

## **Applying for licences to undertake standard survey work on bats**

In many situations it is necessary to hold a licence in order to undertake standard survey work on protected species. Before NRW can issue a licence we need to have received all the relevant information. To ensure we are able to deal with your application efficiently please read all the notes on the application form and answer all the questions fully.

A licence can only be issued once NRW is satisfied that all relevant criteria have been met. Applicants must demonstrate that they have sufficient experience to undertake the activity requested in the licence application.

If NRW does not receive all the information requested this may delay your application. NRW aims to process applications within 30 working days of receipt of all information requested.

The following brief information has been produced for applicants on the experience required for certain activities:

- **To disturb bats at a roost or hibernation site** your licensed bat trainer must confirm you have sufficient experience of this activity.
- **To take bats by hand** your licensed bat trainer must confirm you have sufficient experience of this activity.
- **To use a harp trap, mist nets or other trapping methods** you should be able to show under what licence you have previously undertaken this activity. Such licences are normally issued on a site specific basis supported by a detailed justification.

### **Notes:**

- Where possible ensure your bat **trainer** signs the relevant part of your application. If you are unable to obtain a bat trainer then provide two references and ensure a satisfactory explanation is provided. Any person providing a reference should indicate their personal experience of you undertaking the activity for which you are making the application. A copy of your **NE** or **SNH** licence should also be provided.

- Where possible **be specific about the site** or sites where you wish to undertake the work.
- If you wish to train others on working with bats then provide evidence that you have been on a recognised “**training for trainers**” course.
- Where you wish to name **assistants or accredited agents** ensure they have sufficient experience for the specific activity and indicate which activities they are to carry out and where. The licensee is fully responsible for all persons acting under their licence.
- If during the proposed activities you are going to disturb **other protected species** then you may need a licence for that species as well. For example when undertaking bat survey work at underground sites where otters are known to occur you need to have a licence for otter disturbance in addition to the bat disturbance licence. However, a licence would not be required if there is no prior knowledge that another protected species will be present. For example, if bats are found whilst undertaking dormouse nest box checks, a licence should not be required provided the nest box is immediately closed and is then left undisturbed.
- **Training** should follow the syllabus outlined in the Bat Workers Manual.
- If this is your **first licence** application then CCW will normally issue the licence for 1 year. Standard **renewal licences** are normally then issued for 2 years unless there have been problems in receiving licence reports.
- If you wish to undertake specific **photography** then such activities should be site specific and supported by a full justification why such additional disturbance is necessary.
- *Holding a licence to work on protected species is a privilege and not a right.*

### **Accredited agents and assistants**

#### **Accredited Agents**

Occasionally a licensee may require an individual to carry out work on their behalf. In cases where individuals are actually undertaking a licensable activity they may be nominated as accredited agents.

Accredited agents are qualified in the field the licence covers, and must work under the guidance of the licensee. The licensee is ultimately responsible for their actions.

All accredited agents must carry a letter of authority and a copy of the licence whilst undertaking work on behalf of the licensee. In most instances the accredited agent(s) are named on the licence.

### **Assistants**

Assistants are individuals who help the licensee and do not directly participate in the licensing activity. They are often record collators or equipment carriers etc.

Assistants are named on the licence, in preparation for any future licence applications of their own. Depending upon the level of participation, they may require a letter of authority and a copy of the licence.