

Guidance Notes

Notice to carry out an operation on an ASSI

Legally you are required to give the Department of Environment, Food and Agriculture written notice of any operations which are specified in the ASSI notification as operations requiring our consent. This applies whether you plan to carry out the operations, or allow someone else to do so.

What should a notice include?

The notice must clearly detail what is proposed and where, to enable DEFA to assess the implications for the special features of the site. This will vary between proposals but an example may include:

- Location - preferably with an annotated map of the area;
- Timing;
- The end date of the operation;
- Avoidance of certain weather conditions;
- Precise routing of operations and vehicles;
- Frequency of access;
- The provenance and chemical nature of imported materials;
- Ground - pressure of vehicles; and
- Presence of dogs.

An informal discussion with a DEFA Biodiversity Officer or Ecosystem Policy Officer, before a formal notice is submitted, is recommended in order to discuss the proposals and attain guidance for completing the notice.

What happens next?

DEFA has four months in which to respond to notices. All notices of proposal will be acknowledged in writing within 10 working days. The acknowledgement letter will confirm that your notice is being considered and may, if applicable, request that you provide further information.

Notes for Applicants

The Department of Environment, Food & Agriculture is a data controller for the purposes of the Data Protection Act 2018 and requires the information on this form to comply with its legal obligations under the Wildlife Act 1990. Your personal information will be held by DEFA for the purposes of processing this application.

Some of the information you provide, may be shared within the Department if it will help fulfil other statutory obligations or other functions carried out in the public interest. Information may also be shared with other Government Departments, boards or offices if the Department is legally obliged to do so or if it would help them fulfil their statutory functions.

You may request erasure, restriction or amendment of your details at any time if you no longer wish us to process your application. Full details of how and why DEFA processes your personal information are contained in our privacy policy; <https://www.gov.im/ecosystemprivacynotice>

You have the right to lodge a complaint with the Information Commissioner if you think the Department is acting outside of the Data Protection Act 2018. The IC can be contacted here <https://www.inforights.im/>

The Data Protection Officer can be contacted on 686781 or by email at DPO-DEFA@gov.im