

Dorset Biodiversity Appraisal Protocol

Dorset Council Great Crested Newt Licencing Scheme

Application Form

To avoid unnecessary amendments or delays please apply to the scheme prior to submitting the EclA Report and Biodiversity Plan for review under the Dorset Biodiversity Appraisal Protocol (DBAP).

Please email the completed form to net@dorsetcouncil.gov.uk

Please note there is a small administration fee required to complete the licence review and prepare the Conservation Payment Certificate. Details of this are under the fees section of the DBAP.

All boxes must be filled in to avoid delay. Tick where appropriate.

1. Application details

Please note that the applicant name and company will be used as the named individual and company on the Compensation Payment Certificate and on any correspondence.

Title: Mr/Mrs/Miss/Dr/Other (please specify)		
Forename(s)		
Surname		
Telephone number		
Email address		
Do you represent a company? <i>If yes please complete the fields below.</i>	Yes	No
Company Name and Number		
Position/Job Title		
Company Address (including postcode)		
Telephone number(s)		
Email Address		
Name and position of the person filling in this form (if different from the applicant above or you are the ecological consultant)		

2. Site information

Please provide details of the site to which this application relates:

Site Name	
Site Address (including post code)	
Grid reference	
Proposed development type (residential, commercial, mixed, other) and brief description	
Proposed application type (Full or Outline)	
Proposed site area (ha)	

3. Authorisation

Please answer the questions below relating to the development site:

Is the applicant the owner/occupier of the land?	Yes	No
If 'no' please provide the landowner details:		
Have you received the owner/occupier's permission to apply?	Yes	No

4. Site history

Please provide information on the planning history of the site below:

Has the site had any previous planning permissions? *	Yes	No
If yes then please provide the relevant planning application reference number/s		

5. Ecological advice

Please provide details of any ecological advice you have received relating to the site below:

Have you received any ecological advice relating to this site?	Yes	No
Please provide the name (and company) of the ecologist who has been advising you.		
Has a licence from Natural England been applied for/ or granted for this site?	Yes	No

6. Checklist

Please ensure that you have provided the following information (and tick the relevant boxes):

<input type="checkbox"/>	All sections of this application form are complete
<input type="checkbox"/>	Evidence that you have paid the fee
<input type="checkbox"/>	An ESRI Shapefile showing the application boundary of the proposed site *
<input type="checkbox"/>	Any information relating to the number of ponds within 250m (if you feel that the number of ponds mapped on OS Mastermap is incorrect)
<input type="checkbox"/>	A Habitat Suitability Index (HSI) calculation of any on site ponds
<input type="checkbox"/>	If survey data is being submitted an ESRI Shapefile containing any HSI and GCN survey information available for the site (outcomes of eDNA, egg searches or population class surveys including date and surveyor information) <u>or</u> a pdf map showing which ponds have been surveyed/not surveyed and whether GCN were present or not.

*Please discuss with NET if you are not able to provide this.

Data Privacy

See Privacy notice on final page

I have read and understood the data notice below. <i>Tick box</i>	
Date:	

Applicant Declaration

I confirm that all of the information I have provided on this application form is correct at the time of application and that I will communicate any changes immediately.

If the geographical extent of the development to which this application relates changes at any time or for any reason, I will notify the Scheme without delay.

I confirm that I agree to the ecological information I have submitted in support of this application (Habitat Suitability Index scores and presence/absence survey data) being automatically submitted to Dorset Environmental Records Centre in order to support the development and ongoing monitoring of the Scheme.

I agree to the declaration above <i>tick box</i>	
Signature of applicant (i)	
For electronic applications, please insert an electronic signature above and tick this box to confirm. <i>Tick box</i>	
Name: (in block capitals)	
Date:	

Notes:

- (i) The Applicant is the person submitting the application (usually the landowner or occupier) who, if the authorisation was granted, would be authorised by Dorset Council. The Applicant may authorise agent(s) to complete the application on their behalf.

Privacy Notice

Purpose and Lawful Basis

Dorset Council's Natural Environment Team are collecting your personal data for the purpose of administering the Dorset Council Great Crested Newt District Licencing Scheme.

Information provided by or on behalf of you and any supporting material will be used by Natural England and Dorset Council to undertake licencing functions, operate the Scheme and undertake required reporting. This will include assessing an applicant's proposals in line with the Scheme and issuing a Dorset Council authorisation under the Natural England District Level Licence.

The lawful basis we rely on to process your personal data is article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as a local authority.

What personal data we need and what we do with it

We will collect...	From...	We will use it to...
Name and contact details of applicant.	The applicant or applicant's agent.	To register the application to the scheme.
Land ownership details.	The applicant or applicant's agent.	To ensure compliance with the scheme should an authorisation be granted.
Development land details.	The applicant or applicant's agent.	To assess the impact of the development on great crested newts.

Dorset Council may publish parts of your application online.

Dorset Council and Natural England recognises there is significant public interest in wildlife licencing and in those who benefit from receiving a wildlife licence. Therefore, we may make information publicly available. Information released may include, but is not limited to, your name or business name, application and licence details as well as reports and returns. Dorset Council and Natural England, however, realise that some licensed activities can be sensitive and

we will not release information that could harm people, species or habitats. In some cases, for example, this may mean not releasing the names and addresses of individuals or the location of the licensed activity.

Please note, we may be required by law to publish personal data and other information you provide in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

What will happen if I don't provide this information?

Unfortunately, it is likely to mean we are unable to process your application.

How long we will keep your information?

Your personal data will be kept by us for 7 years, or if a Scheme certificate is subsequently issued, for 7 years following the period of effectiveness of any such Scheme certificate.

Who will my data be shared with?

In carrying out our functions Dorset Council and Natural England may discuss your Scheme application with third parties such as contractors commissioned to deliver the necessary habitat compensation. Natural England may for particular licence applications and at specific stages of the licensing process discuss your application with third parties. The details of this sharing are set out here: <https://www.gov.uk/government/publications/wildlife-licensing-privacy-notice>.

Your Information Rights

Under the General Data Protection Regulation you have a number of rights that may be exercised free of charge. In summary, these include:

- access to your personal information
- asking us to correct any mistakes in the personal data we hold about you
- require the erasure of personal information concerning you in certain situations
- object to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For information on how to exercise these rights, please visit <https://www.dorsetcouncil.gov.uk/your-council/about-your-council/data-protection/data-protection.aspx> or contact us.

Contacting our Data Protection Officer (DPO)

If you have a question about this information notice or wish to report a concern about the way we have used your personal data, our DPO can be contacted by email: data.protection@dorsetcouncil.gov.uk or by telephone on 01305 838125.

You also have the right to complain to the Information Commissioner's Office who regulate our use of personal data. This can be done via their website: <https://ico.org.uk/make-a-complaint/> or by telephone: 0303 123 1113 (local rate) or by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF