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| **BAT SURVEY, CONSERVATION AND PROJECT LICENCE APPLICATION FORM****APPLICATION FOR A LICENCE TO DISTURB OR TAKE BATS, DAMAGE, DESTROY OR OBSTRUCT ACCESS TO ANY PLACE USED BY THEM FOR BREEDING, SHELTER OR PROTECTION.****THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017 AND THE WILDLIFE AND COUNTRYSIDE ACT 1981 (AS AMENDED) (WCA)** |
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| **THIS APPLICATION IS FOR:****Personal survey licences (scientific/education purposes) to:*** Disturb bats while they are occupying a roost
* Capture or handle bats

**Project specific licences (scientific/education purposes) to:*** Capture or handle bats
* Ring or mark bats
* Temporarily possess bats or derivatives of bats
* Photography, including filming

**Conservation licences (conservation purposes) to:*** Disturb bats while they are occupying a roost
* Capture or handle bats
* Obstruct access to, damage or destroy bat roosts

**Assessment Period**NRW aims to process applications within **30 working days.** The processing clock will start once we have received a full Application with all the associated information that we ask for in this Application. Please use the check list at the end of the form for guidance. If we have further queries whilst we are processing your Application, the clock will stop once we have asked the query, and re-start once that query has been satisfied.**NOTES FOR GUIDANCE**Please read the following notes carefully.**Completing and submitting this form*** Applicants must be able to demonstrate that they have the necessary and suitable amount of expertise to achieve the objectives of the proposed work.
* All questions in this application form must be completed in full: failure to provide adequate information will delay the processing of your application. Any further information you wish to provide should be appended on additional sheets.
* If you are applying for a licence to capture bats, other than by hand, or hand held nets, or you wish to ring or mark bats, please provide a brief scientific project plan with this application. A template can be provided.
* If you are applying for a conservation licence, your application must be supported by a method statement, which must include contingency plans for any bats found on site whilst work is underway.
* This form can be returned to Species Permitting Team:
* By email: specieslicence@naturalresourceswales.gov.uk
* By post: Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, LL57 2DW

**Length of licences and reporting*** Licences issued for scientific or educational purposes (“survey” or “roost visitor” licences) are normally issued for a one year period in the first instance.
* Renewed licences are normally issued for a two-year period, providing previous licence reports have been submitted on time.
* Licences issued for specific projects, such as research projects or conservation management will be issued for the life of the project - normally to a maximum of 3 years.
* It is a condition of any licence issued that a full report of the work carried out under licence is submitted within four weeks of the expiry of the licence. Failure to do so may result in future applications being refused.
* Renewal of a licence, including any alterations to species, locations or activities may be requested by completing a renewal application form.
* Normally, first time licencees will not be able to list accredited agents or assistants on the licence.

**Trainers, accredited agents and assistants*** Only trainers who have completed a trainers’ course and have the necessary licence can lawfully disturb or take bats specifically for the purpose of training bat workers.
* Non-licensed bat workers may accompany an experienced, licensed bat worker whilst they are undertaking their usual licensed activities in order to gain experience. They should be listed as assistants on the licence. It is the responsibility of the licence holder to ensure that this does not result in additional unnecessary disturbance.
* You are responsible for the actions of any accredited agents or assistants named on your licence.

**Photographing bats*** A licence **to photograph (including filming)** bats is not required if the photography is an incidental part of other licensed bat work and it causes no extra disturbance above that caused by the licensed activities. Such photography includes:
1. non‑flash photography (i.e. using only natural light or low‑level artificial light such as a domestic torch or low output LED) of roosting bats and of people carrying out licensed work in and around roosts
2. flash photography in roosts and hibernacula only when no bats are present
3. photography of bats caught at traps during survey work
4. flash photography of individual bats for identification purposes or of groups of bats for survey purposes, where the licence holder considers that this would cause less disturbance than handling or prolonged illumination of bats.

It is recommended that there is only one designated photographer at any one time to reduce disturbance. * **A specific licence is required** for flash photography in bat roosts or hibernacula, or entering bat roosts or hibernacula for the primary purpose of photography (including filming). As disturbing bats specifically for the purpose of photography is potentially very disturbing to bats, licences will be given only where NRW agrees there is a clear need for the photographs and only to experienced photographers who can demonstrate their ability to work efficiently with minimal disturbance to the bats.
* NRW does not consider that it is necessary for consultants to photograph bats in roosts to demonstrate their presence in survey reports.

**Possession*** If you wish to apply for a licence to keep bats in captivity in the long term or possess specimens of bats or derivatives of bats, use the application form for a licence to possess European Protected Species.

**How we handle your information*** The information provided by you will be processed by Natural Resources Wales in line with the GDPRs Data Protection Principles. This will to enable us to process your application; to monitor compliance with any permit conditions; to process renewals, and to maintain the relevant public register.

We will process the information you provide in connection with the following: * Consultation with third parties who are relevant and responsible for responding to consultation requests from NRW to enable us to process your application
* Carrying out statistical analysis, research and development on environmental issues
* Providing public register information for enquiries
* Preventing and investigating possible breaches of environmental law and taking any resulting action
* Responding to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004

**We would also like to send you details about other topics we think may be of interest to you such as NRW news; services relating to environmental matters; asking for your feedback on our service; and more useful information.****If you consent to receiving further information from us, please tick the following box to confirm** Yes, I would like to receive additional information from NRW relating to environmental matters □                       **Please note we may pass the information on to our agents or representatives to carry this out for us**If you have any further queries or concerns, please contact dataprotection@naturalresourceswales.gov.uk.  For further information on the processing of your personal details please see our [Privacy Notice page](https://naturalresources.wales/privacy)**Any information included in this application which the applicant considers to be in confidence for commercial or industrial reasons or to be the applicant’s intellectual property must be clearly marked as such.**In this document “Natural Resources Wales” means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.   |
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######  PART A: Personal Details and Experience

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| **All questions relate to the person who will be the named licensee if a licence is granted under the WCA and the Conservation of Habitats and Species Regulations 2017. That person should complete and sign this form. Please complete in BLOCK CAPITALS. Please provide your full name, not initials.** |

**1. Applicants Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title (Mr/Mrs/Miss/Ms) | Forenames(s) | Surname |
|  |  |  |
| Home Address*(including postcode)* |  |
| Telephone Number |  |
| Mobile Number |  |
| Personal Email address |  |
| Business Name |  |
| Business Address(including postcode) |  |
| Business Email Address |  |
| Business Mobile or Telephone Number |  |

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| This licence required for: | Personal  |  | Business (Work)  |  | Both  |  |

|  |  |  |  |  |
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| To which email addressed should we issue your licence: | Personal  |  | Business  |  |

**2. Who Will Provide the Expertise During the Licenced Work?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Applicant |  | Other (please provide details) |  |

**3. Your Experience and Qualification in Relation to the Requested Species**

**A. Please give details of your qualifications and/or experience in relation to working with the requested species. Please include details of any courses you have attended and submit copies of any relevant training certificates and completed log books to support your application.**

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**Professional Membership**

**B. Are you a member of a professional organisation (e.g. CIEEM, IEMA, etc.)?**

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|  | Yes |  | No | If **yes** please indicate your level of membership:  |  |

**Protected Species Survey Licences**

**C.** **Do you hold a similar level of licence from Natural England or Scottish Natural Heritage for this species? Please note that this will support your application, but does not automatically guarantee you will be granted with a licence by NRW.**

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|  | Yes |
|  | No |
| **If you have answered yes, please state the licence level and number of years you have actively held this licence.**  |
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**References**

**D. Either provide two references or have a registered bat trainer countersign your application**

Please provide two references from ecologists who are familiar with your work. They must be able to comment on your experience of working with the relevant species and your ability to use the methods and equipment you have proposed within your licence application. Your referees must have held the appropriate species licence within the last two years and must have experience of your work for at least one survey season. Please note that we can only accept **one** reference from the company you currently work for.

All references need to be completed on the reference form and must be able to confirm the following:

1. Their knowledge of the extent of the applicant’s experience in this type of work, including the use of any equipment
2. Any knowledge they may have of the care taken by the applicant while engaged in this type of work, to avoid undue harm or disturbance to wildlife
3. Their own experience in this field.
4. The number of years they have known and worked with the applicant

**Registered Bat Trainer Endorsement**

Has your application has been endorsed by a registered bat trainer and they have completed the relevant section in part C of this form?





**4. Accredited Agent and Assistant Requests**

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.

An **assistant** is employed by a licensee or his/her agent to work under their direct personal supervision at all times. A breach of the licence conditions by an accredited agent, assistant or helper may result in the revocation of your licence. If you propose to employ accredited agents please state what work they will be carrying out and their relevant experience. Please give their full names and addresses.

**A. If you propose to employ accredited agents please give their full names and addresses.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Postal Address** | **E mail Address** |
|  |  |  |

**B. If you propose to employ assistants please give their full names and addresses.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Postal Address** | **E mail Address** |
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**5. Wildlife Offence?**

Have you or your accredited agents or assistants ever been convicted of a wildlife offence?





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| If **YES**, please give details including the name of the person: |
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###### PART B: Application Details

**6. Personal Survey Licence**

Tick all relevant boxes to indicate the work you wish to carry out.

**A. VISITING SUMMER ROOSTS OR TRANSITORY ROOSTS (including examination of bat boxes)**

Licences are not normally issued for handling horseshoe bats as it is not necessary in order to identify them. Please provide additional justification if you wish to handle horseshoe bats.

Those licensed to handle bats are permitted to handle bats for welfare reasons where the bat would otherwise be at risk of injury, e.g. to remove a bat from a site where building work is underway where it is preferable to remove the bat, rather than to leave it to fly off of its own accord.

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|  | Disturb bats without handling them. |
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|  | Disturb and take bats by hand for identification and release. |
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|  | Disturb and take bats by static hand net in roosts and outside roost entrances for identification and release. |

**B. VISITING BAT HIBERNACULA**

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|  | Disturb hibernating bats without handling them. |
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|  | Disturb and take hibernating bats by hand for identification and release. |

Note – Licences are not normally issued for handling hibernating bats. Please supply additional information in support of this request/project.

**C EXAMINATION OF BAT BOXES ONLY**

If your training has been limited to examination of bat boxes only, a licence can be issued which permits the licensee to visit only bat boxes.

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|  | Disturb bats within bat boxes without handling them. |
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|  | Disturb and take bats by hand from bat boxes only for identification and release. |

**7. Project Specific Licence and Conservation Licences**

**A. RINGING AND MARKING BATS**

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|  | Take bats to ring or mark as part of a scientific study or conservation programme. |
|  |  |  |
|  | Take bats in order to examine a ring or mark as part of a scientific study or conservation programme. |
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|  | Take bats to fit with radio tags as part of a scientific study or conservation programme. |

**B. TAKING BATS BY UNCONVENTIONAL METHODS**

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|  | Harp trap |
|  |  |  |
|  | Mist net  |
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|  | With use of ultrasonic lure  |
|  |  |  |
|  | Other (please specify)  |

**C WORK ON BAT ROOSTS FOR CONSERVATION PURPOSES (excluding dwelling places)**

If you wish to apply for a licence to obstruct access to, damage or destroy a bat roost please provide a concise description and justification of the project stating the purpose and the methods to be used. A licence can only be issued from Natural Resources Wales (NRW) for this work if the primary purpose for interfering with a bat roost is for its long term conservation. Provide separate supporting documents if necessary. A Method Statement template can be provided.

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|  | Disturb bats without handling them  |
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|  | Take bats by hand or net for release |
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|  | Take bats by any other method (please specify and provide details in Method Statement) |
|  |  |  |
|  | Obstruct access to a bat roost |
|  |  |  |
|  | Damage a bat roost |
|  |  |  |
|  | Destroy a bat roost |

**8. Disturbing, Handling or Taking Bats for the Purpose of Photography**

A licence **to photograph** bats is not required if the photography is an incidental part of other licensed bat work and it causes no extra disturbance above that caused by the licensed activities. A licence may be issued for the disturbance of bats for the purpose of photographing them where results contribute directly to public awareness about bats, such as for publications or television. Please provide details of the type of photography or filming that will be carried out, what effect this will have on the bats and how the results will be used. Please see note for information on when a licence for photography is required.

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|  | Disturb bats for the purpose of photographing them. Please provide details of the purpose of this work below. |
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**9. Please specify the species, locations and period of time for which you wish your licence to cover.**

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| --- | --- | --- |
| **Species** | **Location** **(All Wales or Specific Locations)** | **Time Period** |
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**10. Do you give permission for NRW to consult species or conservation groups for their view on your application?**





**11. NRW may wish to monitor the work you carry out. Is the owner or occupier willing to allow NRW staff access to the site of your work for this purpose?**





**12. As your application concerns a European Protected Species, please confirm how your proposed actions will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status within their natural range and please also provide a statement as to why there is no satisfactory alternative to the issue of this licence to permit proposed activities.**

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**Part C: Declaration**

WARNING: NRW can modify or revoke any licence that may be issued but this will not be done without good reasons for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false or incorrect information had been provided on this form or any enclosures that resulted in the issue of a licence.

Applicants should note that it is an offence under Section 17 of the WCA and under regulation 59 of the Conservation of Habitats and Species Regulations 2017 to knowingly or recklessly provide false information in order to obtain a licence.

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|[ ]  I understand that failure to comply with any conditions included on any licence granted in respect of this application may constitute an offence. |
|[ ]  I have read the notes for guidance at the front of this form. |
|[ ]  I declare that the particulars given in this application and accompanying documents are correct to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars. |
|[ ]  If a licence is granted I agree to send to NRW a written report of the licensed activities within four weeks of the expiry of the licence. |
|[ ]  I am fully aware of the risks associated with rabies and have been vaccinated against rabies as recommended by NRW if I intend to handle bats. |

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| Signature:  | Date: Click or tap to enter a date. |
| *For electronic applications please insert an electronic signature above or place an X in the box opposite to confirm agreement with the declarations above.* | [ ]  |
| Name in BLOCK LETTERS: |

**Part D. Checklist**

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|  | **Please return your completed application to the following Natural Resource Wales contact details. We would prefer an electronic submission if this is possible.** |
|  | **Species Protection Team,****Natural Resources Wales,** **Maes y Ffynnon,** **Penrhosgarnedd,** **Bangor,** **LL57 2DW** **E-mail:** specieslicence@naturalresourceswales.gov.uk**Tel. 03000653000** | **Checklist before submitting your application:** |
|  |  | 1. Completed Application Form |[ ]
|  |  | 2. Logbook |[ ]
|  |  | 3. Training certificates (where applicable) |[ ]
|  |  | 4. Copy of NE/SNH licence registration (where applicable) |[ ]
|  |  | 5. Two references, or endorsement by a registered bat trainer  |[ ]
|  |  | 6. Application form signed and dated  |[ ]

**To be Completed by the Trainer**

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

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| --- | --- |
| Signature: | Date: Click or tap to enter a date. |
| *For electronic applications please insert an electronic signature above or place an X in the box opposite to confirm agreement with the declarations above.* |[ ]
| Name in BLOCK LETTERS:  |