
## AMENDMENT REQUEST FORM for:

## A SURVEY / CONSERVATION SPECIES LICENCE

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| **NOTES FOR GUIDANCE****Please read the following notes carefully:*** This form must be completed in support of a request to amend an existing Survey / Conservation Species Licence issued under the **Conservation of Habitats and Species Regulations 2017** and/or the **Wildlife and Countryside Act 1981.**
* All questions in this application form must be completed in as much detail as possible; failure to provide adequate information will delay the processing of your request. Please be aware that we aim to process amendment requests within 15 working days. We cannot guarantee an earlier response.
* Please be aware that if you are proposing to undertake significant changes to the methodology agreed by NRW under your existing Conservation Licence we may not be able to amend your Licence. Instead, we may ask you to submit a new Application in its entirety.
* Please be aware that if there has been a significant delay in your applying for an amendment we may not be able to amend your Licence and we may ask you to submit a new Application.
* Natural Resources Wales can modify or revoke any Licence issued, however this will only be undertaken if we have a valid reasoning for doing so. Any Licence that is issued is likely to be revoked immediately if it is discovered that false information was provided in the original application.
* 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.  For further information on the processing of your personal details please see our [Privacy Notice page](https://naturalresources.wales/privacy). |

**Existing Survey / Conservation Species Licence**

**This section relates to the existing Survey / Conservation Species Licence that you wish to amend.**

**Please double click to complete any tick boxes.**

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| **1.**  | **Licence Details** |
|  | **Licence Reference Number** |  |
| **Licence Holder** |  |
| **Licence Holder Email Address** |  |
| **Licence Holder Telephone Number** |  |
| **Licence Duration** | **Valid From:** |  | **Expiry:** |  |

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| **2.** | **Summary of Amendment Request****Please choose the reasons below that are relevant to your request.** |
|  | **Reasons for amendment request** | **Tick relevant options** | **Guidance Notes** |
| **PART A** |  | **Part A** - Relates to both Survey and Conservation licences |
| Change of your personal contact details  | [ ]  | Please complete **Question 3** and go to **Part C. Declarations.** |
| Change to Accredited Agents / Assistants | [ ]  | Please complete **Question 4** and go to **Part C. Declarations.** |
| Change of species covered by the licence | [ ]  | Please complete **Question 5** and go to **Part C. Declarations.** |
| Change to the techniques or equipment on your survey or conservation licence | [ ]  | Please complete **Question 6** and go to **Part C. Declarations.** |
| **PART B** |  | **Part B** – relates to Conservation licences only |
| Change of Licensee  | [ ]  | You are not required to complete this form, instead, please use our change of Licensee form on the NRW website. It can be found under the relevant species’ page at – *Apply for a permit – Protected Species Licensing – EPS Licensing.* |
| Change of Ecologist | [ ]  | You are not required to complete this form, instead, please use our Change of Ecologist Form on the NRW website. It can be found under the relevant species’ page at – *Apply for a permit – Protected Species Licensing – EPS Licensing.* |
| Changes to the Works Timetable | [ ]  | Please complete **Question 7** and go to **Part C. Declarations.** |
| Alterations to the working methodology | [ ]  | Please complete **Question 8** and go to **Part C. Declarations.** |
| Other changes | [ ]  | Please complete **Question 9** and go to **Part C. Declarations.** |

**PART A: Amendments to Survey and Conservation Licences**

**3. Change of your Personal Contact Details**

Please specify the personal details that you wish to change in the table below.

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| --- | --- | --- |
| **Type of personal information** | **Please change** | **New information for use with the licence** |
| Personal name | [ ]  |  |
| Personal postal address | [ ]  |  |
| Personal email address | [ ]  |  |
| Personal phone number | [ ]  |  |
| Business name | [ ]  |  |
| Business postal address | [ ]  |  |
| Business email address | [ ]  |  |
| Business phone number | [ ]  |  |

**4. Change to Accredited Agents or Assistants**

4a. Removal of Accredited Agents or Assistants

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| Please specify the name of any Accredited Agents or Assistants that you wish to **remove** from the licence below. |
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4b. Addition of Accredited Agents or Assistants

Please specify the name and address of any Accredited Agents or Assistants that you wish to **add** to the licence below.

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| **Name of the Accredited****Agent or Assistant** |  | **Full postal address and email address** | **Accredited Agent** | **Assistant** |
|  |  | [ ]  | [ ]  |
|  |  | [ ]  | [ ]  |
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**5. Change of species covered by the licence**

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| a) | Please detail below the species that you would like to be included on your Licence. |
|  |  |
| b) | Please provide supporting information explaining the reasons for requesting the addition of species to your licence. |
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**6. Change to the techniques or equipment on your survey or conservation licence**

Please detail and changes to the techniques and/or equipment covered by your licence in the table below.

To enable us to make any changes you will need to provide proof of your training in relation to the activity requested. This should be in the form of copies of training certificates, you will also be required to submit an updated log book confirming evidence of experience.

BATS; if you wish to add handling to your bat survey licence, we will require confirmation from your registered bat trainer in the form of a written reference, or a reference from an ecologist who is licenced to handle bats, who has observed you handling bats. You will also be required to submit an updated log book confirming evidence of skills and practical experience. Any training certificates should also be given in support of your application.

There is no current set standard specifying the experience and skill which is required to handle bats. References must give details of the applicant’s abilities and experience. This should include but not be restricted to; their competence to handle and transport live bats, their regard for the bats welfare, recognition of when handle is necessary and not necessary, identify a live bat to a species or group, and age, sex and assess the reproductive status. Volunteer experiences such as that gained with specialist conservation groups must also be specified.

Please note that if you do not submit this information with your request the amendment request may be rejected.

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| **Details of new technique or equipment** | **Document reference for proof of training or experience** |
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**PART B. Details of the Amendment Request for Conservation licences only**

**7. Alterations to the existing works timetable**

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| a) | Please detail below the reasons as to why the timetable of works needs to be altered. |
|  |  |
| b) | Please state the date that you wish the amended Licence to run until: |  |
| c) | Please detail below which actions are left to complete from your Method Statement. |
|  |  |
| d) | Please tick to confirm that you have submitted an amended timetable of works with your amendment request. **Please base** this timetable on that which was originally submitted to us, indicating which aspects of the timetable have been completed to date and which are yet to be completed. | [ ]  |

**8. Alterations to the working methodology**

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| a) | Please detail below the reasons as to why the working methodology is proposed to be altered. |
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| b) | Please provide a brief description below of the proposed changes to the existing methodology. |
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| c) | Please tick to confirm that you have submitted an amended Method Statement with this amendment request form. **Please ensure** the document is dated, contains an appropriate version number and that any changes made to the Method Statement have been highlighted, clearly using an alternative colour within the document. | [ ]  |
| d) | Please indicate below the Sections of the Method Statement that have been amended. |
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**9. Other changes**

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| a) | Please detail below the alterations that you require to your existing Licence. |
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| b) | Please detail below the reasons as to why these alterations are required. |
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**PART C. Declarations**

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

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| a) | I sign to confirm that any changes made to the documents I have re-submitted with this form are clearly highlighted, and that no other changes have been made to these documents. I also confirm that the particulars given in this document are correct to the best of my knowledge and belief, and I apply for a Licence amendment 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*.  |
|  | 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 |  | **Date** |  |
|  |  |
| Signature of the **Nominated** **Ecologist** (this only relates to conservation licences) |  | **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 |  | **Date** |  |

**PART D. NRW Contact Details**

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|  | Please return your completed application to the following Natural Resource Wales contact details. We would prefer an electronic submission if this is possible. |
|  | **Species Permitting Team,****Natural Resources Wales,** **Maes y Ffynnon,** **Penrhosgarnedd,** **Bangor,** **LL57 2DW** **E-mail:** specieslicence@naturalresourceswales.gov.uk**Tel. 03000653000** |