**NRW Scientific Licence Project Plan Template – Species (not bats\*)**

\*Please note that there is a specific template for bat licence applications.

**Project Proposal for** *(Insert name of project/title)*

**Site Address:**

**Version Number:**

**Date:**

**Completed by:**

*Guidance*

*This template is to be used for project licence applications for research and/or conservation purposes. Please complete all sections of the template which are relevant to the application and delete those which are not. This template should be viewed as a guide and where possible additional sections can be added where relevant.*

**1. Background and aims**

A few sentences to provide the context for the proposed work - what are the broad aims of the project and how will this work answer these? Why is the project being proposed (e.g. research needed on this species because of lack of knowledge, or to answer a particular question or to inform conservation management etc), why this/these species, at the chosen location/s, why this applicant in particular wants to do this work.

**2. Study objectives**

Summary of the specific questions the study is designed to answer.

**3. Methodology**

**3.1 Site selection** How study sites were chosen if not already covered in background (e.g. woodlands over 25 ha – known habitat preference of study species; a particular SSSI to inform site management etc).

**3.2 Catching, handling, marking etc.** In addition to a description of the proposed methods, please give locations, number and species involved (where this is known in advance).

**3.2.1 Capture methods**

Provide detailed methods of capture to be employed, e.g. trap type, trapping location and timings

**3.2.2 Handling and identification**

Provide details of the methods to be employed in the handling and identification of animals captured.

**3.2.3 Ringing or marking**

If you propose to mark the animals captured for individual identification, please provide full details of the marking method, including how it will be applied and the number of individuals to be marked by sex and age. This will include temporary (e.g. fur clipping) and permanent marking (e.g. microchipping).

**3.2.4 Radio-tagging (if applicable)**

Provide details of the type, size (weight) and method of attachment of any radio-tags to be used. Describe the number of tags to be deployed, the process for selecting animals to be fitted with a radio-tag and how radio-tags will be removed. Also provide details of any Home Office licences required under the Animal (Scientific Procedures) Act 1986.

**3.2.5 Radio tracking**

Describe the method to be used for radio-tracking and data collection.

**4. Alternative methods.**

A licence can only be issued if there are no reasonable alternatives. The least disturbing options should be considered initially. Please explain why the work is necessary, briefly what alternatives have been considered and why these have been considered as unsatisfactory.

**5. Schedule of work**

Give a schedule for the project and proposed activities and indicate whether the work will extend into future years.

**6. Location/s** Where specific sites have been identified, the name, location and grid reference should be provided. If it is not possible to identify specific sites, the area or county should be listed with more information on the method for selecting the sites where the work will be undertaken.

**7. Personnel**

Names of the main people who will undertake the work, what their roles are and their relevant experience *(in brief)*. If additional personnel/volunteers will help, this can be stated. They may not need to be named individually depending on the activities they will undertake (see note on next page).

**8. Wider scientific context and project results**

**8.1** Give details of what the advantages are for obtaining this information and how the results will be disseminated and used.

**8.2** If the project forms part of a wider scientific study or programme, explain how this work fits in with that.

**9. Consultation**

If you have consulted with NRW staff regarding this application, please give details.

If the project is linked to work proposed or being undertaken under a NE or SG licence, please provide details.

# ACCREDITED AGENTS AND ASSISTANTS

**The following terms may be subject to periodic review.**

1. **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 but may work without their personal supervision. 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.

1. **Assistants**

Assistants are individuals who help the licensee and do not directly participate in the licensing activity. They are employed by the licensee or his/her agent to work under their direct personal supervision at all times.

They are often record collators or equipment carriers etc. An assistant may be employed where the licensee needs to have someone to accompany them for Health & Safety reasons.

Assistants may or may not be named individually on the licence, however depending upon the level of participation; they may require a letter of authority and a copy of the licence. Where a licensee expects to undertake activities that will require them to be accompanied by assistants, they should request this when completing the licence application form. For example, members of a bat group could be named individually or as a group on a licence for someone who will be undertaking underground surveys and needs to be accompanied by someone, but not necessarily by a licensed person.

1. **Landowners.**

A licensee may be accompanied by an owner or occupier of the land on which the licence is exercised. In such circumstances, it will be the responsibility of the licensee to ensure that no additional disturbance is caused thereby.