



Email: wildlifelicensing@gov.je

Website: [Legal protection of wildlife and wild places \(gov.je\)](http://www.gov.je/legal-protection-of-wildlife-and-wild-places)

Wildlife (Jersey) Law 2021

Application form for an annual licence to carry out secondary roost surveys in trees for conservation purposes (AL10)

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

Section A – Applicant details

In what capacity are you applying for a Licence?

The licence may be held by a person or by an organisation, however the organisation must provide the contact details of the Appointed Person who will be their primary point of contact with regard to this licence (see guidance notes in Section L).

- Applicant in person
 Organisation

Please enter details of the person or organisation (including Appointed Person) who will become the licence holder.

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

A person with specific skills, knowledge and experience of the activities to be licensed and the species concerned must be appointed as Lead Agent to undertake and oversee the licensed activities. This may either be the Applicant, Appointed Person on behalf of the organisation or the person nominated in Section B.

Please complete the following to confirm who will act as Lead Agent on the licence.

Party to be nominated as Lead Agent	Tick as appropriate
Applicant (individual)	
Appointed Person (organisation)	
Additional Lead Agent (complete Section B)	

Section B – Lead Agent details

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

Has the Lead Agent been involved in the preparation of this licence application?

Yes No

Section C – Communication Preferences

Please indicate who should be contacted to discuss this application:

Applicant Lead Agent

Please indicate to whom the outcome documentation for this application should be sent:

Applicant Lead Agent

Section D – Previous applications

Have you made any previous applications under the Wildlife (Jersey) Law 2021 (the 'Wildlife Law') for activities relevant to the proposed licensed activity?

Yes No

If 'yes', please give details (eg date of application, outcome of application and reference number)

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Section E – Skills and experience to support your application

A Competency and Reference Form (ref. CRF2) should be completed by the person who is appointed as Lead Agent and submitted with this application.

A copy of the CRF2 form can be accessed using the following link or by sending an email to wildlifelicensing@gov.je.

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

Section F – Accredited Agents

Will any Accredited Agents be authorised to act under this licence (see guidance notes in Section L)?

Yes No

Please note that an Accredited Agent should only be authorised where the Applicant or Lead Agent can personally assure that the individual is appropriately experienced, skilled and competent to undertake the licence activities. Evidence to this effect may be sought by the Licensing Authority.

Please complete the details below for each Accredited Agent (continue on a separate sheet if needed).

	Person 1	Person 2	Person 3
Full name inc title			

Correspondence address inc post code			
Contact number			
Email address			

Section G – Supplementary information

Please provide any additional information you may have to support your application. (continue on a separate sheet as necessary)

Section H – Charge Screening

This section will be used to assess whether you need to pay for your licence

The cost of this annual class licence to carry out secondary roost surveys in trees is:

- £100 for the licence issue or annual renewal thereof
- £50 for any licence modification.

There are defined circumstances in which licences may be exempt from fees (see Section L).

a. Will the licensed activities be undertaken wholly on behalf of a charitable body?

Yes No

If 'yes' please give the name of the charitable body

If you answer 'no' to the above, you will need to pay the licence fee.

You will be informed of any licence fees payable for this licence once your application has been reviewed by the Licensing Authority.

Section I – Previous convictions

Have you or any person listed in this application ever been convicted of a wildlife related or animal welfare related offence?

Yes No

If yes, please give details below (including dates).

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Section J – Checklist

Please tick the relevant boxes to confirm inclusion of the following documents

	Completed application form AL10
	Competency and Reference form CRF2 (see section E)

Section K – 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>.

Declaration of all parties named in this application:

I declare that this application is made with my authority. I am aware that it's an offence to submit false or misleading information with an application.

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.
- May be used for the purposes of providing published statistical data and reports relating to the Wildlife Law (Jersey) 2021, to meet the island’s international environmental obligations and local Strategic Policies such as the Jersey Biodiversity Strategy.

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).

Applicant

Name:		Signature:	
Position: (if applicable)		Date:	

Lead Agent (if applicable)

Name:		Signature:	
Position: (if applicable)		Date:	

Accredited Agent 1 (if applicable)

Name:		Signature:	
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Position: (if applicable)		Date:	
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Accredited Agent 2 (if applicable)

Name:		Signature:	
Position: (if applicable)		Date:	

Accredited Agent 3 (if applicable)

Name:		Signature:	
Position: (if applicable)		Date:	

Section L – Guidance Notes

Licence overview

This annual licence permits the surveying of bats in trees by observation only (including the use of artificial light in the form of cold torches and endoscopes) when carrying out presence/absence surveys associated with tree operations. The licence permits reasonable disturbance associated with confirming if bats are present prior to tree operations, so long as this does not involve handling bats or disturbing hibernating bats.

This licence may be held by a person or by an organisation, however a lead agent with relevant skills, knowledge and experience must be appointed who will undertake and oversee the implementation of the licensed activities. All persons acting under the licence must have relevant skills and experience to act under the licence.

Application definitions

Applicant

The Applicant is the named person or organisation who is applying for the licence and who would become the licence holder if the licence is granted.

Appointed Person

The Appointed Person is an employee of the Applicant where the latter is an organisation, who is nominated to act as a single point of contact with regard to this licence.

Lead Agent

The Lead Agent is the named individual with relevant skills, knowledge and experience who is appointed by the Applicant to undertake and oversee the implementation of the licensed activities. The Lead Agent may be the Applicant or the Appointed Person.

Accredited Agent

The Accredited Agent is an individual who is authorised to act under this licence without supervision and should only be authorised where the Applicant or Lead Agent can personally assure that the individual is appropriately, experienced, skilled and competent to undertake the licence activities.

Licence review and payment

The full schedule of fees chargeable for licences under the Wildlife (Jersey) Law 2021, and circumstances in which licences may be exempt from fees, are contained within the [Wildlife \(Licence Fees\) \(Jersey\) Order 2023 \(jerseylaw.ie\)](#)

Following submission, your application will be reviewed by the Licensing Authority and you will be notified via the address given in section A above of the decision made.

Where the decision to grant a licence has been taken by the Licensing Authority and licence fees are not applicable, the licence will be issued to the address given in Section A above.

Where the decision to grant a licence has been taken by the Licensing Authority and licence fees are applicable, further instructions for making payment will be provided via the contact details given in Section A. The licence will be issued following successful payment of the licence fee.

If your licence application is unsuccessful, you will not be charged.

Under Article 36(7) of the Law you may request the Minister to reconsider any decision made in relation to the grant of, or refusal to grant a licence, or in relation to any condition specified in a licence. Such request should be submitted in writing to the Minister at the address given above.

For office use only

App. Ref.

Date received
