

|  |
| --- |
| **INVASIVE ALIEN SPECIES - APPLICATION FORM FOR A LICENCE TO KEEP AN ANIMAL IN A FACILITY** |
|  |
| **THIS APPLICATION IS FOR:**  **Licences issued under section 36(2) of The Invasive Alien Species (Enforcement and Permitting) Order 2019 for the following purposes:**  (d) Keeping of an animal by a facility (including transportation) for welfare purposes, under Article 36(2)d of the 2019 Order  **Assessment Period**  NRW aims to process applications within **30 working days.** The processing clock will start once we have received a full Application with all the associated information. Please use the check list at the end of the form for guidance. If we have further queries whilst we are processing your Application, the clock will stop once we have asked the query, and re-start once that query has been satisfied.  **NOTES FOR GUIDANCE**  Please read the following notes carefully.  **Completing and submitting this form**   * Applicants must be able to demonstrate that they have the necessary and suitable amount of expertise to achieve the objectives of the proposed work. * All questions in this application form must be completed in full: 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. * This form can be returned to Species Permitting Team: * By email: [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk) * By post: Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, LL57 2DW   **Veterinary Inspection Report**   * Inspection of the premises by a veterinary surgeon and consideration of their report is required before a licence may be granted by Natural Resources Wales. Please submit the veterinary inspection report using the template provided as part of your application.   **Reporting**   * It is a condition of any licence issued that a full report of the work carried out under licence is submitted within four weeks of the expiry of the licence. Failure to do so may result in future applications being refused.   **Amendments**   * If you require an amendment to your licence, you will need to complete an amendment application form. * If the licence holder disagrees with or is unable to meet any of the conditions forming part of the licence they must let NRW know within 21 days of the date of licence issue. No works to be undertaken until an amended licence has been issued.   **Monitoring**  It is a condition of any licence that monitoring is undertaken, to assess the success of the works undertaken. Details of how you plan to monitor the effectiveness of the management measures must be included in your Method Statement.  **How we handle your information**   * 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)  **Any information included in this application which the applicant considers to be in confidence for commercial or industrial reasons or to be the applicant’s intellectual property must be clearly marked as such.**  In this document “Natural Resources Wales” means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales. |
|  |

###### PART A: Personal Details and Experience

|  |
| --- |
| **All questions relate to the person who will be the named licensee. Please provide your full name, not initials.** |

**1. Applicant Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of Organisation (where applicable) | | | |
|  | | | |
| If you are applying for a licence for an organisation, please provide evidence of company status e.g. company number and registered address for limited companies; details of partners within a partnership and for unincorporated associations: details of operations: | | | |
|  | | | |
| Title  (Mr/Mrs/Miss/Ms/other) | Forenames(s) | | Surname |
|  |  | |  |
| Address  *(including postcode)* | |  | |
| Telephone Number | |  | |
| Mobile Number | |  | |
| Email address | |  | |

**2. Accredited Agents and assistants**

An **accredited agent** is a person with the relevant knowledge and skills to be able to carry out work under a licence on behalf of the licence holder. The legal responsibility of adhering to licence conditions remains the responsibility of the licence holder and their accredited agents.

An **assistant** is employed by the licensee or accredited agent. All assistants must remain under the supervision of the licencee or accredited agent at all times.

**A. If you propose to employ accredited agents, please give their full names and addresses.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Postal Address** | **E mail Address** |
|  |  |  |

**B. If you propose to employ assistants please give their full names and addresses.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Postal Address** | **E mail Address** |
|  |  |  |

**3. Wildlife Offence?**

Have you or your accredited agent(s) or assistants ever been convicted of a wildlife offence?





|  |
| --- |
| If **YES**, please give details including the name of the person: |
|

**Part B – Details of the Work**

**4. Details of the proposal to keep an animal in a facility**

**Please provide an outline of the proposal to keep an animal or animals in a facility or facilities, including methods, means and arrangements, including how the animal(s) will be securely transported to the facility, and how animal welfare issues will be addressed. This application must also be accompanied by a detailed Method Statement.**

**4.1 Licensable Activity – which of the following activities do you need your licence to cover?**

**Keep (including in a contained holding);**

**Transport;**

**5. Please specify the species, numbers, location and period of time of the proposed licensable activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Species name** | **Expected Number of animals** | **Sex of Animal(s)** | **Life Stage (Adult or Juvenile)** | **Time period (e.g. Jan 2019 – Feb 2019) of proposed captivity** | **Location of facility (including grid reference)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. Does your proposal include the transport of, or disposal of materials classed as controlled waste?**





If Yes, or you are not sure, please refer to NRW’s advice and guidance on how to classify and assess waste. In some cases a permit may be required.

<https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/how-to-classify-and-assess-waste/?lang=en>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. Consideration of Designated Sites** | | | | |
| **Designated Areas:** Local Nature Reserves (LNR), National Nature Reserves (NNR), Sites of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Areas of Conservation (SAC) and/or Ramsar sites | | | | | |
| Will any part of the proposed activity fall within an area covered by a designated site? | Yes |  | No |  | |
| Will any part of the proposed activity fall adjacent to an area covered by a designated site? | Yes |  | No |  | |
| If **YES** to either of the above, have you consulted with Natural Resource Wales for advice on the implications of your application on the protected site? | Yes |  | No |  | |
| Please give either the outcome of your consultations or the reason why you have not consulted. Please enclose any relevant correspondence and **please name the relevant designated site.** | | | | | |
|  | | | | | |

**9. Do you have permission from the Facility Owner to undertake the works?**





**If yes, please include written evidence to this effect**

**10. NRW may wish to monitor the work you carry out. Is the owner or occupier willing to allow NRW staff access to the site of your work for this purpose?**





**If yes, please include written evidence to this effect**

**Part C: Declaration**

WARNING: NRW can modify or revoke any licence that may be issued but this will not be done without good reasons for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false or incorrect information had been provided on this form or any enclosures that resulted in the issue of a licence.

Applicants should note that it is an offence under Section 4 (1) of the Invasive Alien Species Order 2019 to knowingly or recklessly provide false information in order to obtain a licence.

|  |  |
| --- | --- |
|  | I understand that failure to comply with any conditions included on any licence granted in respect of this application may constitute an offence. |
|  | I have read the notes for guidance at the front of this form. |
|  | 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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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.*** | | |  |
| Full name in BLOCK LETTERS |  | | |
|  | | |  |
| Signature of the Accredited Agent |  | 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.*** | | |  |
| Full name in BLOCK LETTERS |  | | |

**Part D. Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please return your completed application to the following Natural Resources Wales contact details. We would prefer an electronic submission if this is possible.** | | |
| **Species Permitting,**  **Natural Resources Wales,**  **Maes y Ffynnon,**  **Penrhosgarnedd,**  **Bangor,**  **LL57 2DW**  **E-mail:** [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk)  **Tel. 03000653000** | **Checklist before submitting your application:** | |
| 1. Completed Application Form (including signature and date) |  |
| 2. Method Statement, to include: |  |
| **a) Biosecurity Risk Assessment** |  |
| **b) Contingency Plan** |  |
| **c) Monitoring Scheme** |  |
| **d) Map of works, including transport routes** |  |
| **3. Veterinary Inspection Report** |  |
| **4. Facility Owner Permission, where relevant** |  |
| **5.Owner/Occupier permission for NRW to monitor, where provided** |  |