

## AMENDMENT REQUEST FORM for A BIRD CONTROL 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 Bird Control Licence issued under 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 **our service level agreements**. We cannot guarantee an earlier response. Our service level agreements can be found at: <https://naturalresources.wales/permits-and-permissions/species-licensing/our-service-level-agreements/?lang=en>
* Please be aware that if you are proposing to undertake significant changes 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

**Charges*** You must pay a fee for a licence unless you are exempt
* 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)**

**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 species permitting 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). |

**Your Existing Bird Control Licence**

This section relates to the existing Bird Control Licence that you wish to amend.

**Please note: Amendments made more than 4 weeks after the licence’s expiry will be rejected, and a new application will have to be made in full.**

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| **1.**  | **Licence Details** |
|  | **Licence Reference Number** |  |
| **Lead Licensee Name** |  |
| **Lead Licensee Email Address** |  |
| **Lead Licensee Contact 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** |
| Change of Lead 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 your personal contact details  |[ ]  Please complete **Question 3** and go to **Part B. Declarations.** |
| Change to Licensed Authorised Persons |[ ]  Please complete **Question 4** and go to **Part B. Declarations.** |
| Change of species or number of individuals covered by the licence |[ ]  Please complete **Question 5** and go to **Part B. Declarations.** |
| Change to the techniques or equipment on your bird control licence |[ ]  Please complete **Questions 6** **and 7** and go to **Part B. Declarations.** |
| Changes to the licence period |[ ]  Please complete **Question 8** and go to **Part B. Declarations.** |
| Other changes |[ ]  Please complete **Question 9** and go to **Part B. Declarations.** |

**PART A. Changes to your Bird Control Licence**

**3. Change of Lead Licensee details**

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

|  |  |  |
| --- | --- | --- |
| **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 Licensed Authorised Persons**

4a. Removal of Licensed Authorised Persons

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| Please specify the name of any Licensed Authorised Persons that you wish to **remove** from the licence below. |
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4b. Addition of Licensed Authorised Persons

Please specify the name and address of any proposed Licensed Authorised Person that you wish to **add** to the licence below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the proposed Licensed Authorised Person** |  | **Email address** | **Postal address** | **Activities undertaking** |
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**5. Amendment of species or number of birds covered by the licence**

**Please note:** When requesting an increased number of individuals to a species already included on your licence, please state the new **total** number of birds/chicks/nests/eggs affected **including those you are already licenced for**.

|  |  |
| --- | --- |
| a) | Please detail below the species that you would like to be included on your Licence. |
|  |  | [ ] [ ] [ ] [ ] [ ] [ ]  | Kill adult birdsTake adult birds and release aliveKill chicksTake chicks and release aliveTake, damage or destroy nestTake or destroy eggs | Number of birds |  |
|  |  |  |  | Number of birds |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of nests |  |
|  |  |  |  | Number of eggs |  |
|  |  | [ ] [ ] [ ] [ ] [ ] [ ]  | Kill adult birdsTake adult birds and release aliveKill chicksTake chicks and release aliveTake, damage or destroy nestTake or destroy eggs | Number of birds |  |
|  |  |  |  | Number of birds |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of nests |  |
|  |  |  |  | Number of eggs |  |
|  |  | [ ] [ ] [ ] [ ] [ ] [ ]  | Kill adult birdsTake adult birds and release aliveKill chicksTake chicks and release aliveTake, damage or destroy nestTake or destroy eggs | Number of birds |  |
|  |  |  |  | Number of birds |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of nests |  |
|  |  |  |  | Number of eggs |  |
|  |  | [ ] [ ] [ ] [ ] [ ] [ ]  | Kill adult birdsTake adult birds and release aliveKill chicksTake chicks and release aliveTake, damage or destroy nestTake or destroy eggs | Number of birds |  |
|  |  |  |  | Number of birds |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of nests |  |
|  |  |  |  | Number of eggs |  |
|  |  | [ ] [ ] [ ] [ ] [ ] [ ]  | Kill adult birdsTake adult birds and release aliveKill chicksTake chicks and release aliveTake, damage or destroy nestTake or destroy eggs | Number of birds |  |
|  |  |  |  | Number of birds |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of chicks |  |
|  |  |  |  | Number of nests |  |
|  |  |  |  | Number of eggs |  |
| b) | Please provide supporting information explaining the reasons for requesting the addition of species or increased number individuals to your licence. |
|  |  |
| c) | Have you provided evidence to support the addition of these species or increased number of individuals to your licence? | **Yes** | **No** |
|  |  |[ ] [ ]
|  | If **NO**, please explain below why no evidence has been provided: |
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**6. Change to the techniques or equipment required for bird control on your licence**

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

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| a) | **Species affected** | **Method** |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
|  | Choose an item. |
| b) | If ‘trapping’ has been selected, please specify the type of trap below: |
|  |  |
| c) | If ‘other’ has been selected, please specify and provide a reason for not using any of the above techniques: |
|  |  |

**7.Mist Netting and the use of stupefying baits**

(If you do not wish to use these methods please proceed to the next question)

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| a. | Which of the above two methods do you wish to use? |
|  |
| b. | Have you passed a formal training course on the above prohibited method that included a practical content within the last 2 years? | Yes |[ ]  No |[ ]
|  | If **YES** please state the date and title of the course and the trainer (company or individual as appropriate). |
|  |
| c. | If you have not passed a training course within the last two years, have you previously held a Licence and undertaken at least one treatment using the method stated in a) above within the last two years? | Yes |[ ]  No |[ ]
|  | If **YES** please provide details |
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**8. Alterations to the existing licence period**

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| a) | Please detail below the reasons as to why the licence period needs to be altered. |
|  |  |
| b) | Please state the date that you wish the amended Licence to run until: |  |

**9. Other changes**

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

You may need to pay to amend your licence unless you are exempt. Please complete the following questions as appropriate for your licence type.

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|[ ]  Preserving the safety of the public from imminent injury or death – No charge |
| [ ]  | Preserving public health from an imminent threat – No charge |
|[ ]  Preserving the health or safety of the public in commercial buildings, business premises, industrial sites, or groups of more than one dwelling – Charge applies |
|[ ]  Preserving public health or safety in public properties e.g. hospitals, schools or colleges or single dwellings – No Charge. |
|[ ]  Preventing the spread of disease in commercial buildings, business premises, industrial sites, or groups of more than one dwelling – Charge applies |
|[ ]  Preventing the spread of disease in public properties e.g. hospitals, schools or colleges – No Charge.– No Charge |
|[ ]  Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or fisheries– No Charge |
|[ ]  Preserving air safety – No Charge |
|[ ]  Conserving wild bird, flora or fauna – No Charge |
|[ ]  Protecting a collection of wild birds – No Charge |

**PART C. Charge Declaration**

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|[ ]  I agree to pay all costs associated with this amendment |
|[ ]  Waiver applies to my licence – no charge |

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)**

**Invoice Information – Not required for change of personal details or changes to accredited agents**

**Complex amendments are charged at an hourly rate and are invoiced in arrears. Please complete the details below which will be required for invoicing unless your amendment is only for a change of personal details or a change to accredited agents.**

Customer Name

FAO

Purchase order number

Address for invoice

Telephone Number

Email Address

**PART D. Declarations**

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

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| 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 the Wildlife and Countryside Act 1981 (as amended) to knowingly or recklessly provide false information in order to obtain a licence*.  |
| Signature of the **Lead Licensee** |  | **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 C. 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** |