



NPWS An tSeirbhís Páirceanna
Náisiúnta agus Fiadhúlra
National Parks and Wildlife
Service

Heritage Licensing Portal

Section 42 (Deer) Permit Applications

National Parks & Wildlife Service (NPWS)

Frequently Asked Questions (FAQs)

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General

Q.1 What is the Heritage Licensing Portal and why has it been developed?

The Heritage Licensing Portal is a newly developed online registration platform managed by the Department of Housing, Local Government, and Heritage. The Portal was developed within the remit of the Heritage Modernisation Programme and went live in June 2024.

The first licence application to appear on this Portal in 2024 was the Section 29 Deer Hunting Licence issued by the National Parks & Wildlife Service under Section 29 of the Wildlife Act 1976 (as amended). The next permit application to appear on this Portal in 2026 will be Section 42 (deer) Permit, where serious damage is being caused. This Portal will be the sole method to apply for and receive Section 29 Deer Hunting Licences and Section 42 (deer) Permits; paper applications will no longer be accepted.

The purpose of the Portal is to support the Department of Housing, Local Government and Heritage's effort to modernise processes and improve the efficiency and effectiveness of services provided to the public.

Additionally, the Portal will provide the following benefits for applicants:

- fully online, fast, efficient application process with no need to fill out and post documents
- applicants will have their own individual account and be able to track the status of their applications through the portal. If applicants have previously registered on the Heritage Licensing Portal to apply for a Deer Hunting Licence, they can use the same account to apply for a Section 42 (deer) Permit
- if applicants previously held a Section 42 (deer) Permit **within the last 3 years**, they must apply as a renewal applicant (not a first-time applicant) and submit returns for their most recent Section 42 (deer) Permit
- once approved, applicants will instantly receive their Section 42 (deer) Permit by email and will be able to view their issued permits online and print them, if they so wish
- permit holders will also be able to make returns throughout the validity period of the permit negating the need to keep track of data until the end of the life of the permit. When the expiry date of the permit approaches, applicants will receive email reminders to submit their returns
- permits will be valid for a period of 4 months
- a person may apply on behalf of a landowner or occupier on submission of a signed letter of consent from the landowner or occupier. A copy of the letter of consent is available to download from the NPWS website. The signed letter is valid for one year from the date of signature
- applicants can create a map identifying the location where the damage is occurring, with the option of also uploading a separate map if they so wish

Application requirements

Q.2 What documents may I need to upload with my application?

- If you are requesting the use of a lamp or any sight equipment, a competency certificate(s) must be uploaded for each relevant nominated agent(s).
- If you are requesting the use of a mounted thermal imager or mounted night vision scope, a restricted firearm certificate(s), that is valid for the duration of the Section 42 (deer) Permit, must be uploaded for each relevant nominated person(s)
- If you are a person applying on behalf of a landowner or occupier, you must upload a copy of the signed letter of consent.
- Additional maps that include the landowner's details and folio numbers can be uploaded in the 'Other' section on the Document's page.

Q.3 Is it mandatory that I include a photograph of myself with my application?

Yes, when you first register for the Portal there is a mandatory requirement to include a photograph of yourself so that you can be identified as the holder of any issued licence or permit.

Below are the requirements for including a photograph:

- You must submit a **digital photo** that has been taken in the last six months
- You can **upload** your photo from a smartphone, tablet or laptop
- Photos must be in **colour** and in a .jpeg format
- Your face should be **clearly visible**
- The photo should **frame your head and shoulders**, leaving some space around the edges
- Photos should be in **sharp focus** with minimal shadows or busy backgrounds
- **Avoid** wearing hats, sunglasses, facemask, face covering, etc. in the photo
- Photos with **digital enhancements or changes** will **not** be accepted
- Applications **will be returned** where the photograph is of anything other than your head and shoulders; where the photo is blurred; or where your face cannot be seen clearly
- Applications will not be processed until a valid photograph has been submitted.

Updates to the application process

Q.4 How will the Section 42 (Deer) Permit process change?

- The application process for Section 42 (deer) permits will be online only.
- Within the portal applicants will be required to:
 - sign a declaration confirming that they are compliant with the minimum firearm requirements when hunting deer, as set out in Statutory Instrument No. 239/1977 (Wildlife Act, 1976 (Firearms and Ammunition) Regulations, 1977

- sign a declaration confirming that they are the owner or occupier of the property where serious damage is occurring, or a person duly authorised by the owner or occupier in that regard
- sign a declaration confirming that returns will be submitted within four weeks of the expiry of the permit
- include a photograph with their application to ensure the individual issued the permit can be identified
- upload a signed letter of consent from the landowner or occupier in the circumstances where a person applies on behalf of a landowner or occupier (a template letter is available to download from the NPWS website)
- upload a restricted firearms certificate (required if requesting the use of a gun-mounted device)
- upload a training certificate (required if requesting the use of a lamp or any sight equipment)
- create a map identifying the location where the damage is occurring, with the option to upload additional maps
- Section 42 (deer) permits will issue through the portal only; permits will not be posted.

Q.5 Will NPWS continue to accept paper-based applications for Section 42 (deer) permits?

No, with the launch of the Heritage Licensing Portal the National Parks & Wildlife Service will no longer be able to accept and process paper-based applications. This is to ensure that all applicants are treated equally; the NPWS does not end up with a dual processing system; and accurate statistics are produced.

Q.6 How will I submit my Section 42 (Deer) Permit Returns?

Section 42 (deer) permit returns must be completed within four weeks of the expiry of the permit and can only be completed online. Returns can be submitted throughout the lifetime of the permit; however, a final return must be completed at the expiry of the permit. If a renewal of the permit is requested, it will not be possible to start a new application without completing the returns for any expired permits. It is the responsibility of the permit holder to submit returns, not any nominated person.

Q.7 Can I modify my Section 42 (Deer) Permit.

Yes, you can request a modification to your current Section 42 (deer) permit through the portal. Only the nominated person and/or equipment on the permit can be added or removed; no other details can be changed. If you are adding equipment, you must upload the relevant documents.

To request a modification, go to 'My Licence Applications', click the relevant Licence Application ID number and chose 'Edit Application'. Submitting a modification request will close the existing permit. Any returns already submitted will be invalidated and must be re-entered when completing the final return at the expiry of the permit. Once approved, a new modified permit will be issued. It will be valid from the date of issue and will keep the original permit's expiry date.

Using the Heritage Licensing Portal

Q.8 How do I access the Heritage Licensing Portal?

The Heritage Licensing Portal can be accessed at <https://portal.heritage.gov.ie/>. Each applicant will need to register once on the Portal and they will then have their own login and password for the system. From there each applicant will be able to apply for a permit, track the status of their application and receive their permit once it has been approved. If you have previously registered and set up an account to apply for a S29 Deer Hunting Licence, you can use the same account to apply for a Section 42 (deer) permit.

Q.9 What will be the duration of my Permit?

The duration of the permit will be for a maximum of 4 months. Extensions to permits will not be granted, a new permit will need to be applied for.

Q.10 Will Permits be available within the Portal?

Section 42 (deer) permits will be available to view and/or print through the portal only, permits will not be posted. Permit holders can print physical copies of such if they so choose or they can carry a digital copy of their permit.

Q.11 How long will it take to receive my Permit?

The Heritage Licensing Portal is part of an effort to modernise and improve the efficiency and effectiveness of services provided to the public. Average processing times will be made available in due course.

Fees

Q.12 Will a fee be introduced for Section 42 (Deer) Permit Applications?

No, there will be no introduction of a fee with the new system. Applicants will not be required to pay fees to apply for a Section 42 (deer) permit, though it remains open to the Minister to introduce a fee on permits or licences issued under the Wildlife Act 1976 (as amended), should that be required at a later date.

Additional support

Q.13 How will NPWS communicate with me on any issues regarding my application?

Should NPWS identify any issues or errors with your application they will return the application to you for amendment through the Heritage Licensing Portal.

Q.14 Where can I request support with my application?

If you have any queries in relation to your Section 42 (deer) permit please contact:

- Email: wildlifelicence@npws.gov.ie
- Call: 01 888 3242

npws.ie

