# EXTERNAL WALL INSULATION (EWI) AND ASSOCIATED WORKS TOOLKIT

Pack B: Ecologists | Part 3.2: EWI EPS (Bats) Licence Template

**Home Improvement Series** 

ECOLOGIST'S PACK







External Wall Insulation and Associated Works Toolkit Pack B | Part 3.2 – **EWI EPS (Bats) Licence Template** 



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# **TOOLKIT PACKS**



# Pack A: Clients Pack

- Part 1 General introduction
- Part 2 Guidance for clients



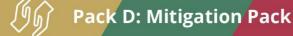
# Pack B: Ecologist's Pack

- Part 1 General introduction
- Part 2 Guidance for Ecologists
- Part 3 Precautionary Derogation Licence Application
  - application form
  - MS template



# **Pack C: Contractors Pack**

- Part 1 General introduction
- Part 2 Guidance for Contractors
- Part 3 Mitigation method statement
- Part 4 Toolbox talk



- Part 1 Property mitigation audit form
- Part 2 Example of a completed mitigation audit form
- Part 3 Mitigation solutions and enhancements catalogue
- Part 4 Bat and bird public information request
- Part 5 Information on protected species and wildlife boxes for property owners

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# **OVERALL PROCESS**

#### STAGE 1: Determine risk to bats and breeding birds

- Desktop survey including Local Record Centre search
- Walkover survey by suitably qualified ecologist checking for signs of bats, bat potential including
  potential access points and signs of breeding birds

Property has NO signs of breeding birds or bats / potential for bats – continue with works incorporating enhancements on those properties

Property has signs of breeding birds or bats / potential for bats - continue to stage 2

#### STAGE 2: Mitigate through design

- Avoid impacts by ensuring all bat access points are retained and the roofline/soffits are not affected
- Carry out works outside of bird breeding season
- Provide replacement bird nests appropriate for relevant species

Property's bat access points CAN be retained / no extensions to the roof required / no new soffits/fascias required

- Produce method statement including bat and bird mitigation and enhancements and apply for precautionary bat licence
- continue with works in accordance with method statement for those properties

Property's bat access points CANNOT be retained / extensions to the roof required / new soffits/fascias required – continue to stage 3

#### STAGE 3: Presence / absence survey

 Where potential impacts can't be avoided, bat presence / absence surveys will be required in accordance with published guidelines

#### Property has NO evidence of bats

- Produce method statement including bat and bird mitigation and enhancements and apply for precautionary bat licence
- Continue with works in accordance with method statement for those properties

Property HAS evidence of bats - Apply for specific bat (derogation) licence for that property and carry out works in accordance with method statement (incorporating bird mitigation and enhancements) OR do not carry out works







APPLICATION FOR A LICENCE TO DELIBERATELY KILL, INJURE, CAPTURE (TAKE), DELIBERATELY DISTURB, DAMAGE/DESTROY A BREEDING SITE/RESTING PLACE OR TRANSPORT AN EUROPEAN PROTECTED SPECIES (EPS)

THE CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2010 FOR THE PURPOSE OF :-

- Preserving public health or public safety or other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment;
- Preventing the spread of disease;
- **Preventing serious damage** to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries; to allow people to carry out activities which would otherwise be illegal.

Information for completion of an application form:

- 1. Please complete in **BLOCK CAPITALS** (\* delete as applicable)
- 2. Please answer all questions in detail. All questions highlighted in red must be fully completed otherwise the application will be returned to the named Ecologist. Uncompleted questions will mean delays in your application being processed.
- 3. Please be aware that if your activity has received planning permission (please note that the Species Protection Team will not process applications where planning permission is still under consideration), listed building consent and or a tree preservation order, you will need to include the following:
  - Local Planning Authority Document completed and signed prior to submitting your application
  - Copy of the permissions associated with the application
  - Copy of the delegated decision report and / or planning committee minutes
  - Documentation from the Local Planning Authority confirming the discharge of any species related conditions which require discharge prior to the commencement of the development.
- 4. Please ensure that Surveys submitted with your application are less than 2 years old.
- 5. Applications can be accepted either electronically or by post.

**Electronic applications** These can be e mailed to <u>specieslicence@naturalresourceswales.gov.uk</u>. Please <u>DO NOT</u> also send the application by post. We will not require wet signatures if the electronic signature box has been completed.



<u>Postal Applications</u>: Please provide two copies of every document, one copy of the application form must be originally signed by both the licensee and the Ecologist (wet signatures required). Please post to: Species Protection Team, National Permitting Team, Natural Resources Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, LL57 2DW

Please use the tick sheet provided at the end of this application form as a reminder to ensure that you have enclosed all the required documents to enable us to process your application.

- 6. An acknowledgment will be sent out on receipt of your application, please contact us if you have not received a response within 5 working days
- 7. NRW aims to process applications within **30 working days** of receipt of **all information required**, we cannot guarantee an earlier response.
- 8. All applicants should read the supporting notes at the end of this form.

#### 1.1.1 1. Part A. The Applicant (the Developer or Landowner): Personal details

These questions relate to the person who will be the named licensee. This needs to be a named individual; company names and several individuals are not permitted. As the licensee, you will be responsible for ensuring compliance with the licence and its conditions.

1. (a) Name of applicant

Title (Mr/Mrs/Miss/Ms)	Forename(s)	Surname	
Company Name			
Business Title (if appro	opriate)		
(b) Address			
	Town		
	County	Postcode	
Tel number (incl. na	tional dialling		
Mobile number			
Email address (Please pr possible as it means we can em licence if approved. A postal co	ail you a copy of your		

#### 1. Part B. The Ecologist: Personal details and experience with the species concerned

These questions relate to the person acting on behalf of the developer/landowner and who will be responsible for delivering specific elements of any licence granted in respect of the disturbance of European Protected Species, including the overseeing of exclusion works and mitigation.

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Title (Mr/N	/rs/Miss/Ms)	Forename(s)	Surname
Co	mpany Name		
Bu	siness Title (if appro	opriate)	
(b) Ao	ldress		
	Town		
	County		Postcode
Te	el number (incl. na	ational dialling	
M	bile number	-	
	ail address		
CII			
2.	Previous applic	ations:	
	Have you held a	relevant EPS licence	e issued by any of the following? (please insert an <b>X</b> as appropriate)
	The Welsh Government	Natural Resource Wales	Other (please specify)
	If <b>YES</b> , please g	ive your last licence r	eference number
	and the year in v	which the licence was	issued.
	What species di	d the licence cover?	
	vouch for your s least one referee	uitability and compete should have held a	n reference (originals only, not photocopies) from two people who can ence for this type of work and give details of appropriate experience. At relevant licence within the last three years. We may contact these ease include their names, contact details and qualifications below.
3.	Experience and	Invalifications	
<b>з.</b> а.	Please give brie	f details of your expe	rience and qualifications relevant to the species listed at Part C
	(Question 5) bel	ow (continue on a se	parate sheet if necessary).
b.			ce and/or qualifications which you have gained with other species and tability and competence for the proposed works

4.		An accredited agent is a suitably qualified experienced person who is able to carry out work under a licence						
	without the personal supervision of the licensee. To carry out work they must signed by the licensee appointing him or her as an accredited agent of the lice licence. At all times the licensee is fully responsible for all the work carried out is employed by a licensee or his/her agent to work under their direct personal breach of the licence conditions by an accredited agent, assistant or helper n your licence.	censee for the pu t under licence. A al supervision at a	pose of t n <b>assista</b> all times.					
	Do you propose to employ accredited agents?	Yes	No					
	If <b>YES</b> , please state their name(s) and the work they will be undertaking.							
	Do you propose to employ assistants?	Yes	No					
		Yes	No					
	Do you propose to employ assistants?         If YES, please state their name(s) and the work they will be undertaking.	Yes	No					
		Yes	No					

Please answer questions 6-10 for the species specified in question 5. Please give as much detail and information as possible. Insufficient information may mean delays in processing your application as you will need to be contacted to give this. Make sure you answer all questions, in full. Please remember for question 10 to include the month and year to which you wish the licence to run until. Complete and attach an extra sheet if necessary.

5.	rt C. The Application Species (please insert a x as appropriate)							
	Otter							
	Dormouse							
	Great Crested Newt			-				
	Bat As this is a precautionary application, the species can	only	be anticipated	X				
Please indicate which species of bat is affected by the proposed works.								
	COMMON PIPISTRELLE (Pipistrellus pipistrellus) x BROWN LONG EARED (Plecotus auritus)							
	SOPRANO PIPISTRELLE (Pipistrellus pygmaeus)	х	BARBASTELLE (Barbastella barbastellus)					
	WHISKERED (Myotis mystacinus)	х	BRANDT'S (Myotis brandtii)	X				
	DAUBENTON'S (Myotis daubentonii)	х	NATTERER'S (Myotis nattereri)	X				
	LESSER HORSESHOE (Rhinolophus hipposideros)		NOCTULE (Nyctalus noctula)	x				
	GREATER HORSESHOE (Rhinolophus ferrumequinum)		ALCATHOE ( <i>Myotis alcathoe)</i>					
	Any other bat species (please specify)	I	SEROTINE ( <i>Eptesicus serotinus</i> )	X				
	Note: Have you sent your records to the Local Records Ce	entre	? Yes n/a					

If not please contact Natural Resources Wales for advice at the contact provided at the end of this form or contact the LRC directly via the contacts on this link: www.lrcwales.org.uk

6.	Purpose of the licence application (please insert a x as appropriate)							
	Please indicate the pr	rimary purpose for undertaking the proposed works.						
	Preserving -	public health	x					
		public safety	x					
		<sup>1</sup> other imperative reasons of overriding public interest	x					
	Preventing -	the spread of disease						
		serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries						
	<sup>1</sup> including those of a servironment	social or economic nature and beneficial consequences of primary importance for	the					
		Please explain fully below your reasons for the purpose chosen above. (E.g. Why are the works necessary; how do they fit the selected purpose; What will be the result after the works?)						
	reduction in carbon the replacement of be extended. Exten to be undertaken. In accesses will have	The aim of the works is to improve housing standards by reducing heat loss and also to achieve a reduction in carbon emissions. The works consist of installing external wall insulation, rendering and the replacement of soffits and fascia where necessary. Some properties may require that the roof line be extended. Extensive scaffolding is put in place around the affected properties to allow the works to be undertaken. In accordance with the RAMS method statement attached, after the works all bat accesses will have been retained and in addition, woodcrete (permanent) bat boxes will be installed as a biodiversity enhancement feature.						
7.	Summary of the Plai	nning Position (please insert a x in one box only)						
	No Planning Permissi	ion required						
	Full Planning Permiss	•						
	Outline Planning Perr	nission granted						
	Reserved Matters							
	Other consents grante	ed for the proposed activity						
	E.g., Listed building c	consents, Tree preservation orders etc. Please list these below						
	Consent/s granted:							
	Name of Planning Authority-							
	Planning ref. No/s							
		SURE ALL REQUIRED PLANNING DOCUMENTATION IS SUBMITTED WITH YO lease refer to note 3 on the 1 <sup>st</sup> page for further details	UR					

8.	Purpose of the proposed work							
	(a)	Please explain why it is necessary to carry out the proposed work affecting the species.						
	External wall insulation, loft insulation and the replacement of roofs in poor condition are the only ways to achieve the required heat loss values. Bats could be present in a number of locations. Extensive surveys are being conducted and RAMS followed, to try to avoid or reduce potential impacts to zero an absolute minimum.							
	(b) Provide a description of the proposed activity (e.g. capture of otters followed by damage or destruction of breeding site or resting place)							
	In all cases where bats are known to be present or suspected, resting places and access to resting places will be retained without change. The possibility remains that bats could be encountered (e.g. under roof slates or within a void) once work is under way. In these cases if the bat(s) cannot be left <i>in situ</i> , the animals will be placed in a dark box and the ecologist immediately notified. A record of the circumstances will be passed to the ecologist for subsequent reporting to NRW. The ecologist will be responsible for the subsequent release of such animals. Only solitary or non-breeding bats will be managed in this way. Nursery roosts will not be disturbed.							
	Where necessary, applications will be made property-specific EPS licences.							
	In the event that any bats are accidentally injured during the works, the injured animal will be p in a dark box and the ecologist immediately notified. The ecologist will seek veterinary advice the injured animal as necessary. A record of the circumstances will be passed to the ecologist subsequent reporting to NRW.							
9.	Please the pro	actory alternatives: a provide details of alternative methods that could be undertaken to reduce or avoid the effects on the provide details of alternative methods that could be undertaken to reduce or avoid the effects on the provide details of alternative methods that could be undertaken to reduce or avoid the impact on the the provide details of alternative methods that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites that could be used, or the 'do nothing' option, which should be the provide details of alternative sites the provide details of alternative si						
	Please then outline why these alternatives are not suitable? Why have they been discounted? Please ensure your answers are detailed and attach further information if necessary.							
	The risk has already been reduced to an absolute minimum by the attached RAMS. Further reduction to absolute certainty is impossible, hence this application.							

10.	10. Activities to be Licensed								
	(a) Proposed Methods								
	activ	se complete <b>all</b> relevant columns in the table below to indica <b>rity involved, and the time period</b> for each method. This in ce and failure to give full details may result in an inappropria	formation wi	I be used when drawing up the					
	Acti	vity to be licensed (please insert a x as appropraite)	Method to	Time period (month and year)					

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Capture (including temporary possession)	Transport	Disturb	Damage a breeding site or resting place	Destroy a breeding site or resting place	Kill (only in exceptional circumstances – see footnote <sup>1</sup> )**	be used e.g.hand, net, exclusion etc.	From	То
x	x	x				hand		

#### \*\*please include biosecurity measures within the provisions of the method statement

	(b)	Location of proposed licensed a	ction				
		Site name and address					
		<b>T</b>					
		Town	r	Destanda			
		County	F	Postcode			
		O.S. Ref. (e.g. ST 12345 12345)	SH 483333 62574 (central p	oint)			
	(c)	Does your Method Statement inclu Normally 1:25,000	de a location map of relevant s	scale?	Yes		No
	(d)	Please provide an estimate of the by the licensed work?		Hopefully none, this is a precautionary application			
	(e)	Please state why the proposed act concerned at a favourable conserv		he popula	tion of the	specie	S
	The RAMS have been written to ensure that impacts will be kept to an absolute minimum. The only bats that may be affected despite the precautions taken will be solitary animals that are encountered in the course of the works, and disturbance to these would not affect the favourable conservation status of the species.						
11.	Con	sideration of Designated Sites					
	Scie	ignated Areas: Local Nature Rese ntific Interest (SSSI), Special Prote isar sites, and certain other river/la	ection Area (SPA), Special Ar				
(a		Vill any part of the proposed activity f ite. E.g. LNR, NNR, SSSI, SAC, SPA		designate	ed Yes		No

<sup>&</sup>lt;sup>1</sup> Killing will only be licenced in exceptional circumstances, you should discuss the particular situation with the Regional Senior Species Officer in NRW for your area.

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(b)	Will any part of the proposed activity fall within or adjacent to a designated site?	Yes	No	
(c)	If YES to either of the above, have you consulted with Natural Resource Wales for advice on the implications of your application on the protected site?	Yes	No	
(d)	Please give either the outcome of your consultations or the reason why you have r enclose any relevant correspondence.	not con	sulted. Plea	ise

Part D. Declarations							
12	Have <b>you</b> or your <b>accredite</b> wildlife offence?	ed agents or assistants ever been convicted	d of a	Yes		No	
	If <b>YES</b> , please give details, including dates						
13.	I have read and understand the guidance provided in this application form. I declare that the particulars given are correct to the best of my knowledge and belief, and I apply for a licence in accordance with these particulars. Applicants should note that it is an offence regulation 57 of the Conservation of Habitats and Species						S
	-	gly or recklessly provide false information in					
	the expiry of the licence.	e to send to NRW a written report of the lice				ur wee	ks of
subje	orise employees or represe ct to this application for the se place an x in the box opp	ntatives of Natural Resource Wales to ent purpose of monitoring and inspecting th osite).	er the site e permitte	e whic d wor	h ks		
	Signature of the Applicant		Date				
	Name in BLOCK LETTERS						
	Signature of the Ecologist		Date				

Name in BLOCK LETTERS	

#### Please complete this CHECKLIST fully

Please return your full completed application to the following Natural Resource Wales address:	
Species Protection Team,	Checklist before submitting your application:
Natural Resources Wales,	Completed Application Form (original plus one copy)
Maes y Ffynnon, Penrhosgarnedd,	Method Statement (original plus one copy)
Bangor,	Protected Species Survey/s(original plus one copy)
LL57 2DW	Completed original Local Planning Authority Consultation Document (if Planning Permission or other consents are required/have been granted)
or e-mail your completed form to specieslicence@naturalresourceswales.gov.uk	Copy of any other granted consents (Listed building/ Tree preservation orders/ etc)
Tel. 03000653000	Copy of the permissions associated with the application and copies of the delegated decision report and / or planning committee minutes
	Documentation from the Local Planning Authority confirming the discharge of any species related conditions which require discharge prior to the commencement of the development.

#### NOTES FOR GUIDENCE (Please read the following notes carefully).

- i. This is an application form for a licence to deliberately kill, injure, capture (take), deliberately disturb, damage/destroy a breeding site/resting place or transport an european protected species (EPS) under the Conservation of Habitats and Species Regulations 2010 for the purpose of :-
  - Preserving public health or public safety or other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment;
  - Preventing the spread of disease;
  - Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber

or any other form of property or to fisheries; to allow people to carry out activities which would otherwise be illegal.

Natural Resources Wales, in exercise of the powers conferred under regulation 53(1) and 56(3) (a) of the Conservation of Habitats and Species, Regulations 2010 may issue licences for the following purposes:

#### Provided that:

- that there is no satisfactory alternative; and
- that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range.

- ii. All questions in this application form must be completed in full unless otherwise stated: failure to provide adequate information will delay the processing of your application. Any further information you wish to provide should be appended on additional sheets. We aim to process applications within 30 working days of receipt of all the information requested. We cannot guarantee an earlier response.
- iii. It is a condition of any licence issued that a full report of the work carried out under licence is submitted within four weeks of the expiry of the licence. You will be supplied with a licence report form on which to do this. Failure to do so may result in future applications being refused. Information from these reports is required to provide summary information to NRW and others on the number of licences issued, the purpose of the licence and which species are covered. None of these summary statistics includes personal information about licensees. The information may also be used for conservation purposes and shared with other organisations.
- iv. Please be aware that if your activity requires or has received planning permission, listed building consent and or a tree preservation order, you will need to include the following:
  - Local Planning Authority Document completed and signed prior to submitting your application
  - Copy of the permissions associated with the application
  - Copy of the delegated decision report and / or planning committee minutes
  - Documentation from the Local Planning Authority confirming the discharge of any species related conditions which require discharge prior to the commencement of the development.
- v. If you are submitting your application by post please make sure that we are given 2 paper copies of all the required documentation including any plans of the buildings and that the print on these can clearly be read. All copies must be identical to the original document, and in colour as appropriate.
- vi. Please note that we will not process your application until we have received all the relevant documentation. Please be aware that if we do not receive the correct amount of copies of the information asked for it will delay your application until we have received them.
- vii. Please answer all questions fully and in detail. The more information you give us regarding your proposed activity, the less likely it is that we will need to contact you and cause delays in the progress of your application.
- viii. Please ensure that the information you send us, is properly separated and titled and if posted to us that each part is bound together; failure to do so will delay the processing of your application.
- ix. Applications are dealt with chronologically. This means they are processed according to when they were submitted, not according to the timing of the works. Please submit your application in good time before the proposed works. If you think your application needs to be dealt with urgently, please ring us to discuss and agree this before its submission.
- x. When answering questions, particularly 6-10, it may help with your answers if you consider the why, what, how, where and when, approach. For example: Why are you doing it? What are you going to be doing? How will it affect the species in question? Etc.
- xi. Natural Resource Wales can modify or revoke any licence that may be issued but this will not be done unless there are good reasons for doing so. Any licence that is issued is likely to be revoked immediately if it is discovered that false information had been provided which resulted in the issue of a licence.
- xii. All of the information held by NRW, relating to your application for a licence will be processed and managed by us in a accordance with our obligations and duties under the:
  - Data Protection Act 1998;
  - Freedom of Information Act 2000;

- The Environmental Information Regulations 2004; and
- All other laws relating to access to information.

With this in mind, your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests we may be required to release information, including your personal information. Our response to such requests will be in accordance with the guidelines provided by the Welsh Government Code of Practice on Access to Information which can be found at <u>www.information.wales.gov.uk</u>

For further information about the personal data collected and its use, if you have any concerns about the accuracy of personal data, or wish to exercise any of your rights under the above legislation you should contact:

- Access to Information Officers, Natural Resources Wales, Ty Cambria, 29 Newport Road Cardiff CF24 0TP, or email <u>atiteam@naturalresourceswales.gov.uk</u> or telephone 0300 065 3000
- The Information Commissioners Office help line can be contacted on 029 2067 8400 or at www.ico.gov.uk
- xiii Applicants should note that a licence from NRW does not grant access or power of entry onto any land.
- xiv. Any information included in this application which the applicant considers to be in confidence for commercial or industrial reasons or to be the applicant's intellectual property must be clearly marked as such.

In this document "Natural Resources Wales" means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.