

The Conservation of Habitats and Species Regulations 2010 Wildlife and Countryside Act 1981

Application for a Licence to disturb or take bats: Science, Education and Conservation

NATURAL
ENGLAND

- Please complete this application form in BLOCK CAPITALS using **dark ink** or type.
- The application should be completed and signed by the Applicant. Failure to provide adequate information will delay the processing of your application. Completed forms should be sent to Natural England at the address shown opposite. This form can be completed on screen and emailed to us at wildlife.scicons@naturalengland.org.uk
- Natural England will aim to decide whether a licence should be issued within 15 working days of receipt of the application and all relevant enclosures.
- If you experience any problems filling in this form, please contact the Wildlife Licensing Unit (details opposite).

Wildlife Licensing Unit
(SciCon)
Natural England
First Floor
Temple Quay House
2 The Square
Bristol, BS1 6EB.

Tel. 0845 601 4523
Fax 0845 601 3438

The Conservation of Habitats and Species Regulations 2010 and the Wildlife and Countryside Act 1981 (as amended) fully protect all bats and their roosts.

Please use this application form if you require one of the following licences: Volunteer Bat roost visitor, Surveying or monitoring bats, Scientific research including ringing and marking, Radio tagging, Photography or other special projects.

Please complete the sections of this form that apply to your application.

If you wish to undertake works/activities that would affect bats (e.g. development) that would involve one or more of the following; capture, disturbance, transportation and/or damage/destroy the roosts or resting places of bats please use form WML-A13, available from Natural England Wildlife Licensing Unit at the above address or from www.naturalengland.org.uk/ourwork/regulation/wildlife

Under Regulation 53 of the Conservation of Habitats and Species Regulations 2010 and Section 16 of the Wildlife and Countryside Act 1981, Natural England has the authority to issue licences for the following purposes:

- Conservation
- Science and Education (including ringing and marking)
- Keeping for scientific research

Guidance on the types of licences issued and the knowledge and experience required to obtain these licences is given in the *Bat Workers' Manual (Joint Nature Conservation Committee, 2004)*. You are advised to refer to this publication before completing this form. Copies are available from: NHBS Mail order Bookstore, 2-3 Wills Road, Totnes, Devon. TQ9 5XN. Tel: 01803 865913 e-mail: cuserv@nhbs.co.uk. Web: www.nhbs.com. No licence is required to keep **injured or disabled bats** that were obtained legally for the purpose of **tending** them in order to release them when no longer disabled.

RENEWALS. If you wish to renew your licence without significant alterations then this can be done using the bat licence report form from your previous licence.

**This box is for office
use only**

Application ID Number:

Charter Deadline:

PART A Personal Details and Experience

1.



Title: (e.g. Mr, Mrs, Miss, Ms)

Forenames:

Surname:

Address:

Postcode

Daytime telephone number:

Mobile Number:

Fax number:

Email Address:

2. Previous licences

(a) Have you previously held a licence issued by Natural England / English Nature / Defra? YES NO
If **NO**, please go to Question 3 below

(b) Have any of your previous licences covered the same species, activities and purpose as this licence application? YES NO
If **NO**, please go to Question 3 below

If **YES**, give your most recent licence number (it is printed at the top of the licence)

(c) Have you changed your address since your last licence was issued? YES NO
If **YES**, please supply the address on your last licence.

3. Trainer's licence amendments

Have you previously held a Trainer's licence which allows you to endorse trainees' application forms? YES NO

If **'YES'**, please state whether you want to make any changes to that aspect of your licence

4. New applications and alterations to a previous licence

If you have not held a bat licence within the last three years or if you want to make alterations to the activities or methods of your previous licence then you will either need the application to be **endorsed by a licensed trainer** or to include two **written references**. New applicants for Volunteer Roost Visitor licences must have their application forms endorsed by a trainer

The primary purpose of a licensed trainer is to train people for a Volunteer Roost Visitor licence. If you are applying for a licence which does not include a volunteer bat roost visitor element then you should enclose two written references, rather than a trainer endorsement, from existing licence holders who can comment on your experience and competence with bats. It is preferred that at least one referee should work within a different professional organisation to the applicant.

Please tick the box that applies to you.

- I have held a similar bat licence within the last three years.
- This application is endorsed by a licensed trainer: The trainer should complete the relevant section in Part C of the application form.
- I enclose two references (original not photocopies). The referees must be able to comment on both your experience of handling or examining bats and on the methods you propose to use. We may contact these referees to verify the statements that you enclose.

5. Consultation

Have you consulted with anyone in Natural England regarding any aspect of this application? YES NO

If **YES**, please give the name of the contact, date and relevant details stating whether the consultation was verbal or by letter. Please attach a copy of any written consultations.

6. Accredited Agents

An **accredited agent** is a suitably qualified experienced person who is able to carry out work under a licence without the personal supervision of the licensee. To carry out work they must be in possession of a letter signed by the licensee appointing him or her as an accredited agent of the licensee for the purpose of the licence. At all times the licensee is fully responsible for all the work carried out under licence. The use of accredited agents will usually only be permitted under specific scientific or conservation project licences. Suitably competent individuals should apply for their own licence in respect of standard survey work.

An **assistant** is employed by a licensee or his/her agent to work under their direct personal supervision at all times.

(a) Do you propose to employ accredited agents? YES NO

If **'YES'**, please give their full names and state what work they will be carrying out and their relevant experience.

(b) Do you propose to employ assistants? YES NO

PART B Application Details

Please read sections 1, 2 and 3 and ensure that you complete the relevant section(s) only

Section 1

Volunteer Bat Roost Visitor Licence

Volunteer bat roost visitors may be required to visit a property where bats have been discovered in order to advise the property owner on the implications of the presence of the bats and to encourage a favourable outcome for the conservation of the bats. The visit may be made in response to a direct enquiry from an individual, bat group or at the request of Natural England. A licence is required to carry out this work which may require the volunteer bat roost visitor to examine or handle bats in their roost. The licence is issued for conservation purposes and there is no specification for scientific recording; if you wish to apply for a licence for surveying and monitoring, **please complete Section 2** of this form. The licence meets all the requirements of a volunteer bat roost visitor who may need to examine or handle bats in their roosts. Where an applicant has little or no experience of handling bats the licence may be issued for disturbance only.

9. Please specify below the work you wish to carry out (tick boxes as appropriate)

- (a) Disturb bats in dwelling houses **WITHOUT** handling them
- Take bats by **HAND** in dwelling houses for identification and release
- Take bats by **STATIC HAND NET** in roosts and outside roost entrances for identification and release
- Photograph bats in the hand as an incidental part of conservation

Disturb hibernating bats without handling them

(b) Location (please give county/counties* using current administrative boundaries)

*Volunteer Roost Visitor licences will usually be issued to cover local counties only. If you are requesting a licence for more counties than those immediately adjacent to your base please give reasons.

10. Give details of any other work you propose to carry out for the purpose of bat conservation (use a separate sheet if necessary).

Section 2 Licences for Surveying and Monitoring

These licences should be used to collect data to increase scientific knowledge. You will be required to complete a report form to give details of the work carried out under a licence and to state how the scientific data has been used.

If you are applying for a licence to carry out a survey, visits need to be regulated to limit disturbance and therefore you should liaise with appropriate local bat groups or licensees.

If you wish to undertake surveying and monitoring activities as well as bat roost visitor activities, both Sections 1 and 2 should be completed.

11. Please specify below the work you wish to carry out (tick boxes as appropriate)

- Disturb non-hibernating bats WITHOUT handling them
- Take bats by HAND for identification and release
- Take bats by STATIC HAND NET for identification and release
- Disturb hibernating bats WITHOUT handling them.
- Take hibernating bats by HAND for identification (please give reasons below).

- Take bats by HARP TRAP as part of a survey
- Take bats by MIST NET as part of a survey

(Please Note: licences issued to use **harp trap or mist nets for surveying** will only permit this method to be carried out for a maximum of 3 days at any one site. If you have a requirement to use either techniques for a longer time period you will need to complete a separate project plan. Any licence application for harp traps or mist nets must either be signed by a trainer who is suitably experienced in this methodology or you must provide a separate specific reference with the application.

- Photograph bats in the hand as an incidental part of survey and monitoring

12. Location (please state county/counties using current administrative boundaries).

Section 3

Specific projects and scientific research (including ringing, radio tracking and photography)

If you are applying for a licence which will involve catching bats for specific scientific projects, in addition to completing the questions below, you will need to attach a **project plan** as specified in the Annex of this form.

13. If you wish to photograph bats for scientific or educational purposes (other than as an incidental part of surveying work) a licence may be issued where there is a special case for doing so. This will normally only be where results contribute directly to public awareness about bats, such as filming for television. The conservation of the bats must be the prime consideration at all times.

Describe the type of photography that will be carried out, what effect this will have on the bats and how the results will be used.

14. **Location**

(a) Please state the county/counties where you will be using the licence (using current administrative boundaries).

(b) Will any of the work you propose take place on an SSSI or nature reserve (e.g. National Nature Reserve, Local Nature Reserve, Wildlife Trust Reserve)? YES NO

If 'YES' please tick the box to confirm that you have the reserve manager's permission to carry out licensable work at the site in question.

PART C - To Be Completed By The Trainer

Tick appropriate box

Licence Alterations:

I certify that I have personally supervised the applicant and I am satisfied that he/she is competent to undertake the activities detailed in this application form which are additional to those permitted under their previous licence.

New Licences:

I certify that I have personally supervised the applicant and I am satisfied that he/she is competent to undertake the activities detailed in this application form and should receive his/her own licence.

Signed:

Name (block letters):

Date:

Training licence
number:

Expiry date:

PART D - Declaration



Have you, or any persons named on this form by you, been convicted of any wildlife-related or animal welfare offence?

Tick as appropriate

YES NO

If 'YES', please give details, including dates



Using and sharing Your Information

The data controller is Natural England, 1 East Parade, Sheffield, S1 2ET.

Your information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives you, as an individual, the right to know what data we hold on you, how we use it, with whom we share it and for it to be accurate. It will be used for processing your application.

We may disclose your application and other information relating to it to third parties, such as the Bat Conservation Trust, in order to consult them about the application.

Natural England or its appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services that Natural England provides to you.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to: Wildlife Licensing Unit (Scions), Natural England, Wildlife Licensing Unit, First Floor, Temple Quay House, 2 The Square, Bristol, BS1 6EB; Tel. 0845 601 4523; Fax 0845 601 3438; Email wildlife.scions@naturalengland.org.uk.

Declaration

- I have read and understood the guidance provided in this application form. I declare that the particulars given are correct to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars.
- Where required, I undertake to obtain permission from landowners/occupiers of land to exercise any licence resulting from this application, and to allow any employee or representative of Natural England to monitor or inspect the work described in this application.

Signature of
applicant

Date

For applications submitted electronically, please either insert an electronic signature above or tick this box to confirm agreement with this declaration

Name in
BLOCK LETTERS

Important Advice

- **Natural England can modify or revoke at any time any licence that may be issued but this will not be done unless there are good reasons for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false information had been provided which resulted in the issue of a licence.**
- **Under the Wildlife and Countryside Act 1981, any person who in order to obtain a licence knowingly or recklessly makes a statement or representation, or furnishes a document or information which is false**

in a material particular, shall be guilty of an offence and may be liable to criminal prosecution. Any person found guilty of such an offence may be liable to a fine not exceeding level 5 on the standard scale (currently £5000).

- ❖ Please ensure that you have answered all relevant questions fully and have signed the declaration.
- ❖ If you wish to change the information on this form contact the Natural England Wildlife Licensing Unit.

ANNEX: Specification for Project Plan

If you are applying for a licence which is not part of your work as a Volunteer Bat Roost Visitor or part of surveying or monitoring work as covered in Section 2 you will need to attach a brief project plan with this application as specified below.

You must address **all** bullet points below, preferably in this order.

1. Project purpose

- Objectives of the proposed project

2. Methodology

- A licence can only be issued if we are satisfied that there are no reasonable alternatives. Please explain what alternatives have been considered and why these are unsatisfactory. You should explain why the work is necessary and why the outcome can only be achieved by undertaking activities which would constitute an offence without the appropriate licence.
- Give a schedule for all the proposed activities and methods involved and indicate whether work will extend into future years.
- Provide detailed methods of capture to be employed e.g. mist net, harp trap, cone or tunnel trap, static hand held net, etc.
- Give locations, number and species of bats involved (question 14 of this form must be completed).
- If you propose to capture bats in order to ring or mark them please state what rings will be used or how bats will be marked.

Note: Ringing and marking can be very harmful to bats, and licences are only issued for well-supported projects. The Mammal Society rings should be used for permanent ringing, following submission of a project proposal to The Mammal Society.

- If you propose to kill any bats for scientific research please state the method of killing. It is your responsibility that all the methods are also covered by Home Office approval under the Animal (Scientific Procedures) Act 1986 where applicable.
- If you are proposing to keep bats in captivity please state where and how bats would be obtained, how long they would be kept in captivity and in what conditions.

Note: A licence is not required to keep injured or disabled bats that were obtained legally for the purpose of tending them in order to release them when no longer disabled.

3. Wider scientific context

- Give details of how the scientific information that you will gain from this project will be used and what the advantages are for obtaining this information.
- If the project forms part of a wider scientific study or programme explain how this will be incorporated.
- How do you think the actions proposed will affect the conservation status of the species concerned?
- If you have consulted with a Natural England member of staff prior to this application please give details.