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**Licence application form – works affecting otters**

**The Conservation (Natural Habitats, &c.) Regulations 1994 (as amended)**

If you need assistance filling in this form please contact the SNH Licensing Team:

Email: [licensing@nature.scot](mailto:licensing@nature.scot) Telephone: 01463 725364

Please answer all relevant questions fully and do not defer to other attached documents.

Who should use this application form

This licence application form is for anyone who wishes to carry out works (private or commercial), that will cause disturbance to otter and/or where an otter shelter will be obstructed, damaged or destroyed at any time of year.

Amendments

If you wish to amend a current licence please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Works%20affecting%20otters%20licence%20XXXXX%20-%20amendment%20request) with the licence reference number, the details you wish to change and the reasons for this change.

Renewals

If you wish to renew a licence that has expired within the last 18 months, you must have submitted a [licence return](https://www.nature.scot/otters-licence-forms-and-guidance-documents) for your expired licence before we can process your renewal. To request a renewal, please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Works%20affecting%20otters%20licence%20XXXXX%20-%20renewal%20request), quoting your previous licence number.

Section A: Licence holder details

Please provide the name and address of the licence holder, this person will be legally responsible for ensuring that all licence conditions are met and for submitting a return to SNH Licensing at the end of the licence period.

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| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Email address** |  |
| **Organisation/consultancy name** (if this is your work address) |  |
| **Address** |  |
| **Postcode** |  |
| **Contact telephone number(s)** |  |
| **Type of address** | **Home  Work** |

**Section B: Licence Details**

|  |  |
| --- | --- |
| **Name of works**  (this is how your proposed works will be referred to in all future correspondence) *(e.g. Riverside Walk New Foot Bridge)* |  |
| **Location of works**  (include site name, address, postcode, and local authority area) |  |
| **Six figure grid reference of works location** (*e.g. NX100200)* |  |
| **Proposed start date of works** | Click here to enter a date. |
| **Proposed end date of works** | Click here to enter a date. |
| **Date you require your licence**  (i.e. date when you need confirmation that a licence will be issued to allow preparation for the works) | Click here to enter a date. |

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| **Proposal details**  **Provide brief details of the proposed works and any elements which will impact on otter.**  *(e.g. New foot bridge construction to extend a public path network to encourage walking/cycling to/from a new housing development.)* | |
|  | |
| **Is the works area covered by a nature conservation designation?** *(e.g. Site of Special Scientific Interest, Special Protection Area, Special Area of Conservation etc. –* [*see our website for site locations and information*](http://gateway.snh.gov.uk/sitelink/index.jsp)*).* |  |

**Section C: Activities to be licensed**

Describe all otter shelters (structures or places used for shelter or protection, breeding sites or resting places) which will be impacted by the works. **Please also enclose a location map/plan of the works, clearly showing the locations of all otter shelters affected by the proposals. You are also required to submit an Otter Survey Report and Species Protection Plan with your application.** Please provide distances of the intended protection zones where the 'no works' area refers to the areas around the shelters in which no access or works are permitted at any time to protect the integrity of the structures. The 'restricted works' area refers to areas where works are permitted but must be carried out in accordance with the Species Protection Plan.

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| **Shelter name**  (consistent with survey) | **Shelter location and grid reference** | **Protection zones**  (closest distance to the shelter) | | **Type of shelter** | **Status of shelter** | **Offences** | **Works affecting otters and their impacts**  *(e.g. disturbance during bank re-profiling)* |
|  |  | **Restricted works**  (metres) | **No works**  (metres) |  |  |  |  |
|  |  |  |  |  |  | **Disturb**  **Damage** **Obstruct**  **Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |
|  |  |  |  |  |  | **Disturb  Damage Obstruct  Destroy** |  |

For each of the places of shelter you have listed in the above table, describe the measures that will be put in place to minimise impacts on otter.

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| **Shelter name**  (consistent with table above) | **Mitigation measures**  Describe the measures that will be implemented to minimise the impact of the works on otter. | **Compensation measures**  Describe any compensation measures that you will put in place to provide alternative shelter for otter. |
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**Section D: Licence purpose**

Licences for works which will affect otter can only be issued for one or more of the specific licensing purposes listed below. Please confirm the purpose(s) for which you seek a licence for the proposed works by selecting the relevant significance and answering the corresponding questions. If you choose more than one purpose, please choose which purpose is of primary and which is of secondary significance.

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Significance** | **Sections below to be completed** |
| **For preserving public health or public safety** |  | [Complete purpose 1](#Check1) |
| **For an imperative (urgent) reason of overriding (long-term) public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment** |  | [Complete purpose 2](#Check2) |
| **For preventing serious damage to livestock, foodstuffs for livestock, crops, fruit, growing timber or any other form of property or fisheries** |  | [Complete purpose 3](#Check3) |
| **For preventing the spread of disease** |  | [Complete purpose 4](#Check4) |

**Please complete the sections below – you only need to complete the sections which apply to the purposes you have selected above.**

**Purpose 1. For preserving public health or public safety.** All questions must be answered. Please only complete if you selected ‘for preserving public health and safety’ in the table above.

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| **What is the specific public health or safety risk?** |
|  |
| **Who is at risk?** |
|  |
| **Explain how urgently the risk needs to be addressed and the proposed timescale** |
|  |

**Purpose 2. For an imperative (urgent) reason of overriding (long-term) public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment.** All questions must be answered. Please only complete if you selected ‘For an imperative (urgent) reason of overriding (long-term) public interest including those of a social, economic nature and beneficial consequences of primary importance to the natural heritage’ in the table above.

|  |  |
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| **What type of benefit(s) will be realised by carrying out the proposed works**  tick any relevant box(es) | **Economic**  **Social**  **Environmental** |
| **Describe the economic, social or environmental benefit(s) which will be realised by the proposed works.** | |
|  | |
| **Who will benefit from the proposed works (individual(s), local community, regional area, national level benefit)? Will the benefit(s) be long or short-term?** | |
|  | |
| **How urgent is this work?** | |
|  | |
| **Do the proposed works meet with local, regional or national planning policy? If so name the document(s) and give the relevant policy number(s).** | |
|  | |

**Purpose 3. For preventing serious damage to livestock, foodstuffs for livestock, crops, fruit, growing timber or any other form of property or fisheries.** Please only complete if you selected ‘for preventing serious damage to livestock, foodstuffs for livestock, crops, fruit, growing timber or any other form of property’ in the table above.

Please enclose with your application evidence of the serious damage which is occurring and/or will occur if the proposed works are not carried out *(e.g. results of a structural survey, and/or photographs to show damage).*

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| **What serious damage is occurring and/or will occur if the proposed works are not carried out?** |
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**Purpose 4. For preventing the spread of disease.** Please only complete if you selected ‘for preventing the spread of disease’ in the table above.

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| **What disease is being spread or will be spread if the proposed works are not carried out?** |
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**Section E: Alternatives**

Before granting a licence we need assurance that you have considered other options to the proposed works that would avoid impacts to otter, and the reasons why each alternative considered does not provide a satisfactory alternative. **Please follow our guidance on** [**satisfactory alternatives**](https://www.nature.scot/otters-licence-forms-and-guidance-documents)**.**

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| **Please describe all alternative options you have considered and the reasons why these do not provide a satisfactory alternative to the proposed works. Simply stating ‘there is no alternative’ is not appropriate** *(e.g.**not carrying out the proposed works; alternative location, alternative design; timing of works).* |
|  |

**Section F: Overseeing works which will affect otters**

Activities such as invasive surveys of otter shelters, obstructing, damaging or destroying otter shelters, or any other situation where expert judgement or specialist technical skills are required, will only be permitted to be carried out by persons, or under the surveillance of persons, with appropriate experience, (and who hold an otter survey licence if camera trapping of holts to confirm status is required).

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| **Do you intend to carry out/oversee this work yourself?** | **Yes**  **No** |
| **If ‘yes’ please provide details of your experience of overseeing works which will affect otters** | |
| **If ‘no’, please provide details of the otter surveyor who will oversee this work** | |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| Organisation/consultancy name (optional) |  |
| **Email address** |  |
| **Contact telephone number(s)** |  |
| Details of their experience of overseeing this type of work which will affect otters |  |
| **May we email a copy of your licence to this person?** | **Yes**  **No** |
| **Do you give permission for this person to request amendments to the licence on your behalf if required?** | **Yes**  **No** |

**Section G: Permissions and consents required for proposal**

Give details of all statutory consents and/or permissions required for the proposed works. Note that a licence is unlikely to be granted until all other statutory permissions and consents for the works have been received. We may ask for copies of any permissions or consents granted.

|  |  |  |  |
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| **Permission type** | **Planning status** | **Reference number** | **Date granted/expected** |
| **Full planning permission** | Granted  Applied for |  | Click here to enter a date. |
| **Planning permission in principle** | Granted  Applied for |  | Click here to enter a date. |
| **Building warrant** | Granted  Applied for |  | Click here to enter a date. |
| **Listed building consent** | Granted  Applied for |  | Click here to enter a date. |
| **Demolition consent** | Granted  Applied for |  | Click here to enter a date. |
| **Other required permission or consent** (please name) |  | | |
| **Planning/issuing authority** |  | | |

**Section H: Required documents checklist**

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| **Confirm by ticking the boxes below that all the information we require to assess your licence has been submitted with your application.**  **A valid otter survey report – accepted only if the survey was carried out within the last 18 months, and accords with current best practice guidelines.**  **A species protection plan based on the findings of the otter survey which accords with current best practice guidelines.**  **A detailed location map/plan clearly showing the site and proposed works.**  **A location map clearly showing each otter shelter which will be affected by the proposals.**  **Evidence to support justification of licensing purpose, e.g. structural survey, habitat survey, photographs, design plans, etc.** |

**Section I: Declaration**

* I understand that it is an offence under Regulation 46 of The Conservation (Natural Habitats, &c.) Regulations 1994 (as amended) to knowingly or recklessly provide false information in order to obtain a licence, and I declare that the particulars given in this application and any accompanying documents are true and accurate to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars.
* I understand that failure to comply with any conditions included on any licence granted in respect of this application may constitute an offence.

|  |  |
| --- | --- |
| **Date**: Click here to enter a date. | **Print name:**  **Electronic signature:** |

**Submitting your application form**

This application **should be submitted by email by the licence holder** as named on this licence application (in which case please print name above and a signature is not required). If this application is not submitted by the licence holder, the electronic signature of the licence holder must be inserted above, and they must be copied in to the submission email. Please email the completed application form, together with all supporting information, to:[**licensing@nature.scot**](mailto:licensing@nature.scot)

Please do not send zip files as these may be blocked by our security system and not received.

Once we have received your application, you will receive an automated email acknowledging this. Please quote the reference number given in the email if you need to contact us in relation to your application.

If you do not have access to email, you can print out and send your application and supporting information to the postal address below. Please note if you apply by post you will not receive confirmation that your application has been received.

**Licensing Section**

**Scottish Natural Heritage**

**Great Glen House**

**Leachkin Road**

**Inverness**

**IV3 8NW**

[How we adhere with the Data Protection Act and the Scottish Regulators' Strategic Code of Practice](https://www.nature.scot/data-protection-how-we-use-your-personal-information-accordance-data-protection-act)