



Guidance notes for on the waiving of fees applications for CITES licences

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1) Introduction:

Fees may be waived for applications where the activity would bring conservation benefits to the species to which the specimen belongs and where it is not being undertaken in the course of a trade or business carried on for profit.

Charges will not be applied to the actions of UK Government Departments or their agencies where those actions are aimed at improving or assisting in the conservation of CITES-listed species. Waivers will not generally be granted for projects where the primary funding source is a non – UK institution. We therefore recommend that when bidding for conservation project work from overseas governments and institutions UK research and academic institutions take account of the fees required for CITES permits or certificates in their pricing structure.

2) How do I apply?

Applications for fees to be waived should be submitted to Animal Health's Wildlife Licensing and Registration Service (WLRS) prior to making applications for a CITES permit or certificate that you wish the waiver to apply to.

Applications should be submitted on the application form. Unless all necessary supporting evidence is supplied with the application form a waiver is unlikely to be granted. It is therefore in your interest to supply as much information as you can to support your application for a fee waiver, even where not specified by the [application form](#).

Applications for waivers should be submitted prior to a related application for a CITES permit or certificate. Applications for waivers will not be considered once a related application has been received. Conservation activities that were subject to a waiver prior to 6 April 2009 will need to reapply for a waiver when applications for further CITES permits or certificates related to that activity are sought. Waivers will continue to apply for permits or certificates that have already been issued.

Waivers may be applied to multiple applications or series of applications provided that they relate to the same conservation activity and the required criteria are met in relation to each separate application. Once a waiver has been granted for a conservation activity, subsequent applications need only declare that they come within the terms of that waiver, and it will not be necessary to re-apply.

Applications for waivers will normally take 15 working days to deal with, but may take up to 30 days if they are referred to the relevant UK Scientific Authority. A decision to grant a waiver does not guarantee that a CITES permit or certificate will be issued.

3) Supporting documents

WLRS may submit your application for a waiver to the UK CITES Scientific Authorities (UKSAs) for advice – the Joint Nature Conservation Committee (JNCC) and/or the Royal Botanic Gardens, Kew (RBG Kew). The UKSA may ask us to seek additional evidence from you to demonstrate that it would bring conservation benefits.

4) Activities that may be considered for the waiving of fees

WLRS will be using the decision trees in the Annex to this Guidance Note when they consider whether a fee can be waived. In general terms the decision to grant a waiver will be considered against four categories of activity:

- Captive-breeding or artificial propagation programmes. Where the specimen is required for breeding or propagation purposes from which there are conservation benefits for a species in the wild to which the specimen belongs.
- Re-introduction programmes. Where the specimens are intended to be used in a re-introduction programme from which there are conservation benefits for a species in the wild to which the specimen belongs.
- Education and training. Where the specimens are intended to be used by government bodies or other non-profit organisations for educational purposes relevant to the conservation of that species.
- Scientific purposes. Non-commercial use of specimens in research programmes whose results are aimed at improving understanding and conservation of the species in the wild.