

Our ref:  
Your ref:



Address

Wildlife Licensing Unit  
Natural England  
Block 3  
Government Buildings  
Burghill Road  
Westbury-on-Trym  
Bristol  
BS10 6NJ

T 0845 601 4523  
F 0845 601 3438

Dear Customer

### **Advance Warning: Change of Postal Address for Natural England's Wildlife Licensing Unit**

As part of a rationalisation of Natural England's offices, the Wildlife Licensing Unit will be relocating from Westbury-on-Trym in Bristol in January 2011.

**From 24<sup>th</sup> January 2011 our new address will be:**

**Natural England  
First Floor  
Temple Quay House  
2 The Square  
Bristol  
BS1 6EB**

Please continue to send all licence applications, supporting documents or correspondence to Burghill Road, Westbury-on-Trym, until **Thursday 20 January 2011**. Post should only be sent to our new address at Temple Quay House from **Friday 21 January 2011**. A post redirection service will be in place for a short period of time following the office move.

### **Other Contact Details**

All telephone numbers and email addresses for the Wildlife Licensing Unit and members of staff will remain the same, despite the office move.

Telephone: 0845 601 4523  
Fax: 0845 601 3438

Email:

- Birds, badgers, deer, non-native mammals, seals, falconry, sales and taxidermy:  
[wildlife@naturalengland.org.uk](mailto:wildlife@naturalengland.org.uk)
- Science, education, conservation and possession of European Protected Species licensing:  
[wildlife.scicons@naturalengland.org.uk](mailto:wildlife.scicons@naturalengland.org.uk)
- European Protected Species mitigation licensing only:  
[eps.mitigation@naturalengland.org.uk](mailto:eps.mitigation@naturalengland.org.uk)

## Guidance on Submitting Applications

Wherever possible we ask that applications are submitted electronically, in accordance with our guidance:

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/licences/default.aspx>.

Please be aware that in the run up to and shortly after the office move there may be some unavoidable disruption and minor delays to the processing of applications. However, we will endeavour to continue delivering the high standards our customers expect. Details of our service standards can be found on our website at [http://www.naturalengland.org.uk/Images/WMLS-service-standards\\_tcm6-20960.pdf](http://www.naturalengland.org.uk/Images/WMLS-service-standards_tcm6-20960.pdf).

## Changes To Your Contact Details

We would like to take this opportunity to confirm that the details we hold for you on our systems are correct. Please can you check the postal address at the top of this letter and let us know if any changes should be made. If you would prefer to be contacted by email in the future then please provide us with your email address, if we do not already have it.

If you have any queries then please send an email to the relevant email address above or call us on 0845 601 4523.

Yours sincerely,

Two handwritten signatures in black ink. The first signature on the left is 'Lyndon Baker' and the second signature on the right is 'Sarah Seaman'.

Lyndon Baker & Sarah Seaman

Team Leaders  
Wildlife Licensing Unit  
Natural England