

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

### **Application for a licence relating to European protected species**

#### **Guidance notes on providing supporting information**

The receipt of appropriate Supporting Information is often crucial to the processing of licence applications. This document outlines the type of information that should accompany licence applications (particularly for ‘applications associated with ‘development’ projects).

Supporting Information and applications should be emailed to [licensing@nature.scot](mailto:licensing@nature.scot)

#### **Applicants should use the following information and headings as a guide to providing appropriate Supporting Information:**

##### **Contents**

##### **Executive Summary**

##### **Introduction**

The Introduction should set the context for the application. This should include a brief background and overview of the proposed works including a site plan at the appropriate scale and highlighting key features or areas covered by the application.

Note: the site may be inspected by a member of staff of Scottish Natural Heritage and therefore details given should be accurate to ensure that the licence clearly reflects the extent of the project and leaves no room for doubt.

##### **Survey and site assessment**

This section should provide a clear account of the survey methods employed to assess how European protected species utilise the site together with survey results, analysis and discussion.

The following headings should be used and bullet points are provided as a guide for factors to consider under each heading:

Objectives – This should set out the purpose of the survey and what it is setting out to record (i.e. the scope of the survey)

Methods – This should show how the surveys were undertaken. Points to consider include:

- Survey methodology
- Survey area
- Timings, duration and number of visits
- Weather conditions
- Personnel
- Survey constraints/limitations – e.g. areas which could not be surveyed, stages of the life-cycle that could have been missed
- Sources of additional or pre-existing information

Results – Points to consider include:

- Species recorded
- Signs recorded
- Numbers of individuals or size of populations
- Distribution of individuals, groups, roosts
- How habitats or places are used e.g. bat roost types, evidence of breeding, foraging areas and commuting routes
- Level of use of habitats or structures
- Suitability of habitat types for protected species
- Seasonal changes or likely changes or movements of individuals
- Incorporation of maps, diagrams and photographs as appropriate

Interpretation and evaluation of results – Points to consider include:

- What is the relative importance of the site for European protected species, how does this relate to populations at a local, regional and national level?
- Bearing in mind any constraints or limitations of the survey, what (if any) assumptions are made in assessing the importance of the site for European protected species?
- Are any areas of survey inconclusive, and if so, what is the 'worst-case scenario' in interpreting use of the site by European protected species?

## **Impact assessment, mitigation and compensation**

This section should build on the survey results and assess what impacts the proposed works will have on the species concerned. Mitigation and compensation measures should then be identified to minimise these impacts. Residual impacts, following mitigation and compensation measures being employed, and acknowledging risks, should then be used to assess impacts on favourable conservation status. Points to consider include:

### Impact assessment

- Type of impact – e.g. will the proposals result in killing or injury of individuals, destruction or damage to places used for breeding, shelter or protection, disturbance of species or changes in distribution or abundance?
- Magnitude of impacts – e.g. how many individuals, breeding or resting places will be affected, to what extent will they be damaged, how will distribution change?
- Duration of impacts – e.g. will they be permanent or temporary, and if so, for how long will they last?
- Temporal changes of impact – Will impacts change over time e.g. impacts during different phases of construction of a development and those following completion. What will the long-term impacts be?

## Mitigation and compensation

Ideally mitigation and compensation measures should be identified for all likely impacts.

Points to consider include:

- Risk – e.g. what is the likelihood of compensation measures such as artificial holts or roosts being used by the species concerned.
- Residual impacts - i.e. what are the impacts likely to be following implementation of the mitigation and/or compensation measures.
- Timing and phasing of works
- Best practice guidelines
- Techniques to be used – e.g. for capture or translocation, exclusion
- Contingency plans – e.g. if new sites or individuals are found or if status of site changes
- Experience of operatives
- Specification of equipment
- Habitat restoration, enhancement or creation
- Post development site safeguard and monitoring

## **Method Statement**

Method Statement means a set of procedures detailing activities to be undertaken, sequencing of activities, assessment of risks and an outline of mitigation and contingency measures to reduce impacts. The method statement should provide clear, concise and unambiguous description of the mitigation and compensation measures proposed and how they will be carried out on the ground. They should clearly relate to the licence application and should include a detailed timetable and phasing of works.

## **Maps/site plans (at an appropriate scale)**

Your application should include:

- A site plan to show the full footprint of the development and all work to be covered by the licence

Where appropriate, you should also include:

- Map to show the extent of each parties interest on site
- Map to show location of replacement roost sites, receptor sites etc in relation to the development site
- Map to show capture and exclusion works
- Map to show habitat creation, restoration and/or enhancement
- Map to show post activity management
- Diagram to show capture/exclusion apparatus (only required if non-standard techniques are proposed)
- The scale should be at least 1:25,000 to demonstrate location(s) of species and proposed activities.

## **Discussion**

This section should summarise the development, impacts and mitigation and the consideration of the impact of the proposal on conservation status of the species concerned at local, regional and national levels and ultimately to maintenance of FCS.

## References

**Annexes** might include:

Management and maintenance plan  
Pre-existing survey reports

**Please note:** this is intended as a guide to what should be included in the supporting documents and we would welcome suggestions for improvement and comments on how it works in practice.