

From: [James Godbeer](#)
To: [Coral Curtis](#)
Subject: Fwd: Thank you for your Email - District Level Licensing
Date: 10 April 2026 15:29:56
Attachments: [image001.png](#)
[Producing Site Boundary and Pond data in Google Earth V2.0 \(1\).pdf](#)

Hi Coral,

Please see NE's confirmation of receipt.

Kind regards

James

Mr James Godbeer BSc Hons, MCIEEM

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Begin forwarded message:

From: SM-NE-GCN District Level Licensing <gcnDll@naturalengland.org.uk>
Subject: Thank you for your Email - District Level Licensing
Date: 7 April 2026 at 18:38:12 BST
To: James Godbeer <james@allecology.co.uk>

**CONSERVATION OF HABITATS AND SPECIES REGULATIONS
2017 (AS AMENDED)
WILDLIFE AND COUNTRYSIDE ACT 1981 (AS AMENDED)
GREAT CRESTED NEWT DISTRICT LEVEL LICENSING**

Thank you for contacting the District Level Licensing (DLL) Mailbox.

Please be aware that it is taking us around 5 working days to pick up emails received. We currently have reduced capacity within the team due to staff moves and long-term illness. Please do not chase for a response as this can cause additional email traffic.

A new DLL Enquiry Form will be published on [Gov.uk](https://www.gov.uk) on 7th January 2026. Any

enquiries submitted to us after this date must use the new version of the form. Any queries or freedom of information requests regarding the Nature Restoration Fund should be directed to the NRF Team mailbox nrfenquiries@naturalengland.org.uk, thank you.

New Enquiries/Submission of requested information to support a New Enquiry

Natural England (NE) aims to respond to your enquiry within 15 working days. We will notify you within this period if it will take us longer than 15 working days because of any complexities or missing information.

If you have submitted a formal enquiry, this will be reviewed to ensure we have all relevant information required to complete an impact assessment. You need to submit:

- the Enquiry Form
- a PDF map of the site
- the development boundary (and pond data if the survey route is being used) in the form of a 'geographical information system' (GIS) polygon shapefile.

Shapefile is a term which refers to a group of files: .shp .dbf .shx .prj, all of which must be provided. You can send a Google Earth Keyhole Markup Language (KML) file instead of a Shapefile. Follow the attached guidance to produce KML file.

You must submit a GIS polygon shapefile or Google Earth KML file before we can process your enquiry. From June 2023 we will look to recover costs for any missing shapefiles that are then digitised inhouse.

Once completed, the details of the impact assessment will be included within an Impact Assessment and Conservation Payment Certificate (IACPC). Please inform us by email if the terms of the IACPC are not satisfactory or you no longer wish to make use of Great Crested Newt DLL.

Submission of a Signed IACPC

If you have submitted a signed IACPC, it will be complete and effective when it has been countersigned and dated by a NE officer and returned to you. You will need to pay the first stage payment (if applicable) before the countersigned certificate being issued. You'll receive an invoice explaining how to pay this.

Submission of a Licence Application

If you have submitted a licence application and reasoned statement, this will be reviewed to ensure we have all relevant information required to complete an assessment. You will receive a formal application acknowledgement once this has been confirmed. You will receive an invoice for the outstanding conservation payment. An adviser will assess the reasoned statement (if required). A licence will be issued within 10 working days following receipt of the conservation payment, subject to the reasoned statement assessment reaching a satisfied decision. There is no 'fast track' to obtaining a licence.

If you have submitted a general query about DLL or emailed regarding anything else, we will aim to respond to you soon as possible.

For further information on DLL processes, see [GOV.UK](https://www.gov.uk).

Kind Regards,

The District Level Licensing Team.

Want to know more about District Level Licensing? Watch our story: [District Level Licensing for great crested newts – our story - YouTube](#)

inform the sender. Whilst this email and associated attachments will have been checked for known viruses whilst within the Natural England systems, we can accept no responsibility once it has left our systems. Communications on Natural England systems may be monitored and/or recorded to secure the effective operation of the system and for other lawful purposes.

Customer Journey

