **Designated areas:** Sites of Special Scientific Interest (SSSI), Special Protection Area (SPA), Candidate Special Areas of Conservation (CSAC), Special Areas of Conservation (SAC), Ramsar sites, Marine Conservation Zone (MCZ). |
| 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 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: |
|  |
| d. | If the answer to 11a 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 [ ]  |

**13. Welsh National Marine Plan**

|  |
| --- |
| **NRW is required to make licensing decisions in accordance with the Welsh National Marine Plan (WNMP)**  |
| a. | Have you also applied for a NRW Marine Licence for this project? | Yes[ ]  | No[ ]  |
| If yes, please provide the reference number: |
| b. | If the answer to the above is YES, have the WNMP policies for this species application been considered as part of a marine licence? | Yes[ ]  | No[ ]  |
| c. | If the answer to a.or b. is No, provide details of how your application complies with the policies in the WNMP in the box below, or by filling in the WNMP Compliance Assessment form |
|  |

**Part D. Charge Declarations**

You must pay a fee for a licence unless you are exempt. Your declaration below should match the purpose in question 8.

|  |
| --- |
|[ ]  I declare that I intend to use this licence solely for voluntary purposes - no charge |
|[ ]  I declare that I intend to use this licence solely for protected species conservation science and research - no charge |
|[ ]  I declare that I intend to use this licence solely for a mix of voluntary purposes and for conservation science and research - no charge |
|[ ]  I declare that I intend to use this licence for other purposes, such as surveys to inform development projects and commercial photography or filming - 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)**

**Part E. Declarations**

**14. Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Has the Lead Licensee, the proposed Licensed Nominated Ecologist or any of the proposed Licensed Accredited Agents 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 Conservation of Offshore Marine 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 confirm that any proposed Licensed Accredited Agents or proposed Licensed Nominated Ecologist listed on this licence are suitably qualified and experienced to undertake the relevant ecological works. | [ ]  |
| d. | I have gained the permission of the proposed Licensed Nominated Ecologist and all proposed Licensed Accredited Agents listed on this application form to provide NRW with their name and basic contact details for the purpose of this application. | [ ]  |
| e. | I understand that failure to comply with any conditions included on any licence granted in respect of this application may constitute an offence. | [ ]  |
| f. | I have read the notes for guidance at the front of this form. |  [ ]  |
| g. |  I declare that the particulars given in this application and accompanying documents 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. | [ ]  |
| h. | 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. |[ ]
| i.  | I understand and accept that the licence may be revoked if payment of the fee is not received within 28 days. |[ ]
| j. | Full name in BLOCK LETTERS(Applicant) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Signature  |  | 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.*** | [ ]  |

**Part E. Checklist**

|  |
| --- |
| Please return your completed application to the following contact details. Electronic submissions are preferred. |
| **Species PermittingTeam,****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) | [ ]  |
| Copy of marine licence (if applicable) | [ ]  |
| Copy of WNMP Compliance Assessment form  | [ ]  |