**Natural Resources Wales**

**Invasive Alien Species (Enforcement and Permitting) Order 2019**

**Licences for activities relating to invasive alien species – Article 36 (2) (d)**

**Method Statement**

**Project Proposal for** *(Insert name of project/title)*

**Site Address:**

**Local Authority:**

**Version Number:**

**Date:**

**Completed by:**

**Guidance**

This template is to be used to accompany a completed application form for an Article 36 (2)(d) Licence for:

* the keeping of an animal by a facility (including any necessary ancillary activities such as transportation) until the end of its natural life in accordance with Article 31(4) of the Invasive Alien Species Regulation 1143 2014.

This template should be viewed as a guide. Please complete all sections of the template which are relevant to the application using committal language (stating what you will do, not what you might or could do)

**1. Introduction – Purpose of the Licence**

*Introduce the project, the context of the proposed work and what it is seeking to achieve.*

**2. Methodology**

*Describe the project in detail, including, where relevant:*

* *state the species of Union concern/ special concern which your application relates to*
* *the name and address of the facility/facilities*
* *how the animal(s) will be securely transported to the facility*
* *the measures in place to prevent the escape of animals from the facility*
* *how animal welfare issues will be addressed*
* *how the animals will be prevented from mating*

**3. Location/s**

*Include map(s) (preferred scale 1:25,000 or less) of the secure containment facility*

**4. Ownership**

*Include name, address and phone number for all owners of the secure containment facility*

**5. Personnel**

*Names of the main people who will undertake the work, what their roles are and their relevant experience (in brief). If additional personnel/volunteers will help, this can be stated. They may not need to be named individually depending on the activities they will undertake (see note on next page relating to accredited agents, assistants and landowners).*

**6. Biosecurity and Contingency Plan**

*Set out here how you:*

* *have identified Biosecurity Risks, including their likelihood of occurrence and severity of effect; and*
* *have taken steps to detect, prevent, control or reduce risks (including the risk of the species escaping or spreading from the contained facility or during transportation); and*
* *will respond to risks (this could include rapid response protocols and the implementation of contingency plans)*

**7. Monitoring Scheme**

*Describe how you propose to monitor the licensed invasive alien species of animals in your care. NRW require a report to be provided annually on the anniversary of the licence date of issue for the duration of the licence. The report will include the number of animals in your possession, how they have been marked (provide evidence e.g. photographs, ring licence numbers etc), how many have died and cause of death, how they are prevented from breeding and any other information relevant to their keeping.*

**8. Consultation**

*If you have consulted with NRW staff regarding this application, please give details.*

*If the project is linked to work proposed or being undertaken under a Natural England licence, or an Animal and Plant Health Agency or Cefas Permit please provide details, including permit / licence reference numbers.*

**9. Any other relevant information**

# ACCREDITED AGENTS AND ASSISTANTS

**The following terms may be subject to periodic review.**

1. **Accredited Agents**

Occasionally a licensee may require an individual to carry out work on their behalf. In cases where individuals are undertaking a licensable activity they may be nominated as accredited agents.

Accredited agents are qualified in the field the licence covers and must work under the guidance of the licensee but may work without their personal supervision. The licensee is ultimately responsible for their actions.

All accredited agents must carry a letter of authority and a copy of the licence whilst undertaking work on behalf of the licensee. In most instances the accredited agent(s) are named on the licence.

1. **Assistants**

Assistants are individuals who help the licensee and do not directly participate in the licensing activity. They are employed by the licensee or his/her agent to work under their direct personal supervision at all times.

They are often record collators or equipment carriers etc. An assistant may be employed where the licensee needs to have someone to accompany them for Health & Safety reasons.

Assistants may or may not be named individually on the licence, however depending upon the level of participation; they may require a letter of authority and a copy of the licence. Where a licensee expects to undertake activities that will require them to be accompanied by assistants, they should request this when completing the licence application form. For example, members of a bat group could be named individually or as a group on a licence for someone who will be undertaking underground surveys and needs to be accompanied by someone, but not necessarily by a licensed person.

1. **Landowners.**

A licensee may be accompanied by an owner or occupier of the land on which the licence is exercised. In such circumstances, it will be the responsibility of the licensee to ensure that no additional disturbance is caused thereby.