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

**Licence application form – bird survey**

**The Wildlife and Countryside Act 1981 (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 bird survey for science, research or education purposes, that may cause disturbance to breeding or lekking [Schedule 1](https://www.nature.scot/protected-birds-species-list) birds, or will require interference with nests or nest contents of any wild bird.

This form should not be used for applications for bird surveys on behalf or Raptor Study Groups or for ringing Schedule 1 birds. Please see our [website](https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-z-guide/birds-and-licensing/birds-licences-surveys-research) for further guidance on how to apply for these types of licences.

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/bird-science-research-and-conservation-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** |       |
| **Organisation/consultancy name** (if this is your work address) |       |
| **Address** |       |
| **Postcode** |       |
| **Contact telephone number(s)** |       |
| **Type of address** |  **[ ]  Home [ ]  Work** |

**Section B: Licence details**

Please note all licences are generally for 2 years ending 31st October.

|  |  |
| --- | --- |
| **Proposed start date**  | 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. |
| **Licences cover disturbance to breeding or lekking** [**Schedule 1**](https://www.nature.scot/protected-birds-species-list) **birds. If any other activity is required to be licenced please provide details below (including number of birds or nests, methods, equipment, duration, etc.).**  |
|       |
| **Is this application for surveys on behalf of private consultancy?** |  **[ ]  Yes** Please complete [**Table 1**](#Check1)  **[ ]  No** Please complete [**Table 2**](#Check2)  |

**Table 1 – for applications on behalf of private consultancies**

Licences will be issued to cover all Schedule 1 birds, but only for specific locations. Provide details in the table below for each site/project you require to be licensed.

|  |  |  |
| --- | --- | --- |
| **Site/project name** | **Council area** | **Grid reference***(four figure e.g. NN2010)* |
|       |       |       |
|       |       |       |
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**Table 2 – for all other applications**

Licences will be issued for specific species in specific locations. Provide details in the table below for each species/location you require to be licensed and the purpose of your monitoring.

|  |  |  |
| --- | --- | --- |
| **Species** | **Nest locations** | **Grid reference** *(four figure e.g. NN2010)* |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|       |       |       |
| **Please explain the purpose for your monitoring and how the data collected will be used.**      |

**Section C: Additional persons**

Please provide the names of any agents to be included on your licence. You may add up to 10 named agents. Agents can work independently and carry out all activities covered under the licence, **but it is your responsibility to ensure that they have the appropriate training and experience to carry out these activities without causing undue disturbance to breeding birds**. Please note the licence allows you to appoint unnamed assistants that can work under the personal supervision of the licence holder or named agents – there is no need for assistants to be named on the licence.

|  |  |
| --- | --- |
| **Agents full name** | **Agents full name** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

**Section D: Experience and qualifications**

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| **Provide details of your experience in the last three years in carrying out this type of survey. Please provide examples of when you have carried out these activities in the presence of your referees.** Examples may include surveys carried out for similar species/activities outwith Scotland. |
|       |

**Section E: Referee verification**

We require two written references from appropriately experienced bird surveyors (at least one of which should be licensed), in support of your licence application. Yourreferees must be people who have overseen your bird survey work over the last three years. They must verify your experience, skills and suitability to receive and exercise a bird survey licence properly, including your competency to conduct surveys and use all equipment/techniques applied for in accordance with best practice and in a way that minimises disturbance and harm to birds. 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 F: Required documents checklist**

|  |
| --- |
| **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 two referees.** |

# **Section G: Declaration**

* I understand that it is an offence under Section 17 of The Wildlife and Countryside Act 1981 (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**

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/sites/default/files/2018-05/SNH%20logo%20colour%20cmyk%20JPEG.jpg)

**Appendix 1: References**

**Referee 1** (to be completed by a licensed bird surveyor)

|  |  |
| --- | --- |
| **Title**  |       |
| **First name**  |       |
| **Surname** |       |
| **Bird survey licence number** |       |
| **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.** |
|       |

**B. Applicants skills and experience**

|  |
| --- |
| **Provide details to confirm that you are satisfied from your first-hand experience of working with the applicant that they are competent to undertake all bird survey activities detailed in this application in a way which minimises disturbance and harm to birds.** |
|       |

Please confirm by printing your name and the date below that you have overseen the applicant’s bird survey work and that you are satisfied that the applicant has suitable knowledge, experience, and competency to receive and exercise a bird survey licence properly.

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

**Referee 2** (to be completed by a bird surveyor)

|  |  |
| --- | --- |
| **Title**  |       |
| **First name**  |       |
| **Surname** |       |
| **Bird survey licence number** |       |
| **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.** |
|       |

**B. Applicants skills and experience**

|  |
| --- |
| **Provide details to confirm that you are satisfied from your first-hand experience of working with the applicant that they are competent to undertake all bird survey activities detailed in this application in a way which minimises disturbance and harm to birds.** |
|       |

Please confirm by printing your name and the date below that you have overseen the applicant’s bird survey work and that you are satisfied that the applicant has suitable knowledge, experience, and competency to receive and exercise a bird survey licence properly.

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