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National Parks and Wildlife
Service

Heritage Licensing Portal Demonstration

Claire Crowley – Wildlife Licensing Unit, National Parks & Wildlife Service

James Gaskin – Head of Business Transformation, BDO Dublin

10th May 2024



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Overview

- Background to Project
- IT Solution
- Benefits to Online System
- Changes to Process
- eLicensing Demo (James Gaskin)
- Questions



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Background to Project

- Over 6,000 Deer Hunting Licences issued each year
- Paper and email based applications
- Old Access Database requiring data entry
- Applications emailed to Regional NPWS staff for assessment
- Printing or emailing approved licences
- Old technology no longer supported
- Urgent need to find a solution



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Heritage Licensing Portal

- New online Portal designed and developed
- Allows users to Register and apply for Licences
- Fully online from start to finish
- Part of Heritage Modernisation Programme



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Benefits to Online System

- Fully online efficient licensing process
- Each hunter will have their own login and password
- Applicants will be able to track the status of their application through the portal
- Once approved, applicants will receive their licence instantly and will be able to view their licence(s) online and print them, if they so wish
- Applicants will no longer have to provide written landowner permission
- Hunting returns can be completed online throughout the year



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Changes to Process

- The application process for deer hunting licences will be online
- Within the portal applicants will be required to:
 - include a photograph with their application to ensure the individual issued the licence can be identified
 - tick a declaration verifying that they will only hunt on land where they have permission
 - upload a firearm certificate and/or proof of firearm purchase
 - tick a declaration that they are compliant with the minimum firearm requirements
- Deer hunting licences will issue via email / through the portal only, they will not be posted



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Access to the new system will be
through the NPWS website on the
usual Deer Hunting Licences page
from

Tuesday 4th June 2024



NPWS

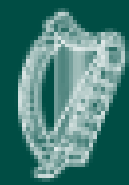
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Heritage eLicensing Overview



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Licensing Application

[Home](#)[EN ▾](#)[Sign In/Register](#)[Sign in](#)[Register](#)

Sign In with your account

Email

* Password

[Sign in](#)[Forgot your password?](#)

Sign in with an external account

[Login with MyGovID !\[\]\(179f167ede0522ebb4ea025b3ad78ca7_img.jpg\)](#)[What is MyGovID?](#)

This portal is provided by the Department of Housing, Local Government and Heritage, and will become the central hub for applications for Heritage Licences.

At present, you can:

- Sign up to the portal
- Apply for a Deer Hunting Licence
- Submit Deer Hunting returns

Applications for other types of Heritage Licences will be welcomed over time.



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Licensing Application

[Home](#) | [EN](#) | [Sign In/Register](#)

[→ Sign in](#)

[Register](#)

Please note the following points:

- Email will be required to sign in once registered.
- Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

Register for a new account

* First Name

James

* Last Name

[Redacted]

* Email

[Redacted]

* Password

.....

* Confirm password

.....



[Register](#)

Register using MyGovID

[Register with MyGovID](#)

[What is MyGovID?](#)



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[Home](#) | [EN](#) ▾ | [Sign In/Register](#)

Heritage Licensing Portal Terms & Conditions

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. THESE TERMS AND CONDITIONS (TOGETHER WITH THE DOCUMENTS THAT THEY REFER TO) SET OUT THE BASIS UPON WHICH YOU ARE ENTITLED TO ACCESS THE LICENSING PORTAL.

WHEN ACCESSING THE PORTAL, YOU CONFIRM THAT YOU ACCEPT THESE TERMS AND CONDITIONS AND THAT YOU AGREE TO COMPLY WITH THEM. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU CANNOT ACCESS THE PORTAL.

[Click me to read the terms and conditions](#)

Updated: February 2024

☒ I agree to these terms and conditions.

Confirm



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Local Government and Heritage

Licensing Application

[Home](#) | [My Applications](#) - | [EN](#) - | [Profile name](#) -


[Home](#) > **Profile**

Profile



Profile name

[Profile](#)

 Security

[Change password](#)

[Change email](#)




Step 1: Add your Profile Picture and ensure your photo is meeting the following requirement:


- Your photograph should show a close up of your face and the top of your shoulders so that your face takes up between 70% and 80% of the frame.
- Photos must be in sharp focus and correctly exposed
- Digital enhancements or changes are not acceptable.

Step 2: Complete 'Your Information' Section Please ensure that all the **mandatory (*)** fields are filled correctly.

Step 3: Confirm your email account

Step 4: Please click the **Update & Home button at the bottom of the page before navigating to the main menu.**

 Your email requires confirmation.

 [Confirm Email](#)

Your information

First Name *

James

Last Name *

[Redacted]

Date of Birth *

01/01/1970



E-mail *

[Redacted]

Applicant type *

Individual



Preferred Language of engagement

English



Phone Details

Phone - Country Code *

Ireland (353)



Phone - Area/Prefix *

87

Phone Number *

[Redacted]



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Licensing Application

[Home](#) | [My Applications](#) - | [EN](#) - | [Profile name](#) -

[Home](#) > [Profile](#)

Profile



Profile name

[Profile](#)

Security

[Change password](#)

[Change email](#)

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Your email requires confirmation.

[Confirm Email](#)

Your information

First Name *

James

Last Name *

[Redacted]

Date of Birth *

01/01/1970

E-mail *

[Redacted]

Applicant type *

Individual

Preferred Language of engagement

English

Phone Details

Phone - Country Code *

Ireland (353)

Phone - Area/Prefix *

87

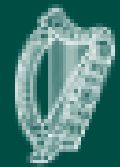
Phone Number *

[Redacted]



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Licensing Application

[Home](#)[My Applications ▾](#)[EN ▾](#)[James Gaskin ▾](#)

James Gaskin

[Profile](#)

Security

[Change password](#)[Change email](#)

Confirm Email

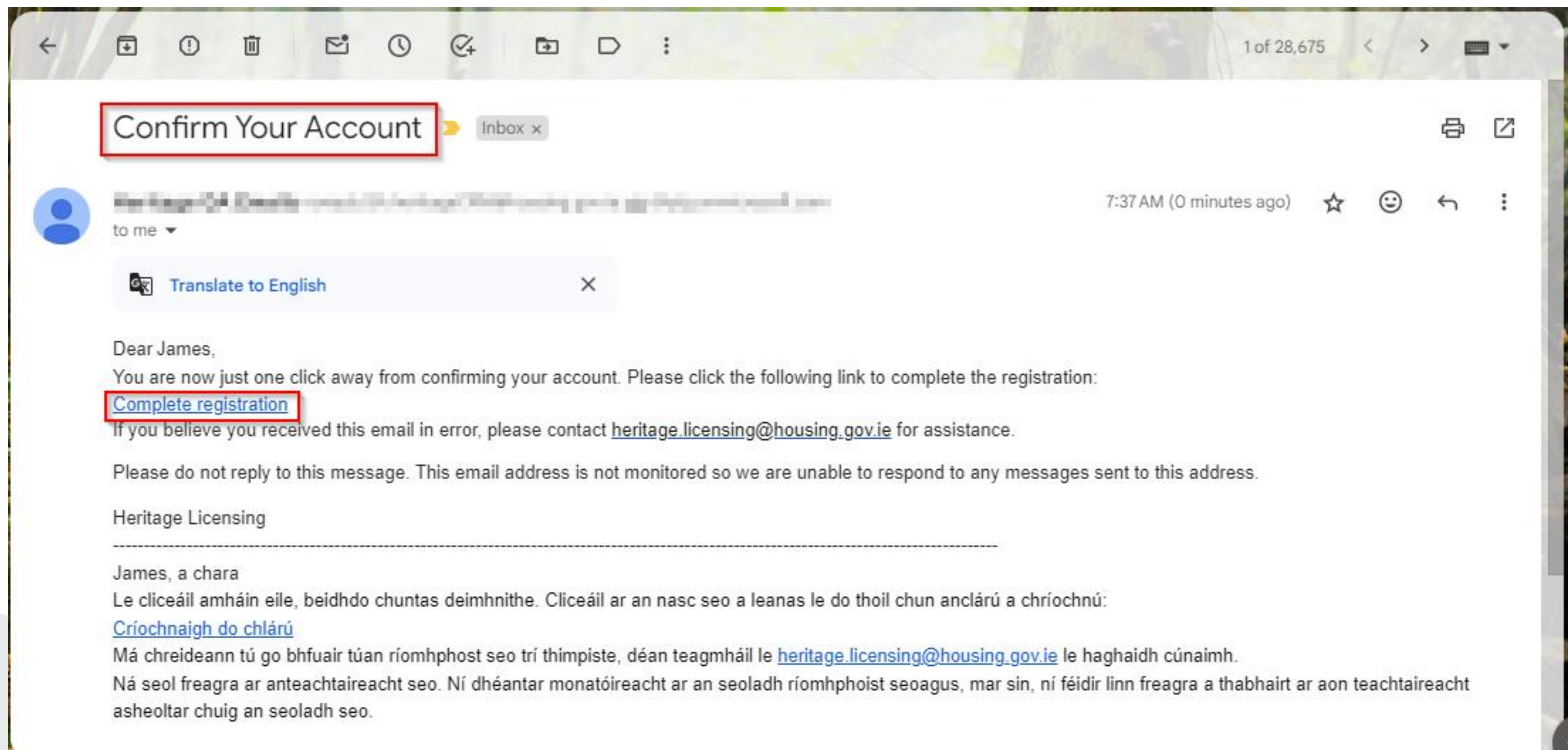
Check your email for confirmation instructions.

Email



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[Home](#)[My Applications -](#)[EN -](#)[James Gaskin -](#)

[Home](#) > **Profile**

Profile



James

[Profile](#)

Security

[Change password](#)

[Change email](#)

Step 1: Add your Profile Picture and ensure your photo is meeting the following requirement:

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- Photos must be in sharp focus and correctly exposed
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Step 2: Complete 'Your Information' Section Please ensure that all the **mandatory (*)** fields are filled correctly.

Step 3: Confirm your email account

Step 4: Please click the **Update & Home button at the bottom of the page before navigating to the main menu.**

Your email has been confirmed successfully.



Your information

First Name *

James

Last Name *

Date of Birth *

01/01/1970



E-mail *

Applicant type *

Individual



Preferred Language of engagement

English





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Phone Details

Phone - Country Code *

Ireland (353) ▼

Phone - Area/Prefix *

87

Phone Number *

[Redacted]

Address Information

Address Line 1 *

[Redacted]

Address Line 2

[Redacted]

Address Line 3

[Redacted]

Address Line 4

[Redacted]

Country

Ireland



County

Dublin 2



Eircode/Postal Code *

[Redacted]

Update

Update & Home



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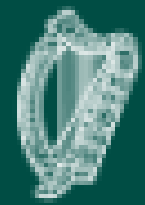
Welcome to Heritage Licensing & Consents

[Apply for a Licence](#)[My Licence Applications](#)[My Returns](#)[My Licences](#)



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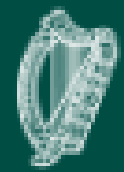
Welcome to Heritage Licensing Applications

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[Home](#)[My Applications ▾](#)[EN ▾](#)[James !\[\]\(aa53ad6fea213b8b2226d3077e30533a_img.jpg\) ▾](#)

I wish to apply for a

[Deer Hunting Licence](#)



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[Home](#)[My Applications ▾](#)[EN ▾](#)[James !\[\]\(8bba887393ca45b761e5cb49e755e762_img.jpg\) ▾](#)


I am applying as a:

[First Time Applicant](#)[Renewal Applicant](#)



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Please submit your returns before renewing you application. You will be redirected to the returns submission page now.

EN | James

OK

I am applying as a.

First Time Applicant

Renewal Applicant



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Licensing Application

[Home](#)[My Applications ▾](#)[EN ▾](#)[James Gaskin ▾](#)

Name *

DHL900009

Licence

DHL900009

Licence Application

—

Season *

2023/2024



Total Section 29: (No. of deer shot under a S29 licence only)

Total Section 42: (No. of deer shot under a S42 licence only)

Please click the "Add Deer Return" button to enter the number, species and gender of Deer shot.

Add Deer Return

Deer Returns ID

County

Wildlife

Breed

Number Section 29

Number Section 42

There are no records to display.

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"


☒ No ☐ Yes

Submit



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Department
of the Environment,
Climate and
Local Government

Create

×

James Gaskin

Name *

DHL900009

Licence

DHL900009

Licence Application

—

Season *

2023/2024

Total Section 29

Total Section 42

Please click to

Licence

DHL900009

County *

Co. Wicklow

Wildlife

Deer

Species: M = Males over 1 year old. F = Females over 1 year old. J = Juvenile under 1 year old *

Hybrid Female

Section 29 : (No. of deer shot under a S29 licence only) *

2

Section 42 : (No. of deer shot under a S42 licence only) *

0

Submit

Deer Returns ID

County

Wildlife

Breed

Number Section 29

Number Section 42



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Licensing Application

[Home](#)

[My Applications](#)

[EN](#)

[James](#)

Name *

DHL900009

Licence

DHL900009

Licence Application

Season *

2023/2024

Total Section 29: (No. of deer shot under a S29 licence only)

6

Total Section 42: (No. of deer shot under a S42 licence only)

1

Please click the "Add Deer Return" button to enter the number, species and gender of Deer shot.

Add Deer Return

<u>Deer Returns ID</u>	<u>County</u>	<u>Wildlife</u>	<u>Breed</u>	<u>Number Section 29</u>	<u>Number Section 42</u>	
DHL900009	Co. Wicklow	Deer	Hybrid Female	2	0	▼
DHL900009	Co. Kildare	Deer	Hybrid Male	1	0	▼
DHL900009	Co. Dublin	Deer	Red Male	3	1	▼

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

☐ No ☒ Yes

Submit



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| EN - |

Name *

DHL900009

Licence

DHL900009

Licence Application

—

Season *

2023/2024

Total Section 29: (No. of deer shot under a S29 licence only)

6

Total Section 42: (No. of deer shot under a S42 licence only)

1

Are you sure that this is your FULL and FINAL return for the Season. If this is NOT your FINAL return, do not tick the box.
Please note that you will not be able to edit after you click OK.
This return will move to the closed Deer return list.
You can return by clicking cancel and changing your confirmation to 'NO'

OK

Cancel

Please click the "Add Deer Return" button to enter the number, species and gender of Deer shot



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Deer Returns List

To submit your Digital Return, please click on the dropdown arrow at the end of the relevant entry under 'Active Deer Returns' below.

Active Deer returns

Deer Returns ID ▾	Season	Licence	Total Section 29	Total Section 42	Created On ▾	
DHL900009	2023/2024	DHL900009	6	1	09/05/2024 7:56 AM	

Closed Deer returns

Deer Returns ID ↑	Season	Licence	Total Section 29	Total Section 42	Created On
There are no records to display.					

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I wish to apply for a

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I am applying as a:

[First Time Applicant](#)[Renewal Applicant](#)



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Deer Hunting Licence Application

[1 Instructions](#)[2 Applicant](#)[3 Land](#)[4 Firearms](#)[5 Documents](#)[6 Final](#)

Instructions

Deer Licence Application ID

1000094

As a Renewal applicant resident in Ireland please ensure you have the following documents ready to upload:

- Training Certificate (optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (required)

[Next](#)



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[My Applications](#)

[EN](#)

[James](#)

Deer Hunting Licence Application

1 Instructions ✓

2 Applicant

3 Land

4 Firearms

5 Documents

6 Final

Application Details

Licence Type *

Deer

Deer Licence Application ID

1000094

Season *

2024/2025

[Open Season Dates](#)

Applicant Name *

James Gaskin

Are you associated with a Commercial Tour Operator?

Yes



Commercial Operator *



Will you be using your own gun?

☐ No ☒ Yes

[Previous](#)

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Deer Hunting Licence Application

[1 Instructions ✓](#)[2 Applicant](#)[3 Land](#)[4 Firearms](#)[5 Documents](#)[6 Final](#)

Application Details

Licence Type *

Deer

Deer Licence Application ID

1000094

Season *

2024/2025

[Open Season Dates](#)

Applicant Name *

James Gaskin

Are you associated with a Commercial Tour Operator?

No

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Deer Hunting Licence Application

[1 Instructions ✓](#)[2 Applicant ✓](#)[3 Land](#)[4 Firearms](#)[5 Documents](#)[6 Final](#)

Landowner/Sporting Rights Owner Declaration

I hereby declare that I will seek and receive permission to hunt from the landowner / sporting rights owner of any lands on which I propose to hunt a protected wild animal under the Wildlife Acts 1976 to 2023, and I shall not enter onto lands or hunt thereon without prior permission of the owner. I understand that any licence issued to me on foot of this application does not authorise me to enter on to lands, or to hunt thereon, without the permission of the owner.

I also understand that, if I engage in hunting or carry a firearm or shoot over or into land without permission, I may be liable to a prosecution under section 44 of the Wildlife Acts, 1976.

Agree to Declaration

☐ No ☒ Yes

[Previous](#)[Next](#)



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[James](#)

Deer Hunting Licence Application

1 Instructions ✓ 2 Applicant ✓ 3 Land ✓ 4 Firearms 5 Documents 6 Final

Firearm Details Declaration

Please confirm calibre and grain weight for each firearm you wish to carry

Calibre 1*

.243 Win

Grain Weight 1

60

Calibre 2

.270 Win

Grain Weight 2

55

Calibre 3

.220 Swift

Grain Weight 3

60

I hereby declare that I intend to use a firearm to hunt and kill any exempted wild mammal (other than a hare), pursuant to, and in accordance with any order under Section 25 of the Wildlife Act 1976 to 2023 (Open Seasons Order) which is for the time being in force.

I confirm that I will use a firearm and ammunition of the type and calibre outlined in S.I. 239 of 1977. The firearms and ammunition specified is of a minimum calibre weapon that is a rifle of not less than .22 calibre with a muzzle energy of not less than 1,700 foot pounds, which uses bullets weighing not less than 55 grains. I understand that it is an offence under the Wildlife Act 1976 to 2023 to hunt deer using firearms and ammunition of any type and calibre other than the type and calibre specified in S.I. 239 of 1977.

Agree to Declaration

☐ No ☒ Yes

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Deer Hunting Licence Application

[1 Instructions ✓](#)[2 Applicant ✓](#)[3 Land ✓](#)[4 Firearms ✓](#)[5 Documents](#)[6 Final](#)

Documents

Please upload the following documents here.

As a Renewal applicant resident in Ireland please ensure you have the following documents ready to upload:

- Training Certificate (optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (required)

[Training Certificate](#)[Irish Firearm Certificate](#)[Firearm Proof of Purchasing](#)[Other](#)[Type ↑](#)[File Uploaded](#)[Certificate Number](#)[Expiry Date](#)[Previous](#)



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Edit

File Uploaded

☒ No ☐ Yes

Certificate Number *

5654

Training Organisation *

Country Sports Ireland

Files

➕ Add files

Name ↑

Modified

Training Cert.jpg (8 KB)


09/05/2024 9:46 AM

Send



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An Roinn
Rialtais
Departm
Local G

Edit

me

Irish Firearm Certificate

File Uploaded


☒ No ☐ Yes

Certificate Number *

5654

Files

Add files

Name ↑	Modified
 Firearms dealer letter to Gardai.pdf (151 KB)	09/05/2024 9:45 AM

Send



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Department of Housing,
Local Government and Heritage

Licensing Application

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Deer Hunting Licence Application

[1 Instructions ✓](#)[2 Applicant ✓](#)[3 Land ✓](#)[4 Firearms ✓](#)[5 Documents](#)[6 Final](#)

Documents

Please upload the following documents here.

As a Renewal applicant resident in Ireland please ensure you have the following documents ready to upload:

- Training Certificate (optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (required)

[Training Certificate](#)[Irish Firearm Certificate](#)[Firearm Proof of Purchasing](#)[Other](#)

Type

File Uploaded

Certificate Number

Expiry Date

Irish Firearm Certificate

Yes

5654



Training Certificate

Yes

ABC123

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Deer Hunting Licence Application

[1 Instructions ✓](#)[2 Applicant ✓](#)[3 Land ✓](#)[4 Firearms ✓](#)[5 Documents ✓](#)[6 Final](#)

Final Declaration

I declare that all of the foregoing particulars are, to the best of my knowledge and belief, true and correct. I also hereby declare that I am a qualified person under Section 28(2) of the Wildlife Acts 1976 to 2023 in that I am not less than 16 years of age.

Any person who, for the purposes of obtaining a licence under the Wildlife Acts 1976 to 2023 makes any statement or gives information which they know to be false, shall be guilty of an offence. Penalties, upon conviction include fines and forfeiture of firearms.

Agree to Declaration

☐ No ☒ Yes

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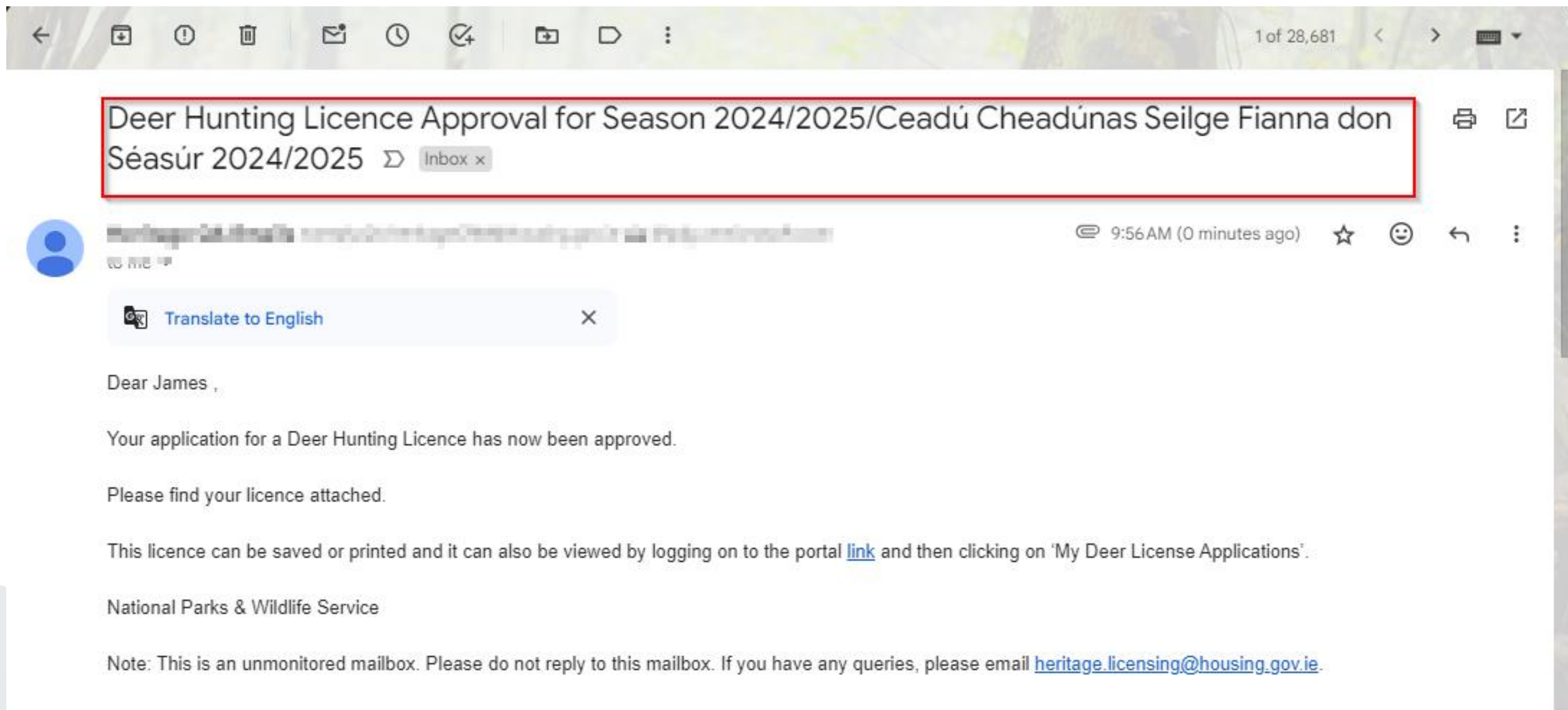
Deer Hunting Licence Application

Thank you for submitting your Deer Hunting Licence application to the National Parks and Wildlife Service. Your application is now with the Wildlife Licencing Unit team for processing. You can check the status of your application at any time.



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WILDLIFE ACTS 1976 to 2023

SECTION 29

LICENCE TO HUNT EXEMPTED WILD MAMMALS
(DEER)



The Minister for Housing, Local Government & Heritage in exercise
of the powers invested in them by Sections 9 and 29 of the Wildlife
Acts 1976 to 2023 hereby grants to:

James [REDACTED]

a licence authorising him/her to hunt and kill deer with firearms
(subject to the restrictions contained in Section 33 of the said Acts)
pursuant to and in accordance with such order (if any) made under
Section 25 of the said Acts as is for the time being in force.

Licence Number:	DHL1000008
Licence Issued Date:	
Licence Valid Until:	

This licence shall remain in force for the period beginning on the date
hereof and ending on the next 31st day of July and the authority
conferred by the licence shall be exercisable for such period as is specified
in the said Order (if any) made under Section 25 of the Acts

Dated this 09 Day of May 2024

For the Minister for Housing, Local Government & Heritage

Claire Bowler

An Officer authorised in that behalf by the said Minister.

No.	Conditions Of Licence
1.	Nothing in this licence authorises the holder to enter onto lands or to hunt thereon without the permission of the owner. All licence holders must have prior permission from the landowner and/or sporting rights holder to enter onto lands and hunt.
2.	This licence is only valid for hunting deer on foot with firearms. Hunting deer with the use of dogs for the purposes of tracking and carcass recovery is permissible
3.	It is an offence under S69(6) of the Wildlife Acts to contravene a condition of the licence. Licences must be carried while hunting deer, and must be produced on request by persons authorised under S72 of the Wildlife Act 1976, as amended or a member of An Garda Síochána



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Returning to the Portal



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[Sign in](#)

[Register](#)

Sign In with your account

Email

* Password

[Sign in](#)

[Forgot your password?](#)

Sign in with an external account

[Login with MyGovID](#)



[What is MyGovID?](#)

This portal is provided by the Department of Housing, Local Government and Heritage, and will become the central hub for applications for Heritage Licences.

At present, you can:

- Sign up to the portal
- Apply for a Deer Hunting Licence
- Submit Deer Hunting returns

Applications for other types of Heritage Licences will be welcomed over time.



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Department of Housing,
Local Government and Heritage

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[Home](#) | [EN](#) | [Sign In/Register](#)

Enter security code

Code

Check your email for the security code.

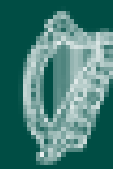
☐ Remember this browser?

Verify



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Welcome to Heritage Licensing Applications

[My Applications](#)[Apply For a Licence](#)[My Licences](#)[My Licence Applications](#)[Apply for a Licence](#)[My Licence Applications](#)[My Returns](#)[My Licences](#)



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My Licences

*In order to view your Licence please click on the drop down arrow and choose 'Review'.

<u>Licence Number</u> ↑	<u>Licence Type</u>	<u>Contact</u>	<u>Expiry Date</u>	<u>Date Stamp</u>	<u>Created On</u>	
<u>DHL1000008</u>	Deer	James Gaskin	09/05/2025	09/05/2024	09/05/2024 9:56 AM	<div>▾</div> <div>Review</div>



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View

×

Application Details

Licence Type *

Deer

Licence Number

DHL1000008

Download

Deer Licence Application ID

1000094

Season *

2024/2025

Will you be using your own Firearm?

☐ No ☒ Yes

Contact Name *

James

Are you associated with Commercial Tour Operator?

☒ No ☐ Yes

Applicant Type

Individual

Commercial Tour Operator

Contact Details

[Redacted contact details]

First Name *

James



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WILDLIFE ACTS 1976 to 2023

SECTION 29

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Dated this 09 Day of May 2024

For the Minister for Housing, Local Government & Heritage

Claire Bowley

An Officer authorised in that behalf by the said Minister.

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3.	It is an offence under S69(6) of the Wildlife Acts to contravene a condition of the licence. Licences must be carried while hunting deer, and must be produced on request by persons authorised under S72 of the Wildlife Act 1976, as amended or a member of An Garda Síochána



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My Licences

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Deer

James Gaskin

09/05/2025

09/05/2024

09/05/2024 9:56 AM





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EN

James

Deer Returns List

To submit your Digital Return, please click on the dropdown arrow at the end of the relevant entry under 'Active Deer Returns' below.

Active Deer returns

Deer Returns ID ↓	Season	Licence	Total Section 29	Total Section 42	Created On ↓	
1000094	2024/2025	DHL1000008	0	0	09/05/2024 9:56 AM	▼

Enter Hunting Information

Closed Deer returns

Deer Returns ID ↑	Season	Licence	Total Section 29	Total Section 42	Created On	
DHL900009	2023/2024	DHL900009	6	1	09/05/2024 7:56 AM	▼

Apply for a Licence



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Name *

1000094

Licence

DHL1000008

Licence Application

1000094

Season *

2024/2025 ▾

Total Section 29: (No. of deer shot under a S29 licence only)

2

Total Section 42: (No. of deer shot under a S42 licence only)

0

Please click the "Add Deer Return" button to enter the number, species and gender of Deer shot.

Add Deer Return

<u>Deer Returns ID</u>	<u>County</u>	<u>Wildlife</u>	<u>Breed</u>	<u>Number Section 29</u>	<u>Number Section 42</u>
1000094	Co. Cavan	Deer	Sika Female	2	0

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

☒ No ☐ Yes

Submit



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Questions