Modification Checklist

For all modifications please ensure you include the reference number and can answer **yes** to the following questions:

Mandatory Requirements	Complete?
If your licence is **Annexed**:	
Have you completed a Modification Request Form? *(see appropriate species page on the website)*	
Has the Modification Request Form been signed and dated by the Ecologist **and** the Licensee?	
Have you included all amended documents/figures, dated appropriately, as stated on your request form? (Please highlight changes within documents using different coloured font/block-coloured text and strikeout deleted text)	

If your licence was **pre-annex (i.e. includes an licensed Method Statement),** have you included a cover letter detailing:	
A summary of progress (what has been completed and what is left to complete)?	
A summary of the animals captured/disturbed during the licensed works so far?	
A list of the changes to the licensed Method Statement and other documents?	
Any implications for the 'favourable conservation status' of the species licensed as a result of the changes proposed?	

Have you included an updated Method Statement, dated appropriately, with all changes clearly highlighted? (Even if you only need to modify the Work Schedule)	
Have you included **all** of the maps and figures that support your Method Statement?	

In addition for both Annex and pre-annex licences:

If your Modification includes a **change of Licensee**:	
Have you included a letter or email from the **previous** Licensee quoting the licence reference number and explaining what is proposed?	
Have you included a letter or email from the **new** Licensee quoting the licence reference number and confirming that they accept the agreed mitigation proposals relating to this licence?	
Have you included an Application Form with Sections 1 & 16a&b completed by the new Licensee?	

If your Modification includes a **change of Named Ecologist**:	
Have you included a letter or email from the **previous** Ecologist quoting the licence reference number and explaining what is proposed?	
Have you included a letter or email from the **new** Ecologist quoting the licence reference number and confirming that they accept the agreed mitigation proposals relating to the licence?	
Have you included an Application Form with Sections 2, 10 & 16a&c completed by the new Ecologist?	