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| https://www.nature.scot/sites/default/files/2018-05/SNH%20logo%20colour%20cmyk%20JPEG.jpg |  |

**Licence application form – bat survey**

**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 Telephone: 01463 725364

Who should use this application form

Persons wishing to carry out bat survey for science, research or education purposes that may cause disturbance to bats and where bats may need to be temporarily taken for identification purposes. For specific projects for science and research purposes (e.g. radio tracking, tissue/DNA analysis) please see our [website](https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-z-guide/bats-and-licensing/bats-licences-surveys-and) for guidance on how to apply for a licence.

This licence application form should only be used if you do not currently hold a bat survey licence in the UK, or if you have not held a bat survey licence in Scotland in the last five years. If you do currently hold a bat survey licence in the UK, but outwith Scotland, please see our [website](https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-z-guide/bats-and-licensing/bats-licences-surveys-and) for details of how to apply for a licence.

Amendments

If you wish to amend a current licence please email SNH Licensing Team 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 five years, you must have submitted a [licence return](https://www.nature.scot/bats-licence-forms-and-guidance-documents) for your expired licence before we can process your renewal. To request a renewal, please email SNH Licensing Team, quoting your previous licence number.

**Section A: Licence holder details**

|  |  |
| --- | --- |
| **Title**  |       |
| **First name**  |       |
| **Surname** |       |
| **Email address** |       |
| **Home address** |       |
| **Postcode** |       |
| **Contact telephone number(s)** |       |

**Section B: Licence details**

Please select below the type of bat licence you require. Licences are issued for 5 years with bat survey licences expiring on the 31st October, bat survey and tree roost surveys on the 30th November.

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| **Type of licence** | **[ ]  Bat survey** (excluding hibernacula)**[ ]  Bat survey including hibernacula****[ ]  Bat tree roost survey** (including bat boxes) |
| **Date you require your licence** | Click here to enter a date. |

The standard methods allowed on bat survey licences for taking bats for identification purposes are “by hand or hand-held net. If you want your licence to permit the use of other equipment or techniques to take bats, please use the table below.

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| **Harp trap** | **[ ]  Yes [ ]  No** |
| **Mist net** | **[ ]  Yes [ ]  No** |
| **Acoustic lure** | **[ ]  Yes [ ]  No** |
| **Other** (please specify) |       |

**Section C: Experience and qualifications**

Please provide details of at least 10 occasions in the last three years when you have accompanied your referee(s) into a bat roost when bats have been present and you have handled bats, or assisted with bat surveys when you have taken bats by hand or hand-held net for identification. If two species of bat are found in the same structure this would count as one roost visit.

You must demonstrate competency in: surveying roosts in different types of structures; handling and identifying different bat species (whilst it is not necessary to have handled all species known to be present in Scotland you should demonstrate experience of identifying a minimum of 3 different species); using a hand-held net and/or endoscope; and that whilst undertaking these activities you have taken all necessary measures to avoid undue harm and disturbance to bats. Your competency **must** be validated by your referee(s) using [Appendix 1](#Check3).

If you have a record or logbook of your visits you may attach this to your application.

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| **Roost Visit 1** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 2** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 3** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 4** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 5** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 6** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 7** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 8** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 9** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

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| **Roost Visit 10** |
| **Date of visit** | Click here to enter a date. |
| **Site location** |       |
| **Structure type** *(e.g. building type, cave, tunnel, tree etc.)* |       |
| **Roost location(s)** |       |
| **Roost type(s)** |       |
| **Bat species present** |       |
| **What equipment or techniques were used to take and/or identify bats** | **[ ]** By hand **[ ]** Hand-held net**[ ]** Endoscope **[ ]** Other (please specify)       |
| **List the number of bats of each species handled** |       |
| **When entering, and inside the roost, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **When taking and handling bats, describe the measures taken to avoid undue disturbance and harm to bats** |       |
| **Name of licensed bat surveyor** |       |

If you want your licence to permit survey of bat hibernacula and/or the use of other equipment or techniques to take bats, please **provide details of training and experience of using this equipment or techniques in the presence of your referees.** Include information on how many times you have used this equipment/technique, site locations, number of bats of each species identified, taken and handled (bats must **not** be taken or handled in hibernacula), the measures taken to avoid undue disturbance and harm to bats, and the name of the licensed bat surveyor who oversaw this. Please continue on a separate sheet if necessary. If you have a record or logbook of your visits you may attach this to your application.

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|  **Other licensable activities** | **Date of visit / use of equipment** | **Type of structure or habitat surveyed** | **Number and species of bats identified in hibernacula, or taken and handled by other methods** | **Measures taken to avoid undue disturbance and harm** | **Name of licensed bat surveyor overseeing survey** |
| **Hibernacula** | Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
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| Click here to enter a date. |       |       |       |       |
| **Use of Mist net** | Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
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| Click here to enter a date. |       |       |       |       |
| **Use of Harp trap** | Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| **Use of Acoustic lure** | Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| **Other** | Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |
| Click here to enter a date. |       |       |       |       |

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| **Please provide details of any other relevant experience, training or qualifications.** |
|       |

**Section D: Referee verification**

We require one written reference from a qualified bat licence trainer **or** two written references from appropriately experienced and licensed bat surveyors, in support of your licence application. Yourreferee(s) must be people who have overseen your work with bats within the last three years. They must verify your experience, skills and suitability to receive and exercise a bat survey licence properly for all bat species across Scotland, including your competency to use, all surveys/equipment/techniques applied for in accordance with best practice and in a way that minimises disturbance and harm to bats. They must also be able to demonstrate their own experience and competency for each of these aspects.

This information **must** be provided by your referees in the templates provided in [Appendix 1](#Check3)*.* We may contact your referees for confirmation of the statements provided.

**Section E: Required documents checklist**

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| **Confirm by ticking the box below that all the information we require to assess your licence has been submitted with your application.****[ ]** [**Appendix 1**](#Check3) **completed by referee(s).** |

# **Section F: 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 under Regulation 46A of the Habitats Regulations.

|  |  |
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| **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**

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 signed application and supporting information to the address below. 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)

**Appendix 1: References**

**Referee 1** (to be completed by licensed bat surveyor or qualified bat survey trainer)

|  |  |
| --- | --- |
| **Title**  |       |
| **First name**  |       |
| **Surname** |       |
| **Bat survey licence number** |       |
| **If relevant, date you qualified as a bat licence trainer** |       |
| **Email address** |       |
| **Telephone number(s)** |       |
| **Relationship to applicant** |       |

**A. Referees skills and experience**

Please provide details of your experience and competency which enables you to act as a referee in support of this application.

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**B. Applicants skills and experience**

Please confirm by ticking the boxes below that you are satisfied from your first-hand experience of working with the applicant that they are competent to undertake all the activities listed in a way which minimises disturbance and harm to bats.

**[ ]  Entering and working in/at a bat roost**

**[ ]  Taking bats by hand**

**[ ]  Handling bats**

**[ ]  Identifying bats in the hand**

**[ ]  Locating and identifying bat roosts**

**[ ]  Catching bats using a hand-held net**

**Other licensable activities**

**[ ]  Catching bats using a harp trap** (if applied for in [section B](#Check1))

**[ ]  Catching bats using a mist net** (if applied for in [section B](#Check1))

**[ ]  Catching bats using an acoustic lure** (if applied for in [section B](#Check1))

**[ ]  Surveying hibernacula** (if applied for in [section B](#Check1))

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| **Provide any further details from your first-hand experience of working with the applicant that they are competent to undertake all activities detailed in this application in a way which minimises disturbance and harm to bats.** |
|       |

Please confirm by printing your name and the date below that you have overseen all the bat work attributed to you in [section C](#Check2) and that you are satisfied that the applicant has suitable knowledge, experience, and competency to receive and exercise a bat survey licence properly for all bat species across Scotland.

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

**Referee 2** (to be completed by licensed bat surveyor)

|  |  |
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| **Title**  |       |
| **First name**  |       |
| **Surname** |       |
| **Bat survey licence number** |       |
| **If relevant, date you qualified as a bat licence trainer** |       |
| **Email address** |       |
| **Telephone number(s)** |       |
| **Relationship to applicant** |       |

**A. Referees skills and experience**

Please provide details of your experience and competency which enables you to act as a referee in support of this application.

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**B. Applicants skills and experience**

Please confirm by ticking the boxes below that you are satisfied from your first-hand experience of working with the applicant that they are competent to undertake all the activities listed in a way which minimises disturbance and harm to bats.

**[ ]  Entering and working in/at a bat roost**

**[ ]  Taking bats by hand**

**[ ]  Handling bats**

**[ ]  Identifying bats in the hand**

**[ ]  Locating and identifying bat roosts**

**[ ]  Catching bats using a hand-held net**

**Other licensable activities**

**[ ]  Catching bats using a harp trap** (if applied for in [section B](#Check1))

**[ ]  Catching bats using a mist net** (if applied for in [section B](#Check1))

**[ ]  Catching bats using an acoustic lure** (if applied for in [section B](#Check1))

**[ ]  Surveying hibernacula** (if applied for in [section B](#Check1))

|  |
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| **Provide any further details from your first-hand experience of working with the applicant that they are competent to undertake all activities detailed in this application in a way which minimises disturbance and harm to bats.** |
|       |

Please confirm by printing your name and the date below that you have overseen all the bat work attributed to you in [section C](#Check2) and that you are satisfied that the applicant has suitable knowledge, experience, and competency to receive and exercise a bat survey licence properly for all bat species across Scotland.

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