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| Change of Licensee formThis form should to be completed in support of an amendment to an existing European Protected Species (EPS) Development Licence issued under:The Conservation of Habitats and Species Regulations 2017.  |  |  | | --- | --- | | Licence Reference Number |  | | Site Address |  | | Local Planning Authority |  | |

**This form enables the transfer of an existing Licence issued by Natural Resources Wales from the name of the current Licensee into the name of an alternative Licensee. It must be completed by the proposed Licensee and must be signed by both the proposed Licensee and the existing Licensee in order to confirm the new appointment.**

**By signing this form, you are stating that you have read and understood the application form and accompanying documents that were submitted in order to obtain the licence, and that you agree to adhere to the conditions set out in the licence.**

The below documents will have been submitted to the Natural Resource Body for Wales known as Natural Resources Wales (NRW) as part of the original Licence application. You need to make yourself aware of the information contained within these documents before signing this form to become the new licensee.

* **Application Form.**
* **Method Statement, including survey information**. The Method Statement will be appended as a licence condition to any licence granted.
* **Any additional information**. This will be outlined in condition 3 on the licence.
* **Local Planning Authority Consultation Form.** If your application needed planning permission then this form will have been submitted.
* **A copy of any other consents that have been granted**.
* **Church applications** will need a signed letter to be submitted from the relevant Faculty board giving their consent to the proposed works.

**NOTES FOR GUIDANCE**

Please read the following notes carefully

* If this document in being handwritten please complete the form using **dark ink** and BLOCK CAPITALS
* This form should only be used if you wish to change the named licensee on an existing Licence, the proposed Licensee should complete this form.
* Please answer all questions in detail. Incomplete questions will mean delays in your request being processed.
* Please be aware that it will take a minimum of 15 working days to process your amendment request. We cannot guarantee an earlier response.
* 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.
* If you experience any problems filling in this form, please contact NRW at the contact provided at the end of this form.
* The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will ~~to~~ enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process 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
* Providing public register information for enquiries
* 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

**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)

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| Part A. The Applicant (the Developer or Landowner): Personal details | | | | |
| **This section relates to the person who will be the named licensee. This must be a named individual; company names and several individuals are not permitted. As the licensee, you will be responsible for ensuring compliance with the licence and its conditions.** | | | | |
| **1.** | **Applicants Contact Details** | | | |
|  | Title (Mr/Mrs/Miss/Ms) | Forename(s) | | Surname |
|  |  | |  |
| Business Title (if appropriate) | |  | |
| Company Name (if appropriate) | |  | |
| Address | |  | |
|  | |
| Town | |  | |
| County | |  | |
| Postcode | |  | |
| Tel. number (incl. national dialling code) | |  | |
| Mobile. number (incl. national dialling code) | |  | |
| Email address  (Please provide if possible, to enable us to email you a copy of your licence, if approved.) | |  | |

**Part B. Declarations**

**2. Read and sign the following declarations**

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| a) | | Have you been convicted of any wildlife or animal welfare related offences? | | | | | | Yes |  | No |  |
|  | | If **YES**, please give details, including dates | |  | | | | | | | |
| b) | | I authorise employees or representatives of Natural Resource Wales to enter the site that is subject to this application for the purpose of monitoring and inspecting the permitted works (please place an x in the box opposite). | | | | | | |  | | |
| c) | | I have read and understood the information that was contained within the original application forms and plans. I agree to act and abide by the approved licence, method statement and any additional supporting submitted and agreed information provided. I declare that the particulars that have been given are correct to the best of my knowledge and belief, and I apply to become the new licensee for this licence in accordance with these particulars. 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*. | | | | | | |  | | |
|  | | Signature of the **Applicant** | | |  | | **Date** | |  | | |
| ***For electronic applications, please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | | | | | | | | |  | | |
|  | Name in BLOCK LETTERS | | | | |  | | | | | |
|  | | | | | | | | | | | |
|  | Signature of the **current Licence Holder** | | | | |  | **Date** | |  | | |
| ***For electronic applications, please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.*** | | | | | | | | |  | | |
|  | | | Name in BLOCK LETTERS | | |  | | | | | |

Please return your form to the below address

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| **By Post**  Species Permitting Team,  Natural Resources Wales,  Maes y Ffynnon,  Penrhosgarnedd,  Bangor,  LL57 2DW  **Electronically**  [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk)  **Telephone:** 03000 65 3000 |
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