**Fill in this form to tell us about how you’ve used your survey licence, and to request your survey licence be renewed.**

**If you are applying to renew your licence**:

You can send your application six weeks before your current licence expires.

Please give us details for any parts of the licence that will be affected (for example, if you are adding a new accredited agent or assistant, or making changes to existing ones).

You do *not* need to resend any information from your original licence application, if it is not affected by your proposed changes.

**Please check that this is the latest version of the form available from our website.**

Please read through this form and the guidance notes that came with it. All relevant guidance documents can be found on our website.

Complete all relevant sections of the form and send it to us:

- by email at s[pecieslicence@naturalresourceswales.gov.uk](mailto:pecieslicence@naturalresourceswales.gov.uk), or

- by post to: Species Permitting Team, Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor LL57 2DW.

The application can take up to 30 working days to process, once we have all of the information we need.

**Contents**

[Part A – About you and your current survey licence](#Part_A)

[Part B – Tell us about any surveys carried out](#Part_B)

[Part C – Renewing your survey licence](#Part_C)

[Part D – Data protection](#Part_D)

[Part E – Declaration](#Part_F)

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| Part A - About you and your current survey licence | | | | | | | | | | |
| 1 Tell us the reference number of the licence you want to report on, or renew. | | | | | | | | | | |
| Survey licence number | | | |  | | |  | | | | |
| 2 Please provide your current details: | | | | | | | | | | | |
| Title | | | |  | | | |  | |  | |
|  | | |  | | | | | | | |
| First name | | | |  | | | |  | | | |
|  | | |  | | | | | | | |
| Last name | | | |  | | | |  | | | |
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| Address | | | |  | | |  | | | | |
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|  | | |  | | | | | | | |
| Postcode | | | |  | | |  | | | | |
|  | | |  | | | | | | | |
| Contact telephone number | | | |  | | |  | | | | |
|  | | |  | | | | | | | |
| Email address | | | |  | | |  | | | | |
| Part B – Tell us about any surveys carried out. | | | | | | | | | | |
| 3 Have you carried out any surveys under the licence? | | | | | | | | | | |
| No |  | *Go to question 7* | | | | |  | | | |
| Yes |  | *Go to question 4* | | | | |  | | | |
| 4 Who carried out the surveys? | | | | | | | | | | |
| Choose **one** of the options and complete the relevant information, as directed. | | | | | | | | | | |
| Licence holder. | | | | | |  | | *Go to question 6* | | |
| Accredited agent or assistant acting under the licence. | | | | | |  | | *Go to question 5* | | |
| Both the licence holder, and an accredited agent or assistant acting under the licence. | | | | | |  | | *Go to question 5* | | |
| 5 Tell us about the assistants and accredited agents | | | | | | | | | | |
| Complete Table 1 below, with the details of *every* assistant and accredited agent who carried out surveys under the licence.  If you carried out surveys in your capacity as the licence holder, you do not need to include your own information in Table 1.  Use a separate sheet if you have a long list of assistants or accredited agents, and send it to us with your application. You can use the ‘Table 1 – additional information’ template, available on our website. Tell us below the reference you have given this separate sheet. | | | | | | | | | | |
| Document reference | | | |  | | |  | | | | |
|  | | |  | | | | | | | |
| **Table 1 – Accredited agent or assistant details** | | | | | | | | | | |
| **Full name** | | | | | **Accedited Agent** | | | | **Assistant** | |
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| 6 Survey results | | | | | | | | | | |
| Complete Table 2 below, with the details of *every* survey carried out under the licence.  **What if I did not find any species?** You must still complete Table 2. It is important for us to know that you did not find the species you expected at a site. Tell us the species you were surveying for.  Use a separate sheet if you need to. You can use the ‘Table 2 – additional information’ template, available on our website. Tell us below the reference you have given this separate sheet. | | | | | | | | | | |
| Document reference | | | |  | | |  | | | | |

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| **Table 2 – Survey results** | | | | | | | | | | | |
| Survey date | Surveyor’s name.  (This is the licence holder, or any accredited agent as listed in Table 1.) | OS Grid reference of surveyed site  (6 figure minimum) | Species encountered during survey.  Choose from the options.  If the species is not listed, choose ‘other’ and then specify. | If ‘other’, please specify the type of species. | Number of species disturbed | Number of species captured or handled | Number of species ringed or marked | Type of ring or mark used | Method used (e.g. artificial light, by hand, static hand held net etc.) | Species accidentally injured or killed whilst surveying?  Tell us each species. | Number of each species accidentally injured or killed. |
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| Part C – Renewing your survey licence | | | | | | | | | | | | | | | | | | | | | |
| 7 Do you want to renew your survey licence? | | | | | | | | | | | | | | | | | | | | | |
| No | |  | *Go to Part D* | | | | | | | | | | | | | | |  | | | |
| Yes | |  | *Go to question 8* | | | | | | | | | | | | | | |  | | | |
| 8 Are the contact details used on your previous licence different to the current details you have provided in question 2 of this application form? If so, do we need to remove this information from our database by update it with your current information? | | | | | | | | | | | | | | | | | | | | | |
| No | |  | *Go to question 9* | | | | | | | | | | | | | | |  | | | |
| Yes | |  | *Complete Table 3 below , with the relevant information (new details).* | | | | | | | | | | | | | | | | | | |
|  | |  | Confirm whether the information is staying the same, or if it’s changing. If you want it to change, please tell us the new information. | | | | | | | | | | | | | | | | | | |
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| **Table 3 – Changing the contact details for your survey licence** | | | | | | | | | | | | | | | | | | | | | |
| **Type of personal information** | | | | | | **No change** | | **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 | | | | | |  | |  | | | |  | | | | | | | | | |
| 9 Do you want to list any accredited agents or assistants on your survey licence? ( Please note that any accredited agents or assistants named on you previous licence will not be automatically be transfered to your new licence). | | | | | | | | | | | | | | | | | | | | | |
| No | |  | *Go to question 10* | | | | | | | | | | | | | | |  | | | |
| Yes | |  | Complete Table 4 below, with the relevant information (new details). | | | | | | | | | | | | | | | | | | |
|  | |  | We will require the full name of each assistant or accredited agent along with their full postal and e-mail address. | | | | | | | | | | | | | | | | | | |
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| **Table 4 – Adding assistants or accredited agents on your survey licence** | | | | | | | | | | | | | | | | | | | | | |
| Name of the assistant or accredited agent | | | |  | Full postal address | | | | E-mail address | | | | | | Accredited Agent | | | | Or Assistant | | |
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| 10 Have you or any of your assistants or accredited agents ever been convicted of a wildlife offence? | | | | | | | | | | | | | | | | | | | | | |
| You must tell us about any conviction for you, or any of the assistants or the accredited agents you wish to be named on your licence,. | | | | | | | | | | | | | | | | | | | | | |
| No | |  | *Go to question 11* | | | | | | | | | | | | | | |  | | | |
| Yes | |  | You must complete Table 5 below. Send in a separate sheet, if needed. | | | | | | | | | | | | | | | | | | |
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|  | |  | **Table 5 – Details of wildlife offences** | | | | | | | | | | | | | | | | | | |
|  | |  | **Name of person convicted** | | | | | | | | **Offence date** | | **Details of the offence** | | | | | | | | |
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| 11 Do you want to change any of the techniques or equipment on your survey licence? | | | | | | | | | | | | | | | | | | | | | |
| 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 applicants 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 whole application maybe rejected.  You cannot add any new species, when renewing your licence. If you want to add new species, you must send us a new application. | | | | | | | | | | | | | | | | | | | | | |
| No | |  | *Go to Part D* | | | | | | | | | | | | | | |  | | | |
| Yes | |  | Complete Table 6 below, with the relevant information (new details). | | | | | | | | | | | | | | | | | | |
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| **Table 6 – Changing the activities on your survey licence** | | | | | | | | | | | | | | | | | | | | | |
| **Details of the new technique or equipment.** | | | | | | | | | | | | | | **Document reference for proof of training or experience** | | | | | | | |
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| Part D – Data protection | | | | | | | | | | | | | | | | | | | | | |
| **How we handle your information**  **You must read this section before making the declaration and sending your form to us.**  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) | | | | | | | | | | | | | | | | | | | | |
| Part E – Declaration | | | | | | | | | | | | | | | | | | | | | |
| 12 Does your application include ecological survey information? | | | | | | | | | | | | | | | | | | | | |
| If your application includes ecological survey information, please tick the box below to confirm that you DO NOT give permission for NRW to use information from any ecological survey you have supplied with your application.  Your application does contain ecological survey information, if you have included information in Table 2 of this form, regardingt surveys carried out under the licence.  By ticking the box below, you DO NOT give permission for Natural Resources Wales to store, copy, use, release and publish the biodiversity records you supplied, including your name as part of the record, in line with the provisions of the licence under which the collection of these biodiversity records was authorised. | | | | | | | | | | | | | | | | | | | | |
| Please tick this box if you DO NOT give permission for the ecological suvey information to be used as set out above. | | | | | | | | | | | | | | | | | | | |  |
| 13 Declaration | | | | | | | | | | | | | | | | | | | | | |
| It is an offence under Section 17 of the Wildlife and Countryside Act 1981 (as amended), and under regulation 59 of the Conservation of Habitats and Species Regulations 2017, to knowingly or recklessly provide false information to obtain a licence.  **I declare that the information in this form and any accompanying documents is correct to the best of my knowledge and belief, and that the data is reliable and was collected with any necessary permissions, and where I have applied for a licence renewal it is in accordance with these particulars.**  By signing below, you are confirming that you understand and agree with the declaration above.  **Please note:** A typed name below is taken as the equivalent of an electronic signature. | | | | | | | | | | | | | | | | | | | | | |
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