

EO Checklist for Issuing Licences

REF NO.: _____	
Date Certified	
Check TFL number correct on licence	
Check spelling of name and address, FLO on licence	
Check application is signed	
Check the correct licence used	
Check iforis and original application	
Check date advertised	
Hen Harrier	
FWPM	
Read Inspector's report	
Check number of years licence issued for	
Check what referrals were needed	
Read referral responses and check if any conditions	
Check inspector conditions	
Check Map matches	
Check exact area licenced for and how it is described	
Check replanting conditions / area	
Check if a submission made	
Check if email to forester required	
Check that in-combination mentioned	
Check "Approval Letter Sent" status	
Sign File	