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August 2016

Working with wild animals: applicant check list for information to be included in a project licence application

This checklist should be used in conjunction with the appropriate advice notes

02/2016: Working with animals taken from the wild
02/2015: Use, keeping alive and re-use
03/2015: Rehoming and setting free of animals

Section A of PPL application form	Yes	No	N/A
1. Have you provided information about your specific knowledge, skills and experience relevant to the species under study?			
1A. If not, have you explained how that knowledge, skills and expertise will be gained?			
2. Have you explained how your team, including the named people at the establishment, have species appropriate expertise?			
3. Does your establishment have appropriate accommodation for the species (where relevant)?			
4. For animals that will be used at a licensed establishment, have you explained how the animals will be housed and cared for and whether this meets the standards in the CoP (or follows the cascade therein) or is there a scientific justification for exemption?			
5. Are you intending to move animals from site of capture to a licensed establishment or elsewhere?			
5A, If yes, have you explained the arrangements made to ensure animals can be safely transported and that any permits necessary to transport the species under study are/will be held?			

Section B of PPL application form	Yes	No
6. Do you seek to perform work at a place other than a licenced establishment **(**POLE)?		
7. Have you described where your study sites are, or the type of place that will be used? (e.g. specific sites if only these will be used, or more general descriptions such as “sites where pied flycatchers are nesting”). We will place a condition on the licence to require you to tell us when and where the work will be undertaken so it can be inspected.		
8. Have you explained why procedures either cannot be performed at a licensed establishment or must be performed at a POLE?		
9. Has consent been/will consent be obtained from land owners?		
10. Is it explained how the work is being done in the most humane and environmentally sensitive manner possible?		

Section D of PPL application form **Capture**: the taking and capturing of free-living species may be subject to controls imposed by other legislation depending upon the procedure being performed, species being used and the location of the study. These should be detailed in the PPL	Yes	No	N/A
11. Are licences or other authorities needed from other regulators to capture, handle or study this species?			
If yes 11A, have such licences or other authorities been obtained ? OR 11B. is the process or regulator from which such licences will be obtained detailed?			
12. Have you detailed how the animals will be captured?			
13. Is the method being used the most refined for the species or purpose of the study? Information on how it is ensured that the method does not cause avoidable pain, suffering distress or lasting harm should be included so it can be considered against the requirements of PPL Standard Condition 14(a)			
14. Have you provided information on how the competency and training of people capturing the animals will be ensured? It is the responsibility of the project licence holder to ensure the competency of people capturing animals for use under their project			
15. Is the frequency of trap checking, position of trap and other considerations around trapping (if relevant) described?			
16. Have you considered the likelihood (or intention for) recapture, both deliberate and inadvertent, in terms of likely incidence and effect?			
17. Have you described how any injured or diseased animals will be examined before being used in regulated procedures, and who will perform this examination? 17A. If a veterinary surgeon will not do this, have you explained how an “other competent person” will be trained and assessed?			
18. If treatment would be incompatible with the purpose of the research, for example due to study of a naturally occurring disease, have you justified this on scientific grounds?			
19. Are plans in place to humanely kill or transport animals for treatment if necessary?			
20. Will animals be set free **in the course of** procedures?			
If yes, 20A. Have you provided information on any likely adverse effects as a result of the regulated procedures while the animals are free living?			
20B Have you described the measures you will take to minimise the effects of the procedures on the animals, the environment and human health?			
20C Have you detailed when the end of procedures will be determined if animals are not re-captured or are otherwise lost to the study, in order to ensure that return of procedures and actual severity can be recorded for such animals?			

Identification: Marking, ringing and tagging	Yes	No	N/A
21. If you are identifying animals, have you provided information on how the method either 21A Is not a regulated procedure because it causes no more than momentary (seconds) pain and distress and no lasting harm (including the means of restraint to apply the method of identification)? 21B Is a regulated procedure because it may cause pain, suffering distress or lasting harm?			
22. Will devices remain attached to animals?			
If yes, 22A. Have you described how any adverse effect from the device and attachment will be minimised?			
22B Have you provided information about the measures that will be taken to locate and recapture the animals, or otherwise ensure the devices are removed, at the end of the regulated procedures, or justified why this will not be required ?			
22C. If the devices cannot be removed, have you explained the potential effect on the animals, other animals, the environment and human health?			

Origins of animals and special species:

see 02/2016: Working with animals taken from the wild for definitions

Animals taken from the wild	Yes	No
23. Have you justified the use of animals taken from the wild?		
24. Might any captured animals be strays? (Stray animals cannot be used under ASPA)		
If yes, 24A Have you provided information about how the risk of stray animals being captured or used will be minimised?		

Endangered Species	Yes	No
25. Are any of the species to be used listed on Annex A of EU Directive 338/97?		
26. Are they wild-caught? If YES to both 25 and 26, these species are defined as endangered animals under ASPA Schedule 2B. The application will be referred for special consideration.		
27. Are they captive bred? If YES to 25 and 27, they may be considered as Annex B species (i.e. not on Annex A of 338/97). However the application will still be referred within ASRU for special consideration..		
28. Is the purpose of the project translational or applied research?		
29. Is the purpose of the project aimed at preserving the species of animal being used? Only projects with YES for 28 or 29 are permissible for these animals		
30. Have you confirmed that you will comply with the requirements of other legislation (e.g. CITES regulations) relating to the care and transport of such animals?		

Feral Animals	Yes	No
31. Do you seek to use feral animals?		
32. Is the purpose essential to protect the health or welfare of that species?		
33. Is the purpose to avoid a serious threat to human or animal health or the environment? Only projects with YES for 32 or 33 are permissible for these animals		

Schedule 2 Species	Yes	No
34. Do you seek to use species listed in Schedule 2 of ASPA (e.g. mice, rats, rabbits)?		
35. Have you explained why purpose-bred animals cannot be used?		

Fate of animals

Killing	Yes	No	N/A
36. Will all animals be killed using a Schedule 1 method?			
37. If you intend using a non-schedule 1 method of killing, at a POLE, are these justified and specified on the PPL? NOTES: A method specified on an establishment licence may not be used at a POLE unless detailed on the PPL. Animals can be killed at a POLE using a humane non-schedule 1 method without PPL authority if they have not undergone any regulated procedures and are being killed only for the use of their tissues or organs.			

Setting Free at the end of procedures (See Advice Note 03/2015)	Yes	No	N/A
38. Will animals be set free at the **end** of procedures?			
38A. Have you described the controls to ensure that a veterinary surgeon or other competent person will determine that the animal is not suffering or likely to suffer adverse effects as a result of the regulated procedures?			
38B If a veterinary surgeon will not be doing this, have you explained how an "other competent person" will be trained and assessed?			
39. Have you explained; a) that the animal's state of health allows it to be set free or re-homed; b) that the animal poses no danger to public health, animal health or the environment; c) that there is an adequate scheme in place for ensuring the socialisation of the animal upon being set free or re-homed (not normally required at a POLE); d) that appropriate measures have been taken to safeguard the animal's well-being when re-homed or set free.			
40. Have you provided information on any other licences or authorities that may be required to permit the species being used to be set free?			
41. If animals are suitable to be kept alive but unsuitable to be set free at the end of procedures, are you proposing to re-home them? If YES, has your AWERB advised on a suitable rehabilitation scheme (or is this unnecessary)?			

Re-use (See Advice note 02/2015)	Yes	No
42. May animals be re-used at the end of the regulated procedures?		
43. If animals may be or will be re-used have you explained how you will ensure that; a) the prospective severity of the protocol on which re-use is proposed will be non-recovery, mild or moderate. b) a veterinary surgeon with knowledge of the lifetime experience of the animal has advised that the animals' general state of health and well-being is likely to have been fully restored following the previous series of regulated procedures c) the actual severity of any procedures experienced by the animal in any previous regulated procedure/series of regulated procedures was not classified as severe.		

44. If there is no re-use, have you described the controls you have in place to prevent inadvertent re-use, or assessed the risk of re-use?		