



## Licence Application Form

Application to register for a bat class licence for surveys and/or  
volunteer bat roost visitors (VBRV)

**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. 020 802 61089  
[wildlife.scicons@naturalengland.org.uk](mailto:wildlife.scicons@naturalengland.org.uk)

- Please complete this application form using **dark ink** and BLOCK CAPITALS.
- Return the completed form to the postal or email 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 who will become registered to use the Class Licences:

- 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

\*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

Please note that further guidance on references for applicants and referees can be found on the Natural England website – see ['Reference guidance'](#)

- (a) **Volunteer Bat Roost Visitor class licences** - New applicants for Volunteer Bat Roost Visitor class licences must have their application forms endorsed by a registered and licensed trainer. Registered Volunteer Bat Roost Visitor class licence users must **also** be registered as Natural England volunteers. The purpose of a licensed trainer is to train registered trainees for a Volunteer Bat Roost Visitor licence.

It is a condition of the Volunteer Bat Roost Visitor licences (Level 1 WML-CL15 and Level 2 WML-CL16) that each registered Volunteer Bat Roost Visitor provides Natural England with a report by 31st May each year. This must state whether they wish to remain registered to use the licence and confirm that Bat Roost Visit Report Forms were submitted to the Bat Advice Contractor for each site where the licence was used.

**Please tick the box to confirm:**

- CL15:** This application is endorsed by a licensed Volunteer Bat Roost Visitor trainer:  
Please note - The Volunteer Bat Roost Visitor trainer should complete the declaration at Section 5 (Volunteer Bat Roost Visitor Licences) below.
- CL16:** I am already a licensed Volunteer Bat Roost Visitor, I am a registered Natural England Volunteer and I enclose a copy of a completed course certificate for a Natural England provided 'train the trainer' course.

(b) **Survey (Science & Education) licences** - new and upgrade applications

For **new** applications:

**Level 1 (CL17)** - Two suitable written references (originals not photocopies) or one suitable written reference and a copy of a licence from another authority.

**Level 2 (CL18)** - Two suitable written references **or** one suitable written reference and/or Certificate of satisfactory completion from a training course with suitable content and/or Log book of activities undertaken showing suitable experience with bat species using the methods on the licence.

**Level 3 (CL19) and/or Level 4 (CL20)** - Two suitable written references or one suitable written reference and one certificate of satisfactory completion from a training course with suitable content, or one suitable written reference and a copy of a licence from another authority.

Note: If you have held a licence for the methods you are applying for within the last three years, you do not need to submit references.

**Please tick the box to confirm:**

- I have held a similar bat licence within the last three years.
- I enclose two references (originals not photocopies), or one reference and a course certificate or one reference and a copy of a licence from another authority.
- For Level 2 (CL18) **only**, I enclose two suitable written references or one suitable written reference and/or Certificate of satisfactory completion from a training course with suitable content and/or Log book of activities undertaken showing suitable experience with bat species using the methods on the licence.

For **upgrade** applications:

**For an upgrade of bat survey level 1 (CL17) to bat survey level 2 (CL18) only** I enclose **two** of the following:

**For an upgrade of bat survey level 3 (CL19) to bat survey level 4 (CL20) only** I enclose:

**Please tick the box to confirm:**

For an upgrade of bat survey level 1 (CL17) to bat survey level 2 (CL18) **only** I enclose **two** of the following:

- One suitable written reference
- Certificate of satisfactory completion from a training course with suitable content and/or
- A log of suitable experience

For an upgrade of bat survey level 3 (CL19) to bat survey level 4 (CL20) **only** I enclose:

- One suitable written reference

## 5. Volunteer Bat Roost Visitor Class Licences

The Volunteer Bat Roost Visitor class licences are issued solely for the purpose of carrying out official visits as part of Natural England's Bat Advice service. All those wishing to be registered to use the Volunteer Bat Roost Visitor licence must be registered as volunteers with Natural England as a condition of the licence (this includes trainees). Please contact [batvolunteers@naturalengland.org.uk](mailto:batvolunteers@naturalengland.org.uk) mailbox for assistance in registration.

Volunteer Bat Roost Visitors may be required to visit a property where bats have been discovered in order to advise the property owner on the implications of the presence of the bats and to encourage a favourable outcome for the conservation of them. A licence is required to carry out this work which may also require the Volunteer Bat Roost Visitor to examine or handle bats in their roost. A Volunteer Bat Roost Visitor licence may only be relied upon when undertaking official duties as a Volunteer Bat Roost Visitor, under Natural England's Bat Advice Service, or when training unlicensed Volunteer Bat Roost Visitor workers. This type of licence is issued for conservation purposes and there is no specification for scientific recording: if you wish to apply for a licence for surveying and monitoring, **please complete section 6** of this form.

Please specify which level of Volunteer Bat Roost Visitor class licence you are applying for (tick one box)

- Level 1 (WML-CL15)** – This class licence permits the use of artificial light (e.g. torches), endoscopes and static hand-held nets while undertaking official duties as a Volunteer Bat Roost Visitor.
- Level 2 (WML-CL16)** – This class licence permits the training of unlicensed bat workers under the licensee's personal supervision AND all the activities included in the Level 1 Volunteer Bat Roost Visitor licence.

To be completed by the Registered Volunteer Bat Roost Visitor Trainer

Please tick the appropriate box

**Licence Alterations to existing Volunteer Bat Roost Visitor Licences:**

- I certify that I have personally supervised the applicant and I am satisfied that he/she is competent to undertake the activities detailed in this application form (see section 5 above) which are additional to those permitted under their previous licence.

**New Volunteer Bat Roost Visitor Licences:**

- I certify that I have personally supervised the applicant and that the training he/she has received meets the standards and requirements defined in the JNCC Bat Workers Manual. I am satisfied that he/she is competent to undertake the activities detailed in this application form (see section 5 above, Level 1) and can be registered to use this class licence.

Signature of Registered  
Volunteer Bat Roost Visitor  
Trainer:

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

Name: *(In BLOCK letters)*

Date:

Licence reference:

Expiry date:

## 6. Class Licences for Surveying

These class licences should be used to collect data to increase scientific knowledge. Registered persons can be individuals who undertake bat survey and monitoring work in a voluntary or professional capacity. Registered persons will be required to complete an annual report form to provide details of the work carried out under licence.

If you are applying for a class licence to carry out a survey, visits need to be regulated to limit disturbance and therefore you are encouraged to liaise with appropriate local bat groups or licensees.

Please specify which level of class survey licence you are applying for (tick one box unless Level 3 & Level 4):

- Level 1 (WML-CL17)** – This class licence permits the disturbance of bats by observation only (including the use of artificial light, in the form of torches but not endoscopes). Disturbance of hibernating bats is not permitted.
- Level 2 (WML-CL18)** – This class licence permits the disturbance of bats using artificial light (e.g. torches) and endoscopes, and the taking/capture of bats by hand and use of static hand-held nets. Disturbance, but not the taking, of hibernating bats is permitted.
- Level 3 (WML-CL19)** – This class licence permits the disturbance of bats using artificial light (e.g. torches) and endoscopes, and the taking/capture of bats by hand, static hand-held nets, mist nets and acoustic lures. Disturbance, but not the taking, of hibernating bats is permitted.
- Level 4 (WML-CL20)** – This class licence permits the disturbance of bats using artificial light (e.g. torches) and endoscopes, and the taking/capture of bats by hand, static hand-held nets, harp traps and acoustic lures. Disturbance, but not the taking, of hibernating bats is permitted.

Please Note: Survey class licences Levels 3 and 4 issued to use **harp traps or mist nets (with acoustic lures) for surveying** only permit these activities to be carried out for a maximum of 3 days at any one site and only where surveys are required to inform impact assessments of development proposals. If you have a requirement to use either technique for a longer time period or for a different purpose you will need to complete a separate project plan and apply for an individual licence application. Any licence application for harp traps or mist nets and acoustic lures must be supported by one or two references from suitably experienced person(s) who hold a licence to use these methods. Acoustic lures do not have to be employed each time a harp trap or mist net is used. It is up to the registered person to determine what methods are appropriate and to utilise this method responsibly. Accredited agents cannot undertake harp trapping, mist netting or use lures under the class survey licences – only the registered person is licensed to undertake these activities or to directly supervise an assistant.

Please note: **photographing** bats is permitted under all levels of the bat class licences, provided that no additional disturbance is caused. If additional disturbance would be caused, then a specific project application would be required (using form WML-A34).

Please note: **handling hibernating bats** is not permitted under any of the bat survey class licences. If handling hibernating bats (for example to read rings) is considered to be a necessary element of your survey/monitoring/research, a separate project plan will need to be made (using form WML-A34).

Please note: should you wish to check **bat boxes** and it is likely that you will handle bats whilst doing so a Level 2 class survey licence is required. A Level 1 class survey licence is only applicable where bats will not be handled.

## 7. Supplementary Information

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

## 8. 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(as amended), 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 discovered that false information has been provided that resulted in the issue of a licence.**

## 9. Declaration

### 9a. 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)*

### 9b. 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: