

 Cyfoeth Naturiol Cymru Natural Resources Wales	REPORT BY THE LICENCE HOLDER OF ACTION TAKEN UNDER LICENCE European Protected Species		Species Protection Team, National Permitting Service, Natural Resources Wales, Maes-y-Ffynnon, Penrhosgarnedd, Bangor, Gwynedd, LL57 2DW specieslicence@naturalresourceswales.gov.uk Tel. 03000 653000	 Noddir gan Lywodraeth Cymru Sponsored by Welsh Government
	Name of licensee:			
	Address of site:			
	Email Address:			

GUIDANCE NOTES *Please read the following notes carefully before completing the table overleaf in BLOCK CAPITALS or type. This form may be downloaded from our website and emailed to us.*

1. It is a condition of your licence that you provide Natural Resources Wales with a report detailing action taken under the licence. This report must be completed, even if no action is taken, and must be returned to Natural Resources Wales (details above) within **4 weeks** of the licence expiry date.
2. Failure to complete and submit this form is a breach of your licence and may result in any future applications being refused. It is an offence under Regulation 58(1) to breach a licence condition.
3. The report is used to provide summary information to the Department for Environment, Food and Rural Affairs (Defra) and the European Commission regarding the number and type of licences issued and the actual work carried out under the licence. The data collected from licence reports might also be used for scientific monitoring purposes and be shared with the Local Planning Authority. If you have concerns about the use of the information you are providing please contact us using the details shown at the top of this form.
4. The personal information on this licence report may be kept and used by Natural Resources Body for Wales otherwise known as Natural Resources Wales (NRW) in accordance with the Data Protection Act (1998) and in line with the provisions of the licence under which the collection of these biodiversity records was authorised.

Natural Resources Wales licence reference number		Period of licence	From:	dd/mm/yyyy	To:	dd/mm/yyyy
Name of ecological consultant		Company				

Declaration: To the best of my knowledge, the data is reliable and was collected with any necessary permissions.

NRW have my permission to store, copy, use, release and publish the biodiversity records I have supplied, including my name as part of the record, in line with the provisions of the licence under which the collection of these biodiversity records was authorised.

Signed:

	Name:	
<i>For electronic returns please insert an electronic signature above or place an x in the box opposite to confirm agreement with the declarations above.</i>		

Date:

☐

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Section 1 – Purpose for which the licence was issued

Please state the primary purpose for which the licence was issued then go to relevant sections as indicated.

Tick one box only. The purpose for which the licence was issued is given on the front page your licence.

<i>Science or education</i>	☐	Complete <u>section 2</u> and <u>section 3</u>
<i>Ringling and marking, or examining any ring or mark</i>	☐	Complete <u>section 2</u> and <u>section 3</u>
<i>Photography</i>	☐	Complete <u>section 2</u> only
<i>Conserving wild animals/plants</i>	☐	Complete <u>section 2</u> and <u>section 4</u>
<i>Preserving public health or public safety</i>	☐	Complete <u>section 2</u> and <u>section 5</u>
<i>¹Other imperative reasons of overriding public interest</i>	☐	Final report ² : complete <u>section 2</u> and <u>section 5</u>
	☐	Interim report: complete <u>section 5</u> only
<i>Preventing the spread of disease</i>	☐	Complete <u>section 2</u> and <u>section 6</u>
<i>Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries</i>	☐	Complete <u>section 2</u> and <u>section 6</u>

¹ including those of a social or economic nature and beneficial consequences of primary importance for the environment

² NB For compliance audit purposes section 5 of the form may be submitted as an interim report as well as a final report. If this form is being used as an interim compliance audit report, complete only the front page and section 5.

Section 2 – Summary of action taken

2.1 All animals except bats

A) Species	B) Date/s when action taken		C) Action taken				D) If captured/taken:		E) If marked:	
Choose from: Dormouse Great crested newt (GCN) Natterjack toad Otter Sand lizard	From ¹ dd/mm/yy	To ¹ dd/mm/yy	Choose from: Captured/taken Damaged/ destroyed breeding site or resting place Disturbed Killed/injured	For each action state ² : EITHER number of animals affected; OR number / area of breeding sites/resting places affected		Location where action taken Give precise grid reference, at least 6 or 8 figures	Method used Choose from: Appropriate trap, Bottle trap, Carpet/tin tiles, Egg survey, Hand, Nest box, Nest tube, Netting, Noose, Pit-fall trap, Torch survey	Where released (if applicable) Give 6 or 8 figure grid reference	Method used Choose from: Fur clip PIT tag Radio tag Ring	Number marked
				Number/ Area ³	Unit Choose from: Ha of habitat, No. of sites, No. of ponds, Adults, Juveniles, Individuals, Eggs					
Examples: Dormouse	01/12/12	13/12/12	Damage/destr oy BS or RP	10	Hectare	SH345678	Select from list		Select from list	
GCN	01/05/12	10/05/12	Captured/ taken	25	Adults	SH12345678	Bottle trap	SH124556 99	Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	

¹ Wherever possible give an exact date for the action taken rather than a range of dates.

² Report only once for each action, eg if individuals are 'captured' it is not necessary to also report that they were 'disturbed'.

³ If exact number not known indicate approximate number with 'c.'

2.2 Bat species

A) Species	B) Date/s when action taken		C) Action taken			D) If captured/taken:		E) If marked:		
Choose from list:	From ¹ dd/mm/yy	To ¹ dd/mm/yy	Choose from: Captured/taken Damaged/ destroyed breeding site or resting place Disturbed Killed/injured	For each action state ² : EITHER <u>number</u> of animals affected; OR <u>number</u> / <u>area</u> of breeding sites/resting places affected	Unit Choose from: Adults, Juveniles, Individuals Number of sites	Location where action taken Give precise grid reference, at least 6 or 8 figures	Method used Choose from: Hand/handheld net Harp trap Harp trap with lure Mist net Mist net with lure	Where released (if applicable) Give 6 or 8 figure grid reference	Method used Choose from: Fur clip PIT tag Radiotag Ring ⁴	No. marked
Examples: Barbastelle bat	09/09/12		Captured/taken	2	Adults	SH123456 78	Harp trap	SH12345678	Radiotag	2
Select from list	01/11/12	11/11/12	Select from list	1	Sites	SH123456	Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	
Select from list			Select from list		Select from list		Select from list		Select from list	

¹ Wherever possible give an exact date for the action taken rather than a range of dates.

² Report only once for each action, eg if individuals are 'captured' it is not necessary to also report that they were 'disturbed'.

³ If exact number not known, indicate approximate number with 'c.'

⁴ NB if rings fitted or examined section 3.2 below must also be completed.

2.3 All plants

A) Species	B) Date/s when action taken		C) Action taken			D) State how plant was used:	E) State how each plant was disposed of:	
Choose from: Early gentian Fen orchid Floating-leaved water plantain Killarney fern Shore dock	From ¹ dd/mm/yy	To ¹ dd/mm/yy	Choose from: Collect Collect seed Cut Destroy Pick Uproot	For each action state <u>number of plants</u> affected ²	Location where action taken Give precise grid reference, at least 6 or 8 figures	Describe how used:	Describe how disposed of:	Where replanted (if applicable) Give 6 or 8 figure grid reference
Examples: Shore dock	01/09/12		Collect seed	20	SH12345678	Add to seed bank		
Float-leaved water plantain	01/09/12	10/09/12	Uproot	30	SH12345678		Translocated to new site	SH12455699
Select from list			Select from list					
Select from list			Select from list					
Select from list			Select from list					
Select from list			Select from list					
Select from list			Select from list					
Select from list			Select from list					

¹ Wherever possible give an exact date for the action taken rather than a range of dates.

² If exact number not known, indicate approximate number with 'c.'

2.4 Incidental capture or killing – all animals

NRW is required under the Habitats Directive to compile information on incidental capture or killing of animals listed on Annex IVa* i.e. capture or killing not covered under a licence. The information is for reporting purposes only and will be submitted to the European Commission in summary format.

A) Species	B) Date when incident took place	C) Nature of incident	D) Location of incident	E) Animals affected			F) Other information
<i>Choose from list:</i>	<i>dd/mm/yy</i>	<i>Choose from: Captured Killed</i>	<i>Give precise grid reference, at least 6 or 8 figures</i>	Number	Unit <i>Choose from: Adults, Juveniles, Individuals</i>	Sex (if known)	
Examples: Natterjack toad	01/06/12	Killed	SH12345678	2	Adult	Male	Found dead in pitfall trap
GCN	01/09/12	Killed	SJ12345678	5	Adult	Male	Found killed on road
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	
<i>Select from list</i>		<i>Select from list</i>			<i>Select from list</i>	<i>Select from list</i>	

* Article 12 of the Council Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora of 21 May 1992

Section 3.1 Licences issued for 'Science and education', or 'Ringing and marking, or examining any ring or mark'

Use this section to report on activities completed under licences for species surveys and research projects.

Give details of any variation from the methods described in your licence application.

Please describe the activities completed under this licence. Examples include survey work, fitting rings or radio-tags (please also complete section 3.2 to give details of bats ringed or rings examined)	
Activity	Details of activities undertaken
Reports	Provide full details of any reports, scientific papers etc that have been or will be produced as a result of the activities completed under this licence.

3.2 Bats ringed or bat rings examined

Use this section to provide further details of bats ringed or rings examined.

[illegible]

Section 4 - Licences issued for conserving wild animals/plants

Use this section to report on activities completed under licences for conserving wild animals or plants.

Please provide details of works undertaken affecting breeding sites and resting places and any associated disturbance, capture etc.
Examples include improvements to bat roosts, management of woodlands for dormice or management of ponds for great crested newts.
Report on the actions as described in your licence application and note any changes that were necessary to the proposed methods.
Append photographs wherever possible.

Activity	Details of activities undertaken
Reports	Provide full details of any reports that have been produced as a result of the activities completed under this licence.

Section 5 – Licences issued for ‘Other Reasons of Over-riding Public Interest’

Use this section to report on activities completed under licences for ‘*Preserving public health or public safety or other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment*’ including developments

Note that for compliance audit purposes this section of the form may be submitted as an interim report as well as a final report.
Please state which below:

Interim report:	☐	Final report:	☐
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For interim reports complete only the front page of this form and section 5.

Please provide details of works undertaken affecting breeding sites and resting places damaged or destroyed.

Examples include bat roosts, bat flight lines, dormouse habitat, otter holts, great crested newt hibernacula.

Report on actions as proposed in your method statement submitted with the licence application (see ‘*Delivery Information Mitigation, compensation and monitoring*’ section E2).

Append photographs wherever possible and submit copies of GIS layers detailing compensation or mitigation sites.

Activity	Details of works undertaken
In situ retention (Method Statement Delivery Information section E.2.1)	
Modification of existing (Method Statement Delivery Information section E.2.2)	
Creation of new as compensation , please detail compensation sites as appropriate (Method Statement Delivery Information section E.2.3)	
Licence specific reporting Report here against the	

implementation of conditions as indicated in your licence	
Post-development site safeguard Describe works to manage/maintain the population post-development	
Details of monitoring (include methods, timing, weather conditions, personnel, result, constraint and interpretation). To include monitoring carried out to date and monitoring planned. Append report as applicable.	

Compliance audit Please tick to indicate mechanism used to demonstrate compliance with the licence and method statement	
☐	NRW licence report form (this form) used to demonstrate completion of works in accordance with the licence
☐	Compliance audit completed by developer (give details below)
☐	Compliance audit completed by external auditor (give details below)
List and append compliance audit reports:	

Comments and further information

Section 6 - Licences issued for 'Preventing the spread of disease' OR**'Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries'**

Use this section to report on activities completed under licences for these purposes.

Provide details of works undertaken affecting breeding sites and resting places and any associated disturbance, capture etc.

Report on the actions as described in your licence application and note any changes that were necessary to the proposed methods.

Append photographs wherever possible.

Activity	Details of activities undertaken
Reports	Provide full details of any reports that have been produced as a result of the activities completed under this licence.