



Email: wildlifelicensing@gov.je

Website: [Licensing for protected species under the Wildlife \(Jersey\) Law 2021 \(gov.je\)](#)

Wildlife (Jersey) Law 2021

Competency and Reference Form (CRF1)

This competency and reference form should be used to provide evidence of appropriate skills and experience when required in support of an application for a protected species licence under the Wildlife (Jersey) Law 2021.

- Before completing this form, please read the guidance notes in Section D.
- The department will aim to determine the outcome of your application within 15 working days of receipt of all required information.
- Further information regarding the legal protection of wildlife and licensing can be accessed using the following link: [Legal protection of wildlife and wild places \(gov.je\)](#)

Section A – Personal Details

Full name inc title	
Organisation name (if applicable)	
Position (if applicable)	
Correspondence address inc post code	
Contact number	
Email address	

Section B – Evidence of Competency

Please complete **ONE** of the following statements, 1, 2, 3, 4 or 5 and enclose the relevant documentation in support of your licence

Statement 1	Yes	No
I have held and acted under a relevant licence(s) for the species and activity within Jersey within the last 3 years and enclose a copy of the most recent licence		

Statement 2	Yes	No
<p>I have held and acted under a relevant licence for the species and activity outside of Jersey within the last 3 years and enclose:</p> <p>a) a copy of the most recent licence; and</p> <p>b) one of the following items:</p> <ul style="list-style-type: none"> • one reference specific to the proposed licence activity from a referee who has held and acted under a similar licence for the last 3 years in Jersey (see point 1 in Section D) • one reference specific to the proposed licence activity from a referee who has held and acted under a similar licence for the last 3 years in another jurisdiction, plus two items from Table 1 regarding permitted evidence of skills and experience (see point 2 in Section D) in relation to the proposed licence activity 		

Statement 3	Yes	No
<p>I have acted as an accredited agent under a relevant licence for the species and activity (within or outside of Jersey) within the last 3 years and enclose:</p> <p>a) a copy of the most recent licence; and</p> <p>b) one reference specific to the proposed licence activity from a referee who has held and acted under a similar licence for the last 3 years in Jersey; and</p> <p>c) two items from Table 1 regarding permitted evidence of skills and experience (see point 2 in Section D) in relation to the proposed licence activity</p>		

Statement 4	Yes	No
<p>I have not previously acted under a relevant licence for the species and activity and enclose:</p> <p>a) two references specific to the proposed licence activity, one referee having held and acted under a similar licence for the last 3 years in Jersey; and</p> <p>b) two items from Table 1 regarding permitted evidence of skills and experience (see point 2 in Section D) in relation to the proposed licence activity</p>		

Statement 5	Yes	No
<p>I have not previously acted under a relevant licence for the species and activity and enclose:</p> <p>EITHER</p> <ul style="list-style-type: none"> a) one reference specific to the licence activity, from a referee who has held and acted under a similar licence for the last 3 years; and b) two items from Table 1 regarding permitted evidence of skills and experience (see point 2 in Section D) in relation to the licence activity <p>OR</p> <ul style="list-style-type: none"> a) two references specific to the licence activity, one from a referee who has held and acted under a similar licence for the last 3 years; and b) one item from Table 1 regarding permitted evidence of skills and experience (see point 2 in Section D) in relation to the licence activity <p>PLUS</p> <ul style="list-style-type: none"> • a Personal Statement demonstrating my competency to undertake the proposed licence activity (see point 3 in section D). I agree to a review meeting with the licensing authority should this be required. 		

Please note that if you are unable to answer 'yes' to any of Statements 1 to 5, your application is likely to be declined unless the exceptions given in Section D below apply

Section C – Declaration

Important information:

Before signing this form please read the following declaration information carefully. It explains how personal data will be used and provides a brief description of an individual's rights under Jersey's Data Protection Law. For further information on how Infrastructure and Environment handles personal data please visit <http://www.gov.je/howweuseyourinfo>

Your declaration:

I declare that this form has been completed with my authority. I am aware that it's an offence to submit false or misleading information.

I am aware and agree to the information supplied in this form, together with any other accompanying information, to be used to process my application for a licence to carry out activities affecting protected species in accordance with the Wildlife (Jersey) Law 2021.

I am aware and agree that the information supplied in this form, together with any other accompanying information may be disclosed to third parties with specialist knowledge of the species or activities proposed, where advice is needed in order to process this application.

I understand that you will not use my personal information for any other purpose, without my permission, unless you are legally required to do so.

I understand that as a public authority, you are subject to the provisions of the Freedom of Information (Jersey) Law 2011. Under this Law you may be required to disclose information you hold, including the contents of this form and any other information I provide to you, unless the information is protected from disclosure by an exemption under the Law or any other enactment, including the Data Protection (Jersey) Law 2018.

I understand that under Jersey’s Data Protection Law I have the right to withdraw my consent to the further processing of my information. However, I understand that this may cause delays in administering my licence or cause me to be in breach of other legal requirements. (Should you wish to exercise this right please contact us on tel. 441600).

Name:		Signature:	
Date			

Section D – Guidance Notes

1 References

References need to be made by completing reference template R01, which can be requested by sending an email to wildlifelicencing@gov.je.

Your referees should:

- have direct knowledge of your work on the species named in your application
- have held a similar licence within the last 3 years

They should not:

- be a partner or relative

2 Evidence of skills and experience

You must show you have the correct skills and experience to work with the species and to use the methods and techniques for which the licence is sought. Evidence can come from the sources provided in Table 1.

Table 1 – Permitted evidence of skills and experience

Completion certificate(s) for one or more courses taken in the last 3 years that are relevant to the skill set needed for the licensed activity.

Course certificates must include the:

- name of the person attending the course

<ul style="list-style-type: none"> • course title and content • attendance date, which must be within the last 3 years • signature and name of the trainer (where available)
Personal logbook, within the last three years, which details your work with the species/taxonomic group and the specific activities to which the licence relates.
Current membership of a relevant professional body.
Personal development (volunteers) or Continued Professional Development (professionals) relevant to the licence activity undertaken in the last five years.
A CPD record submitted to a professional body is accepted provided that the relevant training/learning is highlighted.
Proof of skills exhibited via reports, papers or other written means.

3 Personal Statement

A Personal Statement may be used to provide evidence of competency to support your licence application where you cannot meet the evidence criteria above, for example, if you have had a career break.

Your Personal Statement should include evidence of that are relevant to the proposed licence activity; examples are given in Table 2 below.

The licensing authority may request a review meeting to discuss your skills and experience before making a decision whether to issue a licence.

Table 2 – Personal Statement Competencies
<p>Legislation</p> <ul style="list-style-type: none"> • An understanding of the Wildlife (Jersey) Law 2021 and licensing requirements • An understanding of other relevant legislation including animal welfare legislation
<p>Species Ecology and Identification (relevant to the species to be licensed)</p> <ul style="list-style-type: none"> • Species identification skills, including field signs • Knowledge of the distribution and conservation status of the species, including threats to populations, species range and species survival • Species breeding biology and behaviour • Knowledge of habitat needs
<p>Survey Methodology</p> <ul style="list-style-type: none"> • Best practice survey methods and standards for the species to be covered by the licence • Ability to plan and implement sound scientific surveys • Ability to analyse and interpret survey data • Practical experience in survey, capture, handling and marking techniques relevant to the licence, including use of traps or nets where relevant • Knowledge of appropriate health and safety precautions

<p>Biosecurity and Health and Safety</p> <ul style="list-style-type: none"> • Understanding of health and safety requirements specific to the species • Knowledge and use of general and species specific biosecurity measures
<p>Additional competencies relevant to Mitigation Licences</p> <ul style="list-style-type: none"> • Ability to assess the impact of your activity on-site and in the surrounding local area • Planning and implementing effective mitigation and compensation measures appropriate to the species and location • Ability to justify that proposed mitigation will not cause significant negative impact on the favourable conservation status of the species affected • Designing post mitigation monitoring to measure the effectiveness of mitigation • An understanding of biodiversity net gain and the incorporation of appropriate biodiversity enhancement within designs and strategies
<p>Additional competencies relevant to Licences for possession (short term and long term)</p>
<p>General</p> <ul style="list-style-type: none"> • Ability to design and implement appropriate species care plans either for long term or for short term rehabilitation, including when veterinary support should be sought • An understanding of normal and abnormal behaviour and how to adapt species care accordingly
<p>Housing</p> <ul style="list-style-type: none"> • Knowledge of the specific housing needs for the species, including insulation, lighting and ventilation, physical enclosure requirements and environmental enrichment techniques appropriate to the species
<p>Feeding and Watering</p> <ul style="list-style-type: none"> • Knowledge of dietary requirements to meet the nutritional and behavioural needs of the species • Water supply for aquaria and tanks for the needs and tolerance limits of amphibian and reptile species

4 Discretion to reject an application

If your supporting evidence or application is of a poor standard it may be rejected.

5 Exceptions

If you or your referees cannot fully meet the evidence criteria, you should explain this in your Personal Statement and give the best evidence possible. You may be requested to attend a review meeting with the licensing authority to verify your evidence or ask for more information.

The licensing authority can make exceptions to issuing licences in the following circumstances.

5.1 Where there are few licences for a species, or a new category of licence

For some species few licences are issued, which means you may not be able to meet the evidence criteria and required number of references. The licence may also be a relatively new category of licence. In these cases the licensing authority can make exceptions, such as to

replace one referee with additional evidence of skills and experience or to accept a referee who is not a licence holder.

5.2 If you or your referee has had a career break you may not be able to provide relevant evidence from the last 3 years.

The licensing authority may make an exception and accept earlier experience, such as:

- completed training on the relevant or similar species
- licences held for the species within the last 5 years
- evidence of working with the relevant species or similar species within the last 5 years

For office use only

App. Ref:

Date received: