**Bird scientific, research, educational and photography licence: Reporting and renewal form**

**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 licence amendments for example, if you are adding a new proposed Licensed Accredited Agent or making changes to existing Licensed Accredited Agents or your primary contact details have changed.

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 [specieslicence@naturalresourceswales.gov.uk](mailto:specieslicence@naturalresourceswales.gov.uk), or

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

Renewed licences are normally issued for a two-year period.

We aim to process renewal applications in line with our service level agreements, which can be found [here](https://naturalresources.wales/permits-and-permissions/permit-applications-consultations-and-decisions/permitting-service-levels-in-natural-resources-wales/?lang=en).

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.

**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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###### PART A: Your current licence

1. What is the reference number of the licence you wish to report on?
2. Please provide your current contact details:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | | Forename(s) | | Surname | | | | |
|  | |  | |  | | | | |
| Address | | |  | | | | | |
|  | | | | | |
| Town | | |  | | | | | |
| County | | |  | | | | | |
| Postcode | | |  | | | | | |
| Primary Contact Number | | |  | | | | | |
| Secondary Contact Number | | |  | | | | | |
| E-mail address | | |  | | | | | |
| PART B: licensed activities undertaken | | | | | | | |
| 3. Have you carried out any licensed activities under the licence? | | | | | | | |
| No |  | *Go to question 7* | | | |  | |
| Yes |  | *Go to question 4* | | | |  | |
| 4. Who carried out the licensed activities? | | | | | | | |
| Choose **one** of the options and complete the relevant information, as directed. | | | | | | | |
| Lead Licensee. | | | | |  | | *Go to question 6* |
| Licensed Accredited agent or Licensed Assistant acting under the licence. | | | | |  | | *Go to question 5* |
| Both the Lead Licensee and a Licensed Accredited Agent or Licensed Assistant acting under the licence. | | | | |  | | *Go to question 5* |

|  |  |  |
| --- | --- | --- |
| 5. Licensed Assistants and Licensed Accredited Agents | | |
| Complete Table 1 below, with the details of *every* Licensed Assistant and Licensed Accredited Agent who carried out licensed activities under the licence.  If you carried out licensed activities in your capacity as the Lead Licensee, you do not need to include your own information in Table 1.  Use a separate sheet if you have a long list of Licensed Assistants or Licensed 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 – Licensed Accredited Agent or Licensed Assistant details** | | |
| **Full name** | **Accredited Agent** | **Assistant** |
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| 6. Results |
| Complete Table 2 below, with the details of *every* survey or licensed activity 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Table 2 – Licensed Activities Undertaken (please use a separate row for each species of bird)** | | | | | | | | | | | |
| Date | Name of individual(s) undertaking the licensed activity.  (This is the Lead Licensee, or any Licensed Accredited Agent as listed in Table 1.) | OS Grid reference of site  (6 figure minimum) | Species encountered | Number of birds disturbed (please specify if adults or chicks e.g. 2 adults 1 chick) | Number of birds captured or handled (please specify if adult or chick e.g. 2 adults 1 chick) | Number of birds ringed or marked (please specify if adult or chick e.g. 2 adults 1 chick) | Type of ring or mark used | Number of nests taken, damaged or destroyed (please specify e.g. 1 nest damaged) | Number of eggs taken or destroyed (please specify e.g. 2 eggs taken, 1 egg destroyed) | Method used (e.g. by hand, static hand held net etc.) | Number of birds accidentally injured or killed whilst undertaking licensed activities? |
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**PART C: Renewing your survey licence**

**7. Do you want to renew your survey licence?**

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| No |  | *Go to Part D* |
| Yes |  | *Go to question 8* |

**8. Do the contact details used on your previous licence need to be updated?**

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| --- | --- | --- | --- | --- | --- |
| No |  | *Go to question 9* | |  | |
| Yes |  | *Complete Table 3 below with the relevant information (new details).* | | | |
|  |  |  | | | |
| **Table 3 – Licence contact details** | | | | |
| Address | | |  | |
|  | |
| Town | | |  | |
| County | | |  | |
| Postcode | | |  | |
| Primary Contact Number | | |  | |
| Secondary Contact Number | | |  | |
| E-mail address | | |  | |

9. Do you want to list any Licensed Accredited Agents on your survey licence? Please note that any Licensed Accredited Agents named on your previous licence will not be automatically transferred 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. | |

|  |  |  |
| --- | --- | --- |
| **Table 4 – Proposed Licensed Accredited agent details** | | |
| Proposed Licensed Accredited Agent Name | Postal Address | E-mail Address |
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**10. Do you want to change any of the techniques or equipment listed on your survey licence?**

|  |  |  |
| --- | --- | --- |
| No |  | *Go to Part D* |
| Yes |  | Complete Table 5 below, with the relevant information (new details). | |

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| 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.  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. |

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| **Table 5 – Changing the activities on your licence** | |
| **Details of the new technique or equipment.** | **Document reference for proof of training or experience** |
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**11. Licence Purpose**

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| You must pay a fee to apply for a licence unless you are exempt. Please select the purpose of your licence, tick all that apply | |
|  | Voluntary use – where the work is unpaid and where you are registered with an organisation such as a charity as a volunteer | |
|  | Protected species conservation science and research - paid or unpaid research related to the protected species, undertaken by a student or employee of an academic or research institution | |
|  | Any other uses, such as surveys for development, commercial photography | |

**Part D: Charges Declaration**

You must pay a fee to apply for a licence unless you are exempt. Your declaration below should match the purpose in question 11.

|  |  |
| --- | --- |
|  | 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 - 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: 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 17 of the WCA to knowingly or recklessly provide false information in order to obtain a licence.

|  |  |  |  |
| --- | --- | --- | --- |
| Has the proposed Lead Licensee 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 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.  If the answer is yes, please provide details below. | | Yes | No |
|  | | | |
|  | I confirm that any proposed Licensed Accredited Agents listed on this form are suitably qualified and experienced to undertake the activities covered by the licence. | | |
|  | I have gained the permission of 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. | | |
|  | 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. | | |
|  | I give permission for NRW to consult species or conservation groups for their view on my application. | | |
|  | I would like to receive additional information from NRW relating to environmental matters. | | |
|  | 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 understand and accept that the licence may be revoked if payment of the fee is not received within 28 days. | | |

|  |  |  |
| --- | --- | --- |
| Signature: | Date:  Click or tap to enter a 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: | | |

**Part F. Checklist**

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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](mailto:specieslicence@naturalresourceswales.gov.uk)  **Tel. 03000653000** | **Checklist before submitting your application:** | |
| 1. Completed Application Form |  |
| 2. Training certificates or documentation to prove your experience (where applicable) |  |
| 3. Renewal application form/report form signed and dated |  |