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| --- | --- |
| **ASSI Name:** |  |
|  |
| ***Your Details*** |
| **Your Name:** |  |
|  |  |
| **Your Address:** |  |
|  |
|  **Post Code:** |
| **EMAIL:** |  |
| **Do you want to receive further correspondence by email? YES/NO** |
|  |  |
| **Home Telephone No:** |  | **Mobile Telephone No:** |  |
|  |
| **Farm Business Number (if applicable):** |  |
| **Field number where consent is sought (if applicable):** |  |
| **Are you in any agri-environment schemes (e.g. ESA, CMS, NICMS, etc.)?***Please provide details (e.g. agreement/reference number, scheme map).* |  |
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|  |
| ***Details of your proposal*** |
| **PLEASE ATTACH A MAP WITH YOUR APPLICATION SHOWING THE FULL WORKS AREA. THIS SHOULD ALSO INDICATE ANY ACCESS LOCATIONS AND ROUTES TO BE USED THROUGHOUT THE WORKS.** |
| **What works do you propose to carryout and how will they be undertaken?***Please include full details e.g. number of people, machinery, tools, etc.* |  |
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| **Who will undertake the works?***(e.g. sub-contractors, etc.)* |  |
|  |
| **When will the works be undertaken?** |  |
| **For how long is consent requested?** |  |
| **How often do you intend to carry out your proposal during the consent period?** |  |
|  |
| **For repeat operations/works, when did you last undertake them?** |  |
|  |
| **Please detail any mitigation measures associated with the proposal:***Please provide any details of how the site will be protected e.g. ground protection, buffer zones, pollution prevention, restoration in the event of damage, waste disposal methods, etc.* |  |
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| ***Declaration*** |
|  | **I propose to *carry out/permit to be carried out* the above operation and hereby give notice to the Department. I confirm I have read and understood the associated instructions.** |  |
|  | **Signed:** |  |  |
|  | **Name(s):** |  |  |
|  |  | **Date:** |  |  |
|  |  |  |  |  |

**APPLICATION CHECKLIST:**

Have you:

Given a full description of works (including any additional pages as required); **[ ]**

Included a map showing the area for which consent is sought; **[ ]**

Included any mitigation measures (if appropriate); **[ ]**

Included details of any farm business number and agri-environment scheme; **[ ]**

Ensured that the legal owner or occupier has either signed the form or

provided their written authorisation (to be included with this application); **[ ]**

 **GUIDANCE**

Owners and occupiers of land within an ASSI will need to apply for written consent from the Department to carry out certain works or activities.

The works and activities that require consent differ depending on the ASSI – you should check the content of the ‘Schedule’ contained in the citation document that you will have received as part of your ASSI ownership pack. Alternatively you can find this information in the ‘Current ASSIs’ section of our website: [**https://www.daera-ni.gov.uk/topics/biodiversity/areas-special-scientific-interest**](https://www.daera-ni.gov.uk/topics/biodiversity/areas-special-scientific-interest)

It can take up to 3 months from the date we receive your application, to obtain consent, although we aim to respond much sooner than this. Consent can be issued for an extended period of time – you can apply in advance and request this on your application. If you are seeking the renewal of an existing consent without change, you should contact us and we may be able to re-issue it.

When completing your application please answer all relevant questions and provide full details. Please try to be as descriptive as possible as this may help to speed up the processing of your application.

We will assess the content of your application and make a determination based on the information you provide in your application form. Where insufficient information is provided your application may be treated as (invalid) and this will delay the consent process. In this case we will return a copy of your application requesting the additional details.

Please provide a map showing the area of land where you wish to undertake works. Please be as accurate as possible as maps may be used as part of the consent response. If you need a map you can print one showing your land within the ASSI from our website:
[**http://appsd.daera-ni.gov.uk/nedmapviewer/**](http://appsd.daera-ni.gov.uk/nedmapviewer/)

A consent application must be signed. Usually this is by the landowner or occupier. Where you are not the owner or occupier of the land, you can still apply for consent as long as you have written permission from the owner or occupier. This can be in the form of their signature on the application or can be in another written form (e.g. a letter or email) which must accompany your application.

We may place conditions on your consent. These are required in order to protect the ASSI in which you have requested consent. (In certain circumstances conditions may be required due to uncertainty – this can be as a result of a lack of information contained in the application).

You can scan and submit your application by email to the following address: **CDP@daera-ni.gov.uk** Alternatively you can return the completed application form by post to: **Northern Ireland Environment Agency, Conservation Designations & Protection, Clare House, 303 Airport Road, Belfast, BT3 9ED.**

For further information please contact this office using the following e-mail address CDP@daera-ni.gov.uk