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

**Licence application form – freshwater pearl mussel survey**

**The Wildlife and Countryside Act 1981 (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 freshwater pearl mussel surveys for science, research or education purposes that may cause disturbance to freshwater pearl mussels and that may need to be temporarily taken for identification purposes.

This licence application form should only be used if you do not currently hold a freshwater pearl mussel survey licence in the UK, or if you have not held a freshwater pearl mussel survey licence in Scotland in the last five years. If you do currently hold a freshwater pearl mussel survey licence in the UK, but outwith Scotland, please see 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/freshwater-pearl-mussels-and-licensing).

Amendments

If you wish to amend a current licence please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Freshwater%20pearl%20mussel%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 for your expired licence before we can process your renewal. To request a renewal, please email [SNH Licensing Team](mailto:licensing@nature.scot?subject=Freshwater%20pearl%20mussel%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**

The standard activities permitted on freshwater pearl mussel survey licences are to disturb and temporarily take for identification purposes. Please note all licences are for 5 years ending 30th September. Please let us know when you require your licence to be issued.

|  |  |
| --- | --- |
| **Date you require your licence** | Click here to enter a date. |

**Section C: Experience and qualifications**

|  |
| --- |
| **Please provide details of any relevant fresh water pearl mussel training course you have attended and any qualifications gained in the last 3 years.** |
|  |
| **Please give details of up to five freshwater pearl mussel surveys you have undertaken in the presence of your referees in the last 3 years (A minimum of two surveys must have been completed in addition to any training courses listed in the previous question).  Include details of the survey methods you used, and measures taken to avoid undue harm or disturbance to freshwater pearl mussels.** |
|  |

**Section D: Referee verification**

We require two written references from appropriately experienced freshwater pearl mussel surveyors who should be licensed, in support of your licence application. Yourreferees must be people who have overseen your work with freshwater pearl mussel within the last three years. They must verify your experience, skills and suitability to receive and exercise a freshwater pearl mussel survey licence properly across Scotland in accordance with best practice and in a way that minimises disturbance and harm to freshwater pearl mussel. 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**

|  |
| --- |
| **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 Section 17 of The Wildlife and Countryside Act 1981 (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.

|  |  |
| --- | --- |
| **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 freshwater pearl mussel surveyor)

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Freshwater pearl mussel 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 freshwater pearl mussel surveys in a way which minimises disturbance and harm to freshwater pearl mussel.** |
|  |

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

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

**Referee 2** (to be completed by a licensed freshwater pearl mussel surveyor)

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Freshwater pearl mussel 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 freshwater pearl mussel surveys in a way which minimises disturbance and harm to freshwater pearl mussel.** |
|  |

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

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