



# Licence Application Form

## Mitigation Licensing - Bats (up to three species)

**Please Note – Applications can be completed online.  
For more information please visit our [website](#).**

Wildlife Licensing  
Natural England  
Horizon House  
Deanery Road  
Bristol, BS1 5AH.  
T. 020802 61089  
[EPS.Mitigation@naturalengland.org.uk](mailto:EPS.Mitigation@naturalengland.org.uk)

- Please complete this application form using **dark ink** and BLOCK CAPITALS.
- Return the completed form to the address shown.
- All questions should be answered as appropriate. Questions marked with “\*” are mandatory and failing to complete these may result in delays to your application.
- If there is insufficient space for completing answers on this form, please attach a separate sheet.
- Natural England will aim to determine the outcome of a completed licence application within its published service standards.
- If you experience any problems completing this application or using the online Case Work Management (CWM) system – please see our [website](#) for guidance or contact Wildlife Licensing.
- Additional guidance is provided in [Using CWM – Applicant Guidance Document](#). This can be downloaded from our website or you can ask Wildlife Licensing to send you a copy.

**For Office Use Only**

CWM Ref No:

  

Charter Deadline:

### 1. Applicant Details

Please enter the details of the person or company who will become the licensee.  
*(For guidance please see attached annex)*

- If the applicant **is** already registered as a customer please complete Registered Applicant Details (a)
- If the applicant **is not** already registered as a customer please complete the New Applicant Registration (b)

#### (a) Registered Applicant Details

*Customer Number	*Surname	*Forename	*Postcode
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

#### (b) New Applicant Registration

*Please note: If you are the agent / named ecologist registering on behalf of the applicant you will need to provide their full authorisation with this application.*

\*Email Address

\*Title (please tick as appropriate) Mr  Mrs  Ms  Other  (Please Specify)

*Forename	Middle Name	*Surname
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Professional Membership (e.g. CIEEM, IEMA, etc.)

House Name / No.

\*Address Line 1

\*Address Line 2

Address Line 3

Town  \*County

\*Postcode  Country

Either 'Telephone No.' or 'Mobile No.' must be completed.

Telephone No.  Mobile No.

Fax no.

\*Customer Type (e.g. Farmer, Householder, Ecologist, etc.)

\*Are you VAT registered? Yes  No  If 'Yes' VAT Number:

\*Are you registered with the Rural Payments Agency? Yes  No  If 'Yes' RPA SBI Number:

(c) If you are registering on behalf of an organisation please complete this section.

\*Position  \*Organisation Name

What is the size of your organisation?

Micro (1 to 10 employees)  
 Small (11 to 49 employees)  
 Medium (50 to 249 employees)  
 Large (250 employees or more)

What is the legal status of your organisation?  
(e.g. private limited company, registered charity, voluntary organisation, Government agency, Local Authority)

Companies House Registration or Registered Charity Number:

(d) Alternative Applicant Contact Details

In the event that the applicant is unavailable to discuss the application, it would be helpful if alternative contact details could be provided. By completing this section you are confirming that this contact is authorised to act on behalf of the applicant.

Name:

Tel Number:

Email Address:

## 2. Named Ecologist Details

Please enter the details of the named ecologist. Please note a named ecologist is required for all development and mitigation applications *(For guidance please see attached annex)*

- *If the ecologist is already registered as a customer please complete Registered Named Ecologist Details (a)*
- *If the ecologist is not already registered as a customer please complete the New Named Ecologist Registration (b)*
- *If there will not be an ecologist used in conjunction with this application please go to the next section.*

### (a) Registered Named Ecologist Details

*Customer Number	*Surname	*Forename	*Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### (b) New Named Ecologist Details

*Please note: If you are the applicant registering on behalf of the agent / named ecologist you will need to provide their full authorisation with this application.*

\*Email Address

\*Title  
(please tick as appropriate) Mr  Mrs  Ms  Other  (Please Specify)

*Forename	Middle Name	*Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional Membership  
(e.g. CIEEM, IEMA, etc)

House Name / No.

\*Address Line 1

\*Address Line 2

Address Line 3

Town  \*County

\*Postcode  Country

*Either 'Telephone No.' or 'Mobile No.' must be completed.*

Telephone No.  Mobile No.

Fax no.

\*Customer Type (e.g. Farmer, Householder, Ecologist, etc.)

\*Are you VAT registered? Yes  No  If 'Yes' VAT Number:

\*Are you registered with the Rural Payments Agency? Yes  No  If 'Yes' RPA SBI Number:

(c) If you are registering on behalf of an organisation please complete the following.

\*Position

\*Organisation Name

What is the size of your organisation?

- Micro (1 to 10 employees)  
 Small (11 to 49 employees)  
 Medium (50 to 249 employees)  
 Large (250 employees or more)

What is the legal status of your organisation?

*(e.g. private limited company, registered charity, voluntary organisation, Government agency, Local Authority)*

Companies House Registration or Registered Charity Number

(d) Alternative Named Ecologist Contact Details

In the event that the named ecologist is unavailable to discuss the application, it would be helpful if alternative contact details could be provided. By completing this section you are confirming that this contact is authorised to act on behalf of the named ecologist and has a detailed knowledge of the application.

Name:

Tel Number:

Email Address:

### 3. Communication Preferences

Please indicate who should be contacted if we need to discuss this application:

*(Please note more than one option can be selected for each question):*

Applicant  Named Ecologist

Please indicate to whom the outcome documentation for this application should be sent:

Applicant  Named Ecologist

Applicant preferences: Email  Post  Telephone

If 'Yes' for telephone, please provide a contact no.

Named Ecologist preferences: Email  Post  Telephone

If 'Yes' for telephone, please provide a contact no.

#### 4. Previous Applications

(a) \* To your knowledge, have there been any previous applications or licence decisions concerning this site? Yes  No

*If 'No' please move to question 4(g). If 'Yes' to (a), please complete the following.*

(b) \* Date of most recent application:

(c) \* Which species was the subject of the previous application?

(d) \* What was the application or licence reference number?

(e) \* What was the outcome of the previous application? (Please select one of the following)

Granted  Not Granted  Advice Only  Deferred  Not Yet Known

(f) To your knowledge, does this application relate to any previously licensed 'mitigation' work for any species on the site being applied for? Yes  No

*If 'Yes' to (f): Please provide application/licence reference numbers, species details and outcome details.*

(g) To your knowledge, is the site being applied for subject to any recent, concurrent, pending or future applications for licences for the same or other European protected species or other protected species? Yes  No

*If 'Yes' to (g): Please provide application/licence reference numbers and/or species information.*

For applications which are part of the Pre-Submission Screening Service:

More information on Natural England's Pre-Submission Screening Service can be found [here](#).

Is this a first draft application? Yes  No  Is this a subsequent draft? Yes  No

Are you aware if your case has been seen or reviewed by Natural England? Yes  No  Not Sure

If yes, who provided the advice and when:

Any further information you would like to provide:

Is this a formal application? Yes  No

Please provide any earlier reference numbers

For applications which are part of Nationally Significant Infrastructure Projects:

Is this a first draft application? Yes  No

Is this a subsequent draft? Yes  No

Is this a formal application? Yes  No

Please provide any earlier reference numbers

## 5. Purpose

**(a) \* Brief Description of Proposal**

E.g. Construction of a new road, maintenance of a bridge, construction of five flats with access road and car parking area.

**(b) \* Please tell us why you need a licence.**

E.g. A day roost will be damaged, a night roost will be destroyed, a maternity roost will be modified and a day roost will be destroyed.

**(c) \* Please confirm the purpose of the application:**

- Imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment under section 55(2)(e)
- Preserving public health or public safety, under section 55(2)(e)
- Preventing the spread of disease, under section 55(2)(f)
- Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber, fisheries or inland waters, or any other form of property under section 55(2)(g)
- A purpose not specified in Regulation 55(2) that is consistent with Article 16(1)(e) of the Habitats Directive, under section 55(4)

**(d) \* Please confirm the category most appropriate to your proposed work**

(Please select one of the following):

- |  |  |
|--|--|
| <input type="checkbox"/> Agriculture / Fishing / Forestry                  | <input type="checkbox"/> Industrial / Manufacturing  |
| <input type="checkbox"/> Archaeological investigation / Site investigation | <input type="checkbox"/> Mineral extraction  |
| <input type="checkbox"/> Bat exclusion from domestic dwellings             | <input type="checkbox"/> Nationally Significant Infrastructure Projects  |
| <input type="checkbox"/> Barn Conversion                                   | <input type="checkbox"/> Places of worship   |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Public community projects (e.g. schools, universities, hospitals, care facilities and other public buildings) |
| <input type="checkbox"/> Communications                                    | <input type="checkbox"/> Small scale repair and maintenance works  |
| <input type="checkbox"/> Energy generation                                 | <input type="checkbox"/> Transport   |
| <input type="checkbox"/> Energy supply                                     | <input type="checkbox"/> Waste management  |
| <input type="checkbox"/> Flood and coastal defences                        | <input type="checkbox"/> Water management  |
| <input type="checkbox"/> Health & Safety                                   | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Heritage  |  |
| <input type="checkbox"/> Housing   |  |

If other, please provide details here:

(e) \* Is the proposed work part of a phased or a multi-plot development? Yes  No

If 'Yes' to (e): You must submit a species specific master plan and Habitat Management and Maintenance Plan with this application, as a separate document. Guidance on what should be included in a master plan can be found at – [http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/WML-G11\\_tcm6-9930.pdf](http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/WML-G11_tcm6-9930.pdf)

## 6. Site Details

\* Is the address for the site to be licensed different to the applicant's address? Yes  No

If 'Yes': For the Site / Location to be licensed, please complete **all** of the following details:

If 'No': Please complete Site / Location Name and OS Grid Reference boxes only.

*(For linear projects, please add the start and end points separately)*

	<i>Site Details</i>
*Site / Location Name:	
House No:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Town:	
*County:	
Postcode:	
*OS Grid Reference: <i>(In format XX123456)</i>	

## 7. Conservation Considerations

(a) \*Will any part of the proposed activity fall in and/or adjacent to a Designated Site?

Yes  No  N/A

If 'Yes' to (a) please complete the table below. If 'No', please go to the next section.

Please indicate whether the activity will fall on and/or adjacent to a designated site:	Designated Site Name:	Type of Designated Site <i>E.g. National Nature Reserve (NNR), Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC), Ramsar Site, Ancient Monument, Marine Nature Reserve (MNR), Area of Outstanding Natural Beauty (AONB)</i>
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		
On <input type="checkbox"/> Adjacent to <input type="checkbox"/>		

(b) Have you consulted with Natural England for advice on the implications of the application on the designated site?

Yes  No  Not Known

(c) Please give either the outcome of your consultations or the reason why you have not consulted us. Please provide any relevant correspondence and the name of the local Natural England adviser or reserve manager consulted.

## 8. Authorisation

(a) \* Is the applicant the owner / occupier of the land?

Yes  No  N/A

If 'Yes' to (a) please go to the next section. If 'No' to (a) please answer (b).

(b) Have you received the owner occupier's permission to apply?

Yes  No

Please note that it is your responsibility as the applicant to obtain the owner or occupier's permissions to act under licence on their property.

You may be asked to provide documentation which confirms that you have owner or occupier's permissions and we will contact you if this is necessary.



## 9. Application Details

(a) Please add details for all licensable actions you wish to perform. Please complete one column per species. You may enter more than one Activity and/or Method or Field Technique per species. Please see annex for guidance on bat roost definitions.

	Licensable Action 1	Licensable Action 2	Licensable Action 3
Application Subject	<i>Bats</i>	<i>Bats</i>	<i>Bats</i>
* Species			
* Activity	<input type="checkbox"/> Capture <input type="checkbox"/> Disturb <input type="checkbox"/> Transport <input type="checkbox"/> Damage breeding site <input type="checkbox"/> Destroy breeding site <input type="checkbox"/> Damage resting place <input type="checkbox"/> Destroy resting place	<input type="checkbox"/> Capture <input type="checkbox"/> Disturb <input type="checkbox"/> Transport <input type="checkbox"/> Damage breeding site <input type="checkbox"/> Destroy breeding site <input type="checkbox"/> Damage resting place <input type="checkbox"/> Destroy resting place	<input type="checkbox"/> Capture <input type="checkbox"/> Disturb <input type="checkbox"/> Transport <input type="checkbox"/> Damage breeding site <input type="checkbox"/> Destroy breeding site <input type="checkbox"/> Damage resting place <input type="checkbox"/> Destroy resting place
* Method or Field Technique	<input type="checkbox"/> By hand <input type="checkbox"/> By static hand-held net <input type="checkbox"/> Temporary exclusion by one way door or valve <input type="checkbox"/> Permanent exclusion <input type="checkbox"/> Destructive search by soft demolition <input type="checkbox"/> Disturbance by illumination <input type="checkbox"/> Disturbance by noise or vibration <input type="checkbox"/> Mechanical demolition <input type="checkbox"/> Temporary obstruction of roost access	<input type="checkbox"/> By hand <input type="checkbox"/> By static hand-held net <input type="checkbox"/> Temporary exclusion by one way door or valve <input type="checkbox"/> Permanent exclusion <input type="checkbox"/> Destructive search by soft demolition <input type="checkbox"/> Disturbance by illumination <input type="checkbox"/> Disturbance by noise or vibration <input type="checkbox"/> Mechanical demolition <input type="checkbox"/> Temporary obstruction of roost access	<input type="checkbox"/> By hand <input type="checkbox"/> By static hand-held net <input type="checkbox"/> Temporary exclusion by one way door or valve <input type="checkbox"/> Permanent exclusion <input type="checkbox"/> Destructive search by soft demolition <input type="checkbox"/> Disturbance by illumination <input type="checkbox"/> Disturbance by noise or vibration <input type="checkbox"/> Mechanical demolition <input type="checkbox"/> Temporary obstruction of roost access
* Number of bats to be affected (at the time that works are proposed)			
* Number of breeding sites to be impacted:			
* Number of resting sites to be impacted: (Please indicate whether hibernation sites are to be impacted)			
Please enter the proposed start date of action below. Please note this refers to the date of the first licensable action, not necessarily when the development commences.			
* Proposed Date From			

(b) \* Have you sent your records to the Local Records Centre? Yes  No

Please note: You must send survey data and habitat assessment data to your Local Records Centre (LRC). It is a condition of survey licences that records are sent to LRCs annually or to other organisations as specified on a particular survey licence (e.g. People's Trust for Endangered Species).

## 10. Experience

Please note: For guidance in completing this section please refer to the Experience in Bat Mitigation document at [http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance\\_tcm6-10534.pdf](http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance_tcm6-10534.pdf)

(a) \* Has the named ecologist associated with this application held or been named on a bat mitigation licence in the past three years for the same species and in relation to a project of similar scale, methodology and mitigation?

Yes  No

If 'Yes' to (a): (b) \* Please provide the name of the issuing authority, the licence reference number and date of issue for licences held:

If 'No' to (a) please complete the following section. If "Yes" to (a) go to the next section.

(c) \* Does the named ecologist currently hold a valid personal survey licence or are they registered to use a minimum of Level 2 Bat class survey licence?

Yes  If 'Yes' complete all of the following.

No  If 'No' go to (f)

(d) \* What is/are the survey licence reference number(s)?

(e) \* Number of years the survey licence(s) have been held

(f) \* Please give brief details of the named ecologist's current science, education or conservation licence or any other licences issued to the ecologist in the last three years relevant to the species relating to this application:

(g) \* Please give brief details of the named ecologist's experience on mitigation projects relevant to the species relating to this application, including in what capacity they acted. State the site names and reference numbers of licences and the type of mitigation involved:

(h) \* Please provide details of the named ecologist's Qualifications, including any Continual Professional Development (CPD) training relevant to the species relating to this application:

Please note: You will need to provide written references from two people who are familiar with the named ecologist's work. Please attach these references with your application. References provided in support of your licence application should:

- Vouch for the named ecologist's suitability and competence to prepare and deliver mitigation projects;
- State how long referees have known the named ecologist and in what capacity;
- Provide details of the named ecologist's mitigation experience with the relevant species or a related species; and
- Provide details of the referees' own mitigation experience and mitigation licence held (if appropriate): at least one referee must have held a mitigation licence within the last 3 years.

(i) \* Are you providing references?

Yes  No

If 'Yes' to (i): Please provide details of the referees. We may need to contact these referees to verify their statements.

1st Referee:

2<sup>nd</sup> Referee:

## 11. Consent Status

(a) \* Is any consent required for your proposed project and the subject of this licence application?

- 1. Planning-related consent required (e.g. Planning permission, listed building consent, etc)
- 2. Demolition consent (under Building Act 1984) including prior notice to demolish.
- 3. Other type of consent required (e.g. Minerals consents, Highway Act consents, Secretary of State Decision Letter, Compulsory Purchase Order, Environment Agency Consent, etc.)
- 4. Permitted Development (under Town and Country Planning Act 1990) - no specific consent required
- 5. No consent required (e.g. Public Health and safety issues)

*If '3' is selected*

(b) \* Please provide details of these consents

*If '5' is selected*

(c) \* Please explain why no consent is required

*If '1', '2' or '3' is selected*

(d) Have you obtained the necessary consent(s) to allow the proposed activity to be commenced?

Yes  No

- *If 'No' to (d), please complete 'Consent Not Obtained'*
- *If 'Yes' to (d), please complete 'Consent Obtained'*

### Consent not obtained

*Please explain why you are applying in advance of the granting of consent that would allow the development to commence and what the circumstances are (e.g. Site investigation work which is required to inform the planning consent decision and where, after avoidance measures, the risk of affecting a European Protected Species is high). Please note that your application is unlikely to be processed until this issue has been resolved.*

(e) \* Please provide details of the outstanding consents to be obtained and the likely timescales for their determination/issue.

#### Pre-Submission Screening Service:

We will provide advice on draft applications, prior to consents being in place and prior to a formal licence application being submitted through this chargeable service. We **strongly** advise customers to use this service rather than trying to pursue a licence under Exceptional Circumstances, particularly where there are concerns about financial implications resulting from delays in obtaining a licence once planning consents are in place. Please see our [website](#) for further advice about this.

Consent obtained

(f) \* Please confirm details of all the consents that have been granted relevant to the proposed activity and this licence application.

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Full Planning Permission  | <input type="checkbox"/> | Outline Planning Permission                                | <input type="checkbox"/> |
| Demolition consent (under Building Act 1984) including prior notice to demolish.      | <input type="checkbox"/> | Conservation Area Consent                                  | <input type="checkbox"/> |
| Listed Building Consent   | <input type="checkbox"/> | Tree Preservation Order                                    | <input type="checkbox"/> |
| Highways Act Consent  | <input type="checkbox"/> | Utilities Consent  | <input type="checkbox"/> |
| Mineral Consent   | <input type="checkbox"/> | Mineral Consent with Review of Mineral Planning Permission | <input type="checkbox"/> |
| Mineral Consent (Review of Mineral Planning Permission submitted to Mineral Planning) | <input type="checkbox"/> | Other consent type   | <input type="checkbox"/> |

If Other, please provide details here:

(g) \* Please provide consent reference number(s)

Please submit copies of the consents (or extracts) that are relevant to the proposed activity and this licence application, if applicable.

(h) For all consents that have been granted, have all conditions or Reserved Matters relating to wildlife species and habitat issues (which are intended to be and are capable of being discharged before development begins) been discharged?

Yes  No

*If 'No' to (i), please answer **all** of the following. If 'Yes', please skip to (j).*

**Please note:** If it is not possible or not intended for the conditions to be discharged before development commences then please complete the questions below.

(i) Please give details of those conditions that are still to be discharged and explain why they have not been discharged.

(j) Is the site subject to any commitment that affects the protected species named in this application?

Yes  No

*For example a Section 106 Agreement (Town and Country Planning act 1990) or other commitments made at a Public Inquiry or in an Environmental Statement.*

*If 'Yes' to (j):* Has the commitment been met? Please also explain what has been done.

If 'Yes' to (j): What work is outstanding and when will it be completed?

(k) Is the site subject to any such commitment that affects other European Protected Species or other protected species? *E.g. a Section 106 Agreement (Town and Country Planning Act 1990) or other commitments made at a Public Inquiry or in an Environmental Statement.*

Yes  No

If 'Yes' to (k): Has this been met?

If 'Yes' to (k): When will this be complete?

*Reasoned Statement & Supporting Documents*

A Reasoned Statement and supporting documents may be required in support of this application.

Copies of the latest version of the Reasoned Statement template which sets out when a Reasoned Statement is required and further guidance to help are available on our [website](#).

Please confirm that you have read and understood the Reasoned Statement template and advice note/guidance

(l) \* Does your application require a Reasoned Statement? Yes  No

If no, please confirm the exception that applies (specify species and scenario e.g. home improvements or small scale housing developments)

Does your application affect a regionally or nationally important population of a European Protected Species? Yes  No

If your application affects a regionally or nationally important population of bats **and** a reasoned statement is not required, you must consult Natural England for advice before making an application.

If 'Yes' to question above and you are not required to submit a reasoned statement, please give either the outcome of your consultation (with details of who you consulted) or the reason why you have not consulted us.

## 12. Consenting Authority

Please provide the Local Planning Authority/Authorities that have granted consent for the proposed project and the subject of this licence application. Please then provide contact details for the responsible officer.

If consent is granted by another body (e.g. Secretary of State, Natural England, Environment Agency, Utilities Consent, Highways Consent, etc) then please provide details for it as appropriate.

If no consent is required (e.g. Public health and safety issues) then please leave the remaining fields blank.

\*Consenting Authority Name

\*Title

\*Forename

\*Surname

\* Position

Email Address

Telephone Number

Address

## 13. Method Statement

A Method Statement must be provided to support this application, along with other supporting documents, which may include some or all of the following:

- Maps
- Figures
- Habitat management and maintenance plans
- Master plan
- Appended survey results
- A work schedule

Please note: The Method Statement should be prepared by a consultant ecologist or another suitably qualified person because compiling the content requires specific species and site-related knowledge.

Further Advice: Copies of the latest versions of templates for all species and further guidance to help you complete them are available on our [website](#).

## 14. Supplementary Information

Please provide any additional information you may have to support your application.

## 15. Data Protection

The data controller is the Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX. You can contact the Natural England Data Protection Manager at: Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP; [foi@naturalengland.org.uk](mailto:foi@naturalengland.org.uk)

Any questions about how we are using your personal data and your associated rights should be sent to the above contact. The Data Protection Officer responsible for monitoring that Natural England is meeting the requirements of the legislation is: Defra group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF. [DefraGroupDataProtectionOfficer@defra.gsi.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gsi.gov.uk)

The information on the licence application form and any supporting material will be used by Natural England to undertake our licensing functions. This will include, but is not limited to assessing your application, issuing a licence if applicable, monitoring compliance with licence conditions and collating licence returns and reports. The personal information we will process will include, but is not limited to your name and contact details, customer type and reasons for wanting a licence. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. That task is to conduct the licensing functions as delegated by Defra to Natural England under Part 8 Agreement under section 78 of the Natural Environment and Rural Communities Act 2006. The processing by us of personal data relating to wildlife-related or animal welfare offences or related security measures is carried out only under official authority. This information is used in assessing an application as it is a material fact.

Natural England will for particular licence applications and at specific stages of the licencing process discuss your application with third parties. The details of this sharing are set out here <https://www.gov.uk/government/publications/wildlife-licensing-privacy-notice>

Your personal data will be kept by us for 7 years after the expiry of your licence or longer if stated in the licence conditions. Failure to provide this information will mean that we will be unable to assess your application for a wildlife licence.

The information you provide is not connected with individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

The data you provide will not be transferred outside the European Economic Area.

A list of your rights under the General Data Protection Regulation, the Data Protection Act 2018, is accessible at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You have the right to lodge a complaint with the ICO (supervisory authority) at any time. Should you wish to exercise that right full details are available at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Details of our Personal Information Charter can be found at:

<https://www.gov.uk/government/organisations/natural-england/about/personal-information-charter>.

### Important Advice:

- **If your application is made under the Wildlife and Countryside Act 1981 (as amended) or the Conservation of Habitats and Species Regulations 2017, 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 is liable, on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding level 5 on the standard scale, or to both. Regarding other wildlife legislation, we will look to provisions in the Fraud Act 2006 (as amended) in respect of applicants making any false representations.**
- **Natural England or the Secretary of State can modify or revoke at any time any licence that is issued, but this will not be done unless there is good reason for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false information has been provided that resulted in the issue of a licence.**



## 16. Declaration

### 16a. Convictions

\* Have you or any person listed in the application been convicted of any wildlife-related or animal welfare offence?

Yes  No

If 'Yes': Please provide details of the convictions: *(including dates)*

*The offences we are referring to relate to persons convicted on or after 1 January 2010 of an offence under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats &c.) Regulations 1994, the Conservation of Habitats and Species Regulations 2017, the Protection of Badgers Act 1992, the Deer Act 1991, the Hunting Act 2004, the Wild Mammals (Protection) Act 1996, the Animal Welfare Act 2006 and the Protection of Animals Act 1911 (all as amended). You do not have to declare conviction if the person concerned is: (1) a rehabilitated person for the purposes of the Rehabilitation of Offenders Act 1974 and their conviction is treated as spent; or (2) in respect of such an offence, a court has made an order discharging them absolutely.*

### 16b. Applicant Declaration.

I have read and understood the privacy notice above.

- 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.
- I have read and understood the guidance provided in the application form and on the Wildlife Licensing Internet guidance pages.
- I declare the particulars given are correct to the best of my knowledge and belief, and I apply for a licence in accordance with the information I have provided.
- I confirm that there is no satisfactory alternative to meet the need/resolve the problem detailed in this application.

I agree to the declaration above.

Signature of Applicant:

For electronic applications, please insert an electronic signature above or tick this box to confirm with the declaration.

Name: *(In BLOCK letters)*

Date:

## 16c. Ecologist Declaration

- I have read and understood the privacy notice above.
- I confirm that I have visited the site(s).
  - I have designed and inputted into the licence proposal.
  - I confirm that there is no satisfactory alternative to meet the need/resolve the problem detailed in this application.
  - I am satisfied that the proposal will result in no adverse impact on the species concerned.
  - I declare the particulars given are correct to the best of my knowledge and belief, and the applicant may apply for a licence in accordance with information I have provided.
  - I have documentary evidence that I am authorised to act on behalf of the applicant that I will supply to Natural England on request.
- I agree to the declaration above.

Signature of Ecologist:

For electronic applications, please insert an electronic signature above or tick this box to confirm with the declaration.

Name: *(In BLOCK letters)*

Date:

## 17. Annex - Application Notes

### *Applicant*

The applicant is the person submitting the application (usually the landowner or occupier) who, if the licence was granted, would become the licensee. The applicant may appoint agents to produce the application pack and act on their behalf. A person with specific skills and knowledge of the species concerned, such as a consultant ecologist, must be appointed to assist in the preparation and the delivery of the proposals that ensure the species protection requirements can be met.

### *Licensee*

The "Licensee" named on the licence is responsible for ensuring that all activities carried out on site in relation to the licence comply with the terms and conditions of the licence. However, all persons authorised to act under the licence must comply with the licence and its conditions (see Regulation 60(1) of the 2017 Regulations). This means that all authorised persons have a responsibility for ensuring that the licence terms and conditions, including any annex special conditions, are understood and complied with. Failure to do so could lead to prosecution.

### *Consultant/Named Ecologist*

The “Named Ecologist” is a professional ecological consultant who has satisfied Natural England that they have the relevant skills, knowledge and experience of the species concerned and is responsible for undertaking and/or overseeing the work undertaken in respect of the licensed species. The ‘Named Ecologist’ has a responsibility for ensuring that the licence is complied with. They are responsible for advising the licensee on the suitability and competence of any Accredited Agents or Assistants employed on site to undertake the required duties and may include the direct supervision of Assistants where appropriate. More information about the experience required to become a named ecologist can be found at: [http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance\\_tcm6-10534.pdf](http://webarchive.nationalarchives.gov.uk/20140605090108/http://www.naturalengland.org.uk/Images/bat-mitigation-guidance_tcm6-10534.pdf)

### *Accredited Agent*

An “Accredited Agent” is a suitably trained and experienced person who is able to carry out work under a licence without the personal supervision of the Named Ecologist. Any Accredited Agent must be appointed by the Licensee and be in possession of a letter signed by the Licensee confirming their appointment. Agents shall carry a copy of the said letter when acting under the licence and shall produce it to any police or Natural England officer on request.

### *Assistants*

An “Assistant” is a person assisting a Named Ecologist or Accredited Agent. Assistants are only authorised to act under this licence whilst they are under the direct supervision of either the Named Ecologist or an Accredited Agent.

### *Bat Roost Definitions*

**Day roost:** a place where individual bats, or small groups of males, rest or shelter in the day but are rarely found by night in the summer.

**Night roost:** a place where bats rest or shelter in the night but are rarely found in the day. May be used by a single individual on occasion or it could be used regularly by the whole colony.

**Feeding roost:** a place where individual bats or a few individuals rest or feed during the night but are rarely present by day.

**Transitional / occasional roost:** used by a few individuals or occasionally small groups for generally short periods of time on waking from hibernation or in the period prior to hibernation.

**Swarming site:** where large numbers of males and females gather during late summer to autumn. Appear to be important mating sites.

**Mating sites:** where mating takes place from later summer and can continue through winter.

**Maternity roost:** where female bats give birth and raise their young to independence.

**Hibernation roost:** where bats may be found individually or together during winter. They have a constant cool temperature and high humidity.

**Satellite roost:** an alternative roost found in close proximity to the main nursery colony used by a few individual breeding females to small groups of breeding females throughout the breeding season.

**Other** – if applicable this will be specified in special condition 7.

### ***For the purpose of this licence the following licensed methods are defined as:***

**Destructive search by soft demolition:** the taking apart of a bat structure in a controlled and careful manner by hand, or in some instances with the assistance of hand-held tools and machinery, under direct ecological supervision. Only the Named Ecologist, Accredited Agent or a directly supervised Assistant may take any bats found.

**Mechanical demolition:** destruction of a structure that previously supported a bat roost using mechanical means after the structure has been declared free of bats by the Named Ecologist or Accredited Agent. Mechanical demolition usually is preceded by a soft demolition exercise or completion of an exclusion process.