

## General information on applying for a licence from CCW.

In many situations it is necessary to hold a licence in-order to undertake work on protected species.

To consider the issuing of such a licence CCW needs a certain amount of information. For efficient consideration of your application please read all notes on the application form and ensure you answer all questions fully. CCW can only issue licences where certain criteria have been met. Two of the most important aspects are the amount of experience the applicant has and the nature of the work to be undertaken.

If CCW does not receive all the information requested this may delay your application. CCW aims to process applications within 30 working days of receipt of **all** information requested. In addition amendments to existing licences are expected to take up to 15 working days.

The following brief information has been produced to help inform applicants about our expectations:

- Any person providing a reference should indicate their personal experience of you undertaking the activity for which you are making the application, especially those methods you are requesting on your application.
- If you have held a previous licence for the species you are requesting from another agency a copy of your relevant NE or SNH should be provided.
- Be specific about the site or sites where you wish to undertake the work.
- Ensure you are clear about the purpose for which you are doing the work. This has an important impact on the licence that could be issued.
- If you wish to train others on working with protected species then provide evidence that you have sufficient experience and indicate the maximum number of people you wish to train and the dates and venues of the events
- Where you wish to name assistants or accredited agents ensure they have sufficient experience for the specific activity and indicate which activities they are to carry out and where. The licensee is fully responsible for all persons acting under their licence. Any breaches could lead to CCW having to revoke your licence.
- If during the proposed activities you are going to disturb other protected species then you may need a licence for that species as well. For example when undertaking bat survey work at underground sites where otters are known to occur you need to have a licence for otter disturbance in addition to the bat disturbance licence.
- Holding a licence to work on protected species is a privilege and not a right.

If this is your first licence application then CCW will normally issue the licence for 1 year. Standard renewal licences are normally then issued for 2 years unless there have been problems in receiving licence reports or other issues over your previous licensed activities.