



Licence Application Form

Application for a licence to disturb or take bats: Science, education & conservation

**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
wildlife.scicons@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.

<p>For Office Use Only</p> <p>CWM Ref No:</p> <p>Charter Deadline:</p>
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The Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 1981 (as amended) fully protect all bats and their roosts.

Please use this application form if you require one of the following licences:

A personal research licence for scientific projects (including ringing and marking, radio tagging, harp trapping and/or mist netting plus the use of acoustic lures beyond that which is permitted under the relevant survey class licences); or a personal licence for photography or other special projects.

Please complete the sections of this form that apply to your application.

If you wish to undertake works/activities (e.g. development, maintenance, change of use, etc.) that would involve one or more of the following; capture, disturbance, transportation and/or damage/destruction of roosts or resting places of bats please use form WML-A13, available from Natural England Technical Services Wildlife Licensing at the above address or from <https://www.gov.uk/guidance/protected-species-licences-register-to-apply-for-and-manage-licences-online>.

Under Regulation 55 of the Conservation of Habitats and Species Regulations 2017 and Section 16 of the Wildlife and Countryside Act 1981 (as amended), Natural England has the authority to issue licences for a number of purposes. Relevant to this application form are:

- Science and Education (including research)
- Ringing or marking, or examining any ring or mark on bats
- Conservation
- Possession (in relation to scientific research only).

Guidance on the types of licences issued and the knowledge and experience required to obtain these licences is given in the [Bat Workers' Manual](#) (Joint Nature Conservation Committee, 2004), the [Bat Mitigation Guidelines](#) (English Nature, 2004) and the [BCT Bat Surveys Good Practice Guidelines](#) (Bat Conservation Trust, 2012).

No licence is required to keep injured or disabled bats that were obtained legally for the purpose of tending them in order to release them when no longer disabled, providing that they will not be kept for more than 6 months. If bats will be kept for longer than 6 months, then you will need a possession licence. Please use form WML-A37, available from Natural England Customer Services Wildlife Licensing at the above address or from www.naturalengland.org.uk/ourwork/regulation/wildlife.

PART A - Personal Details and Experience

1. Applicant Details

Please enter the details of the person who will become the licensee (see attached annex for guidance)

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

(a) Registered Customer Details

*Customer Number

*Surname

*Forename

*Postcode

(b) New Customer Registration

Please note: If you are the agent 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

Professional Membership

(e.g. CIEEM, IEMA, etc)

If you represent
an organisation
please complete
(i) (ii) and (iii)

(i) *Business Title

(ii) *Company

(iii) *Position

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) 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. Communication Preferences

Applicant preferences: Email Post Telephone

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

3. Previous Applications

(a) * To your knowledge, have there been any previous applications or licence decisions concerning this site?

Yes No

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

(b) * Date of most recent application:

(c) * What was the subject of the previous applications?

(d) * What is 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

4. Qualifications and References

Research or conservation project licences - New applicants or those who have not held a licence within the last three years permitting the same activities and methods will need to provide **two written references** from suitably experienced and licensed persons who can attest to the applicant's suitability, skill and expertise in requested activities.

Renewals without significant alterations can be requested using the report form attached to the existing licence. Please note an updated project plan to support renewal requests may be required.

Renewals with significant alterations can be requested using the report form attached to the existing licence. If the renewal includes new activities or methods one written reference, from a person with an appropriate licence who can attest to the experience and competence of the applicant in carrying out/using the requested activities/methods will be required. Please note an updated project plan to support renewal requests may be required.

Please tick the box that applies to you

- I have held a similar bat licence within the last three years.
- New application - I enclose two references (originals not photocopies).
- Amendment to existing licence – I enclose two written references (originals not photocopies).

5. Purpose

(a) * Confirm the purpose of the application:

- Science or education, under section 55(2)(a) and section 16(3)(a)
- Ringing or marking, under section 55(2)(b) and section 16(3)(b)
- Conserving wild animals, under section 55(2)(c) and section 16(3)(c)
- Protecting any zoological collection, under 55(2)(d) and section 16(3)(d)

(b) * What are the main aims?

6. Justification

(a) * Please provide a summary of your need to apply.

(b) * If you are applying in relation to damage to land, crops, fisheries or property, please provide the extent of the damage and dates (including previous years if appropriate).

(c) * Have you taken any action to prevent the problems outlined above? Yes No N/A

*If 'Yes' to (c)... * Please provide details of the actions taken:*

*If 'No' to (c)... * Please explain why no actions have been taken?*

7. 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.

(c) Have you consulted anyone in Natural England? If yes, please give the name of the contact and relevant details stating whether the consultation was verbal or by letter. Please attach a copy of any written correspondents.

Yes No

(d) Will any of the work you propose take place on a Sites of Special Scientific Interest (SSSI), Special Areas of Conservation (SAC), Special Protection Area (SPA) or nature reserve (e.g. National Nature Reserve, Local Nature Reserve, Wildlife Trust Reserve). Please attach a copy of any written consultations.

Yes No

Name of site:

Designation:

Confirmation of permission:

Name of contact:

8. Authorised Individuals

* Will any additional accredited agents/assistants be required to act under this licence? Yes No

If 'Yes', please complete the details below for each additional accredited agent / assistant. For guidance please see the attached annex.

Please note: The licensee and anyone acting under the licence are responsible for their actions and for complying with the licence conditions. In addition, no-one under the age of 18 may be authorised by the licensee without specific written permission from Natural England for licences that permit shooting.

	Person 1	Person 2	Person 3
* Title:			
* Forename:			
Middle Name:			
* Surname:			
House No.:			
* Address Line 1:			
* Address Line 2:			
Address Line 3:			
Town:			
* County:			
*Postcode:			

PART B – Application Details

9. Specific Conservation Projects and Scientific Research – Personal Licences

If you are applying for a licence which will involve capturing bats beyond that permitted under the bat survey class licences (Levels 3 and 4), ringing, marking, radio tagging, or **other scientific or conservation projects**, you will need to attach a **project plan** as specified in the Annex of this form - in addition to completing the table and questions below.

Note: When you renew a bat project for a new season, you must supply a new up to date version of the project plan initially agreed under the project. If there are any changes, then these must be clearly stated when a return/renewal is submitted.

Note: Please complete the separate form **WML-CLASS-A34** to apply for a **Volunteer Bat Roost Visitor (VBRV) Class Licence and/or a Bat Survey Class Licence**.

	Licensable Action 1	Licensable Action 2	Licensable Action 3
* Species			
* Activity	<input type="checkbox"/> Take <input type="checkbox"/> Possess <input type="checkbox"/> Disturb	<input type="checkbox"/> Take <input type="checkbox"/> Possess <input type="checkbox"/> Disturb	<input type="checkbox"/> Take <input type="checkbox"/> Possess <input type="checkbox"/> Disturb
* Method or Field Technique	<input type="checkbox"/> Artificial light - torches <input type="checkbox"/> Static hand held net <input type="checkbox"/> Hand <input type="checkbox"/> Mist nets <input type="checkbox"/> Harp Trap <input type="checkbox"/> By hand from bat boxes <input type="checkbox"/> Acoustic lures <input type="checkbox"/> Radio transmitter <input type="checkbox"/> Ringing <input type="checkbox"/> Endoscopes <input type="checkbox"/> Other (please specify) <input type="text"/>	<input type="checkbox"/> Artificial light - torches <input type="checkbox"/> Static hand held net <input type="checkbox"/> Hand <input type="checkbox"/> Mist nets <input type="checkbox"/> Harp Trap <input type="checkbox"/> By hand from bat boxes <input type="checkbox"/> Acoustic lures <input type="checkbox"/> Radio transmitter <input type="checkbox"/> Ringing <input type="checkbox"/> Endoscopes <input type="checkbox"/> Other (please specify) <input type="text"/>	<input type="checkbox"/> Artificial light - torches <input type="checkbox"/> Static hand held net <input type="checkbox"/> Hand <input type="checkbox"/> Mist nets <input type="checkbox"/> Harp Trap <input type="checkbox"/> By hand from bat boxes <input type="checkbox"/> Acoustic lures <input type="checkbox"/> Radio transmitter <input type="checkbox"/> Ringing <input type="checkbox"/> Endoscopes <input type="checkbox"/> Other (please specify) <input type="text"/>
* County			
* OS Grid Reference <i>(or 10km grid square)</i>			
* Detailed Location			

* Proposed Date From			
* Proposed Date To			

(b) * Please provide brief details of the work you propose to carry out for the purpose of bat conservation (provide full details in a project plan).

(c) * Have you attached a brief project plan? (See Annex B) Yes No

(d) * Do you wish to photograph bats for scientific or education purposes? Yes No

If you wish to photograph bats for scientific or educational purposes (other than as an incidental part of surveying work) a licence may be issued where there is a special case for doing so. This is normally only where results contribute directly to public awareness about bat conservation, such as filming for television. The welfare of the bats must be the prime consideration at all times.

If 'Yes' to (d):

* Please describe the type of photography that will be carried out, what effect this will have on the bats and how the results will be used.

10. Supplementary Information

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

11. 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

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

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.**

12. Declaration

12a. 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)*

12b. 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.
- 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 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:

13. Annex A - Application Definitions

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 name ecologist can be found here:

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.

14. Annex B – Specification for Project Plan

If you are applying for a licence for conservation activities, research projects or activities not permitted by the bat class survey licences you will need to attach a project plan with this application as specified below.

You must address all bullet points below, preferably in this order.

1. **Project purpose**
 - Objectives of the proposed project.
2. **Methodology**
 - A licence can only be issued if we are satisfied that there are no reasonable alternatives. Please explain what alternatives have been considered and why these are unsatisfactory. You should explain

why the work is necessary and why the outcome can only be achieved by undertaking activities which would constitute an offence without the appropriate licence.

- Provide detailed methods of capture to be employed e.g. mist net, harp trap, cone or tunnel trap, static hand held net, etc and include details of any lures to be used.
- Give locations (including site names and 6 figure grid references), number and species of bats involved.
- If you propose to capture bats in order to ring or mark them please state what rings will be used, how bats will be marked, etc.
- Provide a schedule for all the proposed activities and methods involved and indicate whether work will extend into future years.

Note: Ringing and marking can be very harmful to bats, and licences are only issued for well-supported projects. Appropriately sized rings from the Mammal Society or Bat Conservation Trust should be used for permanent ringing.

- If you propose to kill any bats for scientific research please state the method of killing. It is your responsibility that all the methods are also covered by Home Office approval under the Animal (Scientific Procedures) Act 1986 where applicable.
- If you are proposing to keep bats in captivity please state where and how bats would be obtained, how long they would be kept in captivity and in what conditions.

Note: A licence is not required to keep injured or disabled bats that were obtained legally for the purpose of tending them in order to release them when no longer disabled, providing that they will not be kept for more than 6 months.

3. **Wider scientific context**

- Provide details of how the scientific information that you will gain from this project will be used and what the advantages are for obtaining this information.
- If the project forms part of a wider scientific study or programme explain how this will be incorporated.
- How do you think the actions proposed will affect the conservation status of the species concerned?
- If you have consulted with a Natural England member of staff prior to this application please provide details and append any written communications to your application.