

EXMOOR WILDLIFE CHECKLIST

Please complete both pages

SECTION 1: PROTECTED SPECIES

Please mark ✓ in column B next to ALL the questions in column A that apply to your proposal.
Column D indicates the species survey required (black dots) for each question marked ✓

A Proposals for development that will trigger a protected species survey <i>Please note other types of applications not listed below may also have an impact on wildlife; please contact ENPA for advice if your application does not fit the descriptions below</i>	B Yes ✓	C No X	D Species that may potentially be affected* – further surveys will be required								
			Bats	Barn owl	Dormous	Breeding birds	Otter	Badger	Amphibia	Reptiles	
Will the proposed development involve any of the following? <ul style="list-style-type: none"> Renovation or conversion of buildings including barns; Demolition of buildings; Disturbance to roofs and roof spaces (e.g. building extensions, loft conversions or re-roofing); Works that are likely to affect exterior access to nest or roost sites (e.g. extensions built close to possible exterior roost access points); Works to walls with hanging tiles, wooden cladding or climbing plants; Works to underground structures such as cellars, ice-houses, tunnels, mines, kilns, adits; Works to bridge structures; 			•	•		•					
Will the proposals affect any areas of mature deciduous woodland, field hedgerows over 1m tall and over 0.5m thick or scrub well-connected to woodland or hedgerows on or adjacent to the site?			•		•	•			•		
Will the proposal affect any of the following? <ul style="list-style-type: none"> Old and veteran trees; Trees with obvious holes, cracks, cavities or heavy vegetation; Trees with a girth greater than 1m at chest height; Any of the above where next to watercourses 			•			•		•			
Will the proposal have an impact on ponds, lakes, rivers, streams or water filled ditches?			•			•		•		•	
Will the proposal affect mature/overgrown gardens over 0.25ha, any rough grassland or derelict land, railway land, allotments on or adjacent to the site?						•		•		•	
Will the proposal involve lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water?			•	•		•					
Will the proposal involve the generation of renewable energy, e.g. wind turbines (either singly or in groups), hydro-powered schemes, or photo-voltaic arrays?			<i>The impacts of these vary from case to case. Your ecologist will advise on the surveys required for your application.</i>								

* The species listed here include those most commonly affected by development on Exmoor. It is important to consider the potential impact of your development on a number of other species which are considered to be of conservation concern on Exmoor. The Exmoor Priority Species List can be viewed [here](#) and should be taken into account by your ecologist when considering the surveys and mitigation required for your proposal.

SECTION 2: PROTECTED AND IMPORTANT HABITATS THAT MAY SUPPORT PROTECTED SPECIES
Please put a ✓ in any of the boxes that apply to your proposal

Will the proposal have an impact on a:	Yes	No	Not sure
<ul style="list-style-type: none"> Special Area of Conservation (SAC) or Site of Special Scientific Interest (SSSI)* 			
<ul style="list-style-type: none"> County Wildlife Site (CWS)* 			

*Please see the [Local Plan Proposals Maps](#) on the ENPA website to identify these areas

Will the proposal impact on any of the following:	Yes	No	Not sure
<ul style="list-style-type: none"> Hedgerows 			
<ul style="list-style-type: none"> Woodland/trees 			
<ul style="list-style-type: none"> Unimproved grassland (i.e. old flower-rich meadows) 			
<ul style="list-style-type: none"> Heathland 			
<ul style="list-style-type: none"> Rivers/streams/ponds 			

If 'yes' to any of the above in Section 1 or 2, please include with your planning application a wildlife survey undertaken by a qualified ecologist. This should include details of the species and/or habitat concerned, location, significance, any anticipated impact on the species or habitat, and recommendations for mitigation. A list of some of the ecologists working on Exmoor is available on request from ENPA.

For details of where exemptions may apply, please refer to question 4 of this guidance. Having read the guidance, if you believe your proposals may be exempt please provide evidence to ENPA for consideration. For further advice please contact your Planning Officer or the Wildlife Conservation Officers, on 01398 323665 or at info@exmoor-nationalpark.gov.uk

Please note that in all circumstances legislation pertaining to protected species still applies and it is the responsibility of the applicant to ensure that protected species are not impacted as a result of this development.

If protected species are found during the course of the development work must be halted and advice sought from Natural England (telephone 0300 060 6000).

I hereby certify that, to the best of my knowledge, the above information is correct and accurate.

Signed.....(applicant/agent)

Date.....

Guidance on using the Exmoor Wildlife Checklist

- 1. How do I know the answer to the biodiversity question on the planning application form?** To assist with finding out the answer to the biodiversity question we have designed a simple wildlife checklist for you to complete. All planning applications must be accompanied by a completed checklist, which has been designed so it can be filled in by applicants or their agents. Hopefully once you have completed your checklist you should have a good idea of the answer to the biodiversity question. Please note that the checklist relates only to parts a and b of the question and does not address geology.
- 2. Do I need to submit a completed wildlife checklist?** Yes. All planning applications must be accompanied by a completed wildlife checklist. The checklist asks a series of simple questions about your proposal, with the aim of providing you with an informed answer to the biodiversity question on the planning application form. The checklist is designed to be completed by the applicant or their agent, with no need for specialist advice at this stage. If you are unsure about completing any aspect of your wildlife checklist please seek advice from the ENPA Wildlife Conservation Officers (contact details below).
- 3. When do I need to submit a wildlife survey?** If the checklist indicates that your application may have an impact on protected species and/or habitats you will also need to submit a wildlife survey unless one of the exemptions applies (see question 4). A wildlife survey will need to be carried out by a suitably qualified ecologist and details of the person who prepared it should also be submitted. The wildlife survey must be submitted with the completed planning application and failure to provide it at this stage may result in the planning application not being validated.
- 4. How will I know whether I am exempt from having to submit a wildlife survey?** If the responses provided in your completed checklist indicate that your proposals might have an impact on protected species and/or habitats then you will need to submit a wildlife survey unless one of the following exemptions apply:

 - a) Following consultation by the applicant or their agent at the pre-application stage, the Planning or Wildlife Conservation Officer has stated in writing that no wildlife survey is required. To assist with this decision you may be asked to submit photographs of the application site or, in some cases, it may be necessary for the Wildlife Conservation Officer to visit.
 - b) If it is clear no protected species are present, despite the guidance in the wildlife checklist indicating that it is possible they are present, the applicant or their agent should provide evidence with the planning application to demonstrate that such species are absent. This might be in the form of a letter from a suitably qualified and experienced person stating that there are no protected species present. In these situations there is no need to submit a full wildlife survey report.
 - c) If it is clear that the development proposal will not affect any protected species present, because of the nature of the scheme proposed, then only limited information needs to be submitted. This information should, however, demonstrate that there will be no significant impact on any protected species

present and include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

- d) In some situations it may be appropriate for an applicant or their agent to provide a wildlife survey for only one or several of the species shown in the wildlife checklist e.g. those that are likely to be affected by a particular activity. The wildlife survey should make clear which species are included and which are not, giving the reasons why certain species have been excluded.

- 5. How do I get a wildlife survey carried out?** For a list of ecologists operating in this area please see the Institute of Ecology and Environmental Management website (<http://www.ieem.net/ieemdirectory.asp>). Alternatively Exmoor National Park Authority holds a list of some professional ecologists operating in this area. Please note you should not need to employ an ecologist in order to complete your wildlife checklist, which has been designed to be completed by the applicant or their agent, but the wildlife survey should be carried out by a professional ecologist.
- 6. Which species do I need to consider?** You are more likely to encounter some species in your development than others, for instance bats and nesting birds are the groups most commonly affected by development on Exmoor. An Exmoor priority species list has been drawn up which should be used by your ecologist to guide the requirements of your wildlife survey. This list includes European protected species (for which a mitigation license may be required from Natural England), UK protected species, species of principal importance listed under Section 41 of the NERC Act 2006, and species considered to be of local importance for Exmoor. The latter category includes, for example, species which have undergone significant declines in recent years and are in danger of becoming extinct. You can view the Exmoor Priority Species List [here](#).
- 7. When should I carry out my wildlife survey?** The survey season for different species varies throughout the year and your wildlife advisor will be able to provide advice on the optimum time for carrying out the survey. Please note that if the wildlife survey is carried out at the wrong time of the year you may be required to submit a further survey carried out at the optimum time of the year which may cause delays to your planning application or may require it to be withdrawn. Therefore if a wildlife survey is required it is always advisable to discuss your application with the Wildlife Conservation Officers at the **pre-application stage** to ensure timescales are considered from the outset.
- 8. What should I include in my wildlife survey?** Based on the answers you provided in your completed checklist you should have a good idea of the species or habitats your proposal could impact upon.

Wildlife surveys will need to be carried out by a suitably qualified and experienced person and should contain details of:

- Extent and location of protected species populations (including supporting habitats and features) that could be affected by the proposals
- Likely impacts to species populations
- How alternative designs and locations have been considered

- How adverse impacts will be avoided wherever possible
- How unavoidable impacts will be mitigated or reduced
- How impacts that cannot be avoided or mitigated against will be compensated
- Any proposals for enhancements of biodiversity/species populations

Please note where European Protected Species (such as bats, otters and dormice) are affected by proposals in your planning application, a protected species licence may be required by Natural England. The information gathered in your wildlife survey to determine your planning application will also be required in order to complete your licence application. Planning approval must be gained first before a protected species licence can be applied for. You should allow at least 8 weeks for your protected species licence to be processed by Natural England so this should be incorporated into the timescale for your development. Please note at busy times it can take considerably longer for Natural England to process licence applications. For further information on when a protected species licence may be required please see the information on the [Natural England website](#).

9. When don't I need to submit a wildlife survey? If the responses provided in your completed wildlife checklist indicate that your proposal does not involve the type of feature or area that will trigger a survey, and you have answered No to all the questions, then you only need to sign the form and return it with the other application papers. If your responses indicate there could be an impact on protected species or habitats you will need to submit a wildlife survey unless one of the exemptions applies (see question 4 for details).

10. What should I do if I want further advice on wildlife and my planning application? We hope the answers to these frequently asked questions will provide you with all the information you need to guide you through the process. If however you would like some further advice on wildlife and your planning application please contact your planning case officer or one of ENPA's Wildlife Conservation Officers on 01398 323665 or info@exmoor-nationalpark.gov.uk