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

**Licence application form – amphibian survey**

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

If you need assistance filling in this form please contact the SNH Licensing Team:

Email: [licensing@nature.scot](mailto:licensing@nature.scot) Telephone: 01463 725364

Who should use this application form

Persons wishing to carry out great crested newt or natterjack toad surveys for science, research or education purposes, that may cause disturbance to them and where they may need to be temporarily taken for identification purposes.

This licence application form should only be used if you do not currently hold a great crested newt or natterjack toad survey licence in the UK, or if you have not held a great crested newt or natterjack toad survey licence in Scotland in the last five years. If you do currently hold a great crested newt or natterjack toad survey licence in the UK, but outwith Scotland, please see the our website for details of how to [apply for a licence](https://www.nature.scot/professional-advice/safeguarding-protected-areas-and-species/licensing/species-licensing-z-guide/licensing-great-crested-newts-and-natterjack-toads-0).

Amendments

If you wish to amend a current licence please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Amphibian%20survey%20licence%20xxxxx%20-%20amendment%20request) 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/great-crested-newts-and-natterjack-toads-licence-forms-and-guidance-documents) for your expired licence before we can process your renewal. To request a renewal, please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Amphibian%20survey%20licence%20xxxxx%20-%20renewal%20request), quoting your previous licence number.

**Section A: Licence holder details**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Organisation name** (if this is your work address) |  |
| **Email address** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact telephone number(s)** |  |
| **Type of address** | **Home  Work** |

**Section B: Licence details**

Please note all licences are for 5 years ending 31st October. Please let us know which species you require to be licensed and when you require your licence to be issued.

|  |  |
| --- | --- |
| **Species to be licensed** | **Great crested newt  Natterjack toad** |
| **Date you require your licence** | Click here to enter a date. |

Licences issued will permit disturbance of great crested newts or natterjack toads while carrying out torch, egg and refugia surveys. The standard methods allowed on great crested newt licences for taking for identification purposes are “by hand, hand-held net or bottle traps”. The standard methods allowed on natterjack toad licences for taking for identification purposes are “by hand or hand-held net”. If you want your licence to permit the use of other equipment or techniques to take amphibians please use the table below.

|  |  |
| --- | --- |
| **Great crested newt** | **Funnel trap**  **Pitfall trap**  **Drift fence**  **Other**  (please specify) |
| **Natterjack toad** | **Funnel trap**  **Pitfall trap**  **Drift fence**  **Other**  (please specify) |

**Section C: Experience and qualifications**

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| --- |
| **Provide details of your experience in the last three years in carrying out amphibian surveys and details of any relevant training or qualifications. Please provide examples of when you have carried out the activities applied for in the presence of your referees** (include details of measures taken to avoid undue harm or disturbance to amphibians). |
|  |

**Section D: Referee verification**

We require two written references from appropriately experienced amphibian surveyors who should both be licensed, in support of your licence application. Yourreferees must be people who have overseen your work with amphibians within the last three years. They must verify your experience, skills and suitability to receive and exercise a great crested newt or natterjack toad survey licence properly across Scotland, including your competency to use all equipment/techniques applied for in accordance with best practice and in a way that minimises disturbance and harm to amphibians. 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](#Check1)*.* We may contact your referees for confirmation of the statements provided.

**Section E: Required documents checklist**

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| **Confirm by ticking the box below that all the information we require to assess your licence has been submitted with your application.**  [**Appendix 1**](#Check1) **completed by referees.** |

# **Section F: Declaration**

* I understand that it is an offence under Regulation 46 of The Conservation (Natural Habitats, &c.) Regulations 1994 (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 under Regulation 46A of the Habitats Regulations.

|  |  |
| --- | --- |
| **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**](mailto: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 signed application and supporting information to the address below. 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/data-protection-how-we-use-your-personal-information-accordance-data-protection-act)

**Appendix 1: References**

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

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Amphibian 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**

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| --- |
| **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 amphibian survey activities detailed in this application in a way which minimises disturbance and harm to amphibians.** |
|  |

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

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

**Referee 2** (to be completed by a licensed amphibian surveyor)

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Amphibian 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 amphibian survey activities detailed in this application in a way which minimises disturbance and harm to amphibians.** |
|  |

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

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