Client: Jenny Edge

North Lodge
Stonehurst House, Selsfield Road, Haywards Heath, RH17 6TN

Biodiversity Enhancement Strategy

DOCUMENT ISSUE RECORD

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1. Introduction

Background to Commission

1.1 Sylvan was commissioned by Gould Baxter on behalf of their client Jenny Edge in November 2025 to prepare a Biodiversity Enhancement Strategy in relation to the proposed development at North Lodge, Stonehurst House, Selsfield Road, Haywards Heath, RH17 6TN (the Site).

1.2 This enhancement strategy has been written to discharge the following planning conditions 13 (Ref: DC/23/05229 Householder Planning Permission PP) relating to the development within the site:

1.3 Condition 13 prior to works above slab level: *"Biodiversity Enhancement Layout for biodiversity enhancements listed in the Bat Scoping Report (The Ecology Co-op, March 2025) shall be submitted to and approved in writing by the local planning authority. The content of the Biodiversity Enhancement Layout shall include the following: a) detailed designs or product descriptions to achieve stated objectives; b) locations of proposed enhancement measures by appropriate maps and plans; The enhancement measures shall be implemented in accordance with the approved details prior to occupation and all features shall be retained in that manner thereafter."*

1.4 In addition to condition 13, both condition 11 and 12 are also associated with biodiversity mitigation and enhancement:

1.5 Condition 11: *"All mitigation measures and/or works shall be carried out in accordance with the details contained in the Bat Emergence Survey Report (The Ecology Coo-p, September 2025) and Bat Scoping Report (The Ecology Co-op, March 2025a) as already submitted with the planning application and agreed in principle with the local planning authority prior to determination. This will include the appointment of an appropriately competent person e.g. an ecological clerk of works (ECoW) to provide on-site ecological expertise during construction. The appointed person shall undertake all activities, and works shall be carried out, in accordance with approved details."*

1.6 Condition 12: *"Prior to commencement of any works which will impact the breeding / resting place of bats: submission of a copy of ep mitigation licence or evidence of site*

registration under a bat mitigation class licence for bats. Any works which will impact the breeding/ resting place of bats, shall not in any circumstances commence unless the local planning authority has been provided with either: a) a licence issued by Natural England pursuant to Regulation 55 of The Conservation of Habitats and Species Regulations 2017 (as amended) authorizing the specified activity/development to go ahead; or b) evidence of site registration supplied by an individual registered to use a Bat Mitigation Class Licence; or c) a statement in writing from the Natural England to the effect that it does not consider that the specified activity/development will require a licence."

1.7 The site has been successful registered under the Natural England Bat Mitigation Low Impact Class Licence WML-21. A condition of this licence is that all licensable works are supervised. Please see **Appendix 1** for a copy of the licence and **Appendix 2** for confirmation from NE the site has been registered.

Purpose of Report

1.8 This report provides a summary of the ecological baseline, along with an assessment of the potential ecological impacts and constraints associated with the development. Proposed mitigation to protect retained habitats and protected species within the design and delivery of the development is included in this document. In addition, enhancement measures and suitable monitoring to enable an effective evaluation of the mitigation employed are detailed which will aim to augment the quality of the site in the long-term and ensure that any adverse impacts of development activities are fully mitigated, compensated and restored.

1.9 The enhancements proposed within this document form the basis of the strategy to be implemented as part of the development and have been devised in partnership with the scheme's owner, planning consultant and architects. Following the planning and review process and on confirmation of the construction programme amendments may be required.

Site Context and Status

1.10 The site is located at Stonehurst House, Selsfield Road, Haywards Heath, RH17 6TN. The central grid reference for the site is TQ 34340 31691. The site comprises a single storey

dwelling which is currently being used as a residential property and associated garage blocks. The property is located in a rural setting north of Haywards Heath and located opposite Wakehurst botanical garden. Dense woodland parcels mosaiced with arable and grassland fields surround the site to all aspects.

Development Proposals

1.11 The proposed development/project comprises the redevelopment of the existing property to serve additional residential units through the conversion of loft spaces and garage plots whilst also seeking to amend aspects of the property such as skylights and additional windows in line with the buildings original concept.

Relevant Legislation and Planning Policy

1.12 The following key pieces of nature conservation legislation are relevant to this document:

- The Conservation of Habitats and Species Regulations 2017 (as amended) (commonly referred to as the Habitats Regulations);
- The Environment Act 2021;
- Wildlife and Countryside Act 1981 (as amended);
- Natural Environment and Rural Communities Act 2006;
- Protection of Badgers Act 1992; and
- Wild Mammals (Protection) Act 1996.

1.13 The National Planning Policy Framework (Department of Communities and Local Government, 2025) requires local authorities to avoid and minimise impacts on biodiversity and to provide net gains in biodiversity when making planning decisions.

2. Baseline Ecological and Biodiversity Features

Designated Sites

2.1 Two statutory designated sites are present within a 2km of The Site: Wakehurst & Chiddingly woods SSSI and Philpot's and Hook Quarries SSSI. There will be no detrimental impacts to any designated sites.

Habitats and Flora

2.2 The site comprises a single storey dwelling which is currently being used as a residential property and associated garage blocks. The proposals include the redevelopment of the existing building to serve as additional residential units.

2.3 Following the recommendations and ecological receptors identified during the previous reports (The Ecology Co-op, 2025), a series of measures are described in this document to protect and enhance ecological features identified at the site and within the wider landscape, including:

- Bats - suitable foraging and commuting habitat is present immediately adjacent to the site. A transitional/ occasional roost for brown long-eared *Plecotus auritus* bats is present in the roof void.
- Birds - general nesting opportunities are supported within the site and around the site boundaries for a range of widespread bird species.

3. Site Enhancement Measures

3.1 Artificial bird, bat and insect boxes will be installed on the building. Suggested locations of these ecological features have been provided in the Ecological Enhancement Plan (**Appendix 3**).

Protected Species

Bats

3.2 Bat surveys of North Lodge have confirmed the presence of a single common pipistrelle *Pipistrellus pipistrellus* day roost associated with roof tiles on the eastern elevation of the building (The Ecology Co-op, 2025). In addition, a suspected large roost of brown long-eared bats Plecotus auritus is known to be present within Stonehurst Main House, located less than 50 m from North Lodge. The proposed works will not impact either roost, however, their presence provides evidence of bats using the wider site and surrounding area.

3.3 A transitional roost for brown long-eared bats has been recorded in Void 1 after a small number of droppings were identified during the bat scoping assessment (The Ecology Co-op, 2025). This roost will be impacted by the development works. The site has been registered with Natural England for licensing under the BER scheme (reference RC064-12880A) due to the impacts on the transitional brown long-eared bat roost.

3.4 As the development will result in the destruction of this roost, suitable alternative roosting opportunities for brown long-eared bats will be installed. As only one roost was identified as being impacted, two bat boxes (Improved Cavity bat boxes or similar, as shown in **Appendix 4**), is considered sufficient. Both bat boxes are recommended to be installed on suitable trees within the ownership boundary. These enhancements will provide long-term biodiversity benefits and contribute to the ecological value of the development.

3.5 Once occupied, bat roost features may only be disturbed under licence from Natural England and with appropriate ecological supervision. Once features and bats boxes have been inhabited by bats, they can only be disturbed by a licenced ecologist.

3.6 The indicative locations of the enhancements are shown in the Biodiversity Enhancement Scheme, **Appendix 3.**

Nesting Birds

3.7 To enhance the site for nesting birds, bird boxes will be installed on trees within the ownership boundary to include dwellings for building-dependent birds such as house sparrows, starlings and house martins.

3.8 Bird boxes will include two general purpose bird boxes (Woodstone Seville or similar, as shown in **Appendix 4**).

3.9 Indicative locations of bird boxes are shown in the Biodiversity Enhancement Scheme, **Appendix 3.**

Persons Responsible

3.10 The site owner will be responsible for implementing the proposed enhancement measures.

4. Delivery and Long-Term Management

4.1. It is anticipated that the installation of enhancement measures will take place immediately after construction with the installation of the bat and bird boxes.

4.2. **Table 4.1** below sets out the approximate timings for the delivery of ecological enhancements and optimal dates for future management tasks. Timings are subject to change and will be updated accordingly.

Table 4.1: Timing of delivery and management of ecological enhancements

Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Post Construction												
Installation of bird boxes and bat boxes	x	x	x	x	x	x	x	x	x	x	x	x

Task	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Management Task – annual management (X = optimal timing, 0 = sub-optimal timing)												
Cleaning of bird boxes	X	0							X	X	X	X

References

Bat Conservation Trust (BCT) (2023). *Bat Surveys for Professional Ecologists: Good Practice Guidelines* (4th edition). London: Bat Conservation Trust.

Bat Scoping Report (2025). The Ecology Co-op.

Bat Emergence Survey Report (2025). The Ecology Co-op.

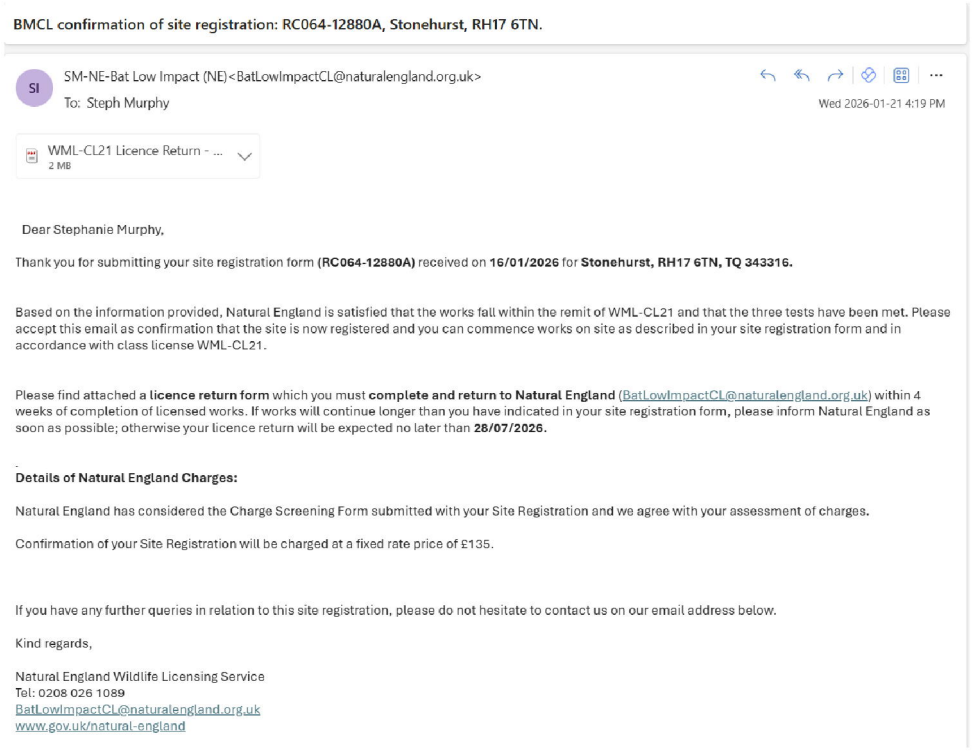
British Standards Institution (2013) Biodiversity. Code of practice for planning and development: 42020. BSI, London.

Ministry of Housing, Communities & Local Government (2025) National Planning Policy Framework. MHCLG. London. Available at: https://www.gov.uk/government/publications/national-planning-policy-framework--2

UK Government (2021). *Environment Act*. Available at: https://bills.parliament.uk/bills/2593/publications

Appendices

Appendix 1: Confirmation site has been registered



BMCL confirmation of site registration: RC064-12880A, Stonehurst, RH17 6TN.

SI SM-NE-Bat Low Impact (NE)<BatLowImpactCL@naturalengland.org.uk>
To: Steph Murphy
Wed 2026-01-21 4:19 PM

WML-CL21 Licence Return - ...
2 MB

Dear Stephanie Murphy,

Thank you for submitting your site registration form **(RC064-12880A)** received on **16/01/2026** for **Stonehurst, RH17 6TN, TQ 343316.**

Based on the information provided, Natural England is satisfied that the works fall within the remit of WML-CL21 and that the three tests have been met. Please accept this email as confirmation that the site is now registered and you can commence works on site as described in your site registration form and in accordance with class license WML-CL21.

Please find attached a **licence return form** which you must **complete and return to Natural England** (BatLowImpactCL@naturalengland.org.uk) within 4 weeks of completion of licensed works. If works will continue longer than you have indicated in your site registration form, please inform Natural England as soon as possible; otherwise your licence return will be expected no later than **28/07/2026.**

Details of Natural England Charges:

Natural England has considered the Charge Screening Form submitted with your Site Registration and we agree with your assessment of charges.

Confirmation of your Site Registration will be charged at a fixed rate price of £135.

If you have any further queries in relation to this site registration, please do not hesitate to contact us on our email address below.

Kind regards,

Natural England Wildlife Licensing Service
Tel: 0208 026 1089
BatLowImpactCL@naturalengland.org.uk
www.gov.uk/natural-england

Appendix 2: WML-CL21-Bat Mitigation Licence

CLASS LICENCE
Bat Mitigation Class Licence
TIER 1 – Roosts in Buildings

To permit activities resulting in disturbance/capture of bats and/or damage/destruction of bat roosts of low conservation significance only

This licence permits the disturbance and capture of bats and/or damage/destruction of roost(s) of no more than three low conservation significance roosts affecting no more than three species of bats, which are present in small numbers.
This licence was revised in 2018 and now permits its use for different species in different counties. Subject to meeting the relevant registration criteria, Registered Consultants can be registered to use a specific Annex or Annexes of this licence:

Annex A –. Common and soprano pipistrelle, brown long-eared bats in named Northern counties of England.
Annex B – Common and soprano pipistrelle, brown long-eared, Natterer's, Daubenton's, whiskered and Brandt's bats in all counties of England.
Annex C – Serotine bat in named southern counties of England (species core range counties) only.
Annex D – Lesser horseshoe bat in named south western counties of England (species core range counties) only.

This licence requires that users should aim to retain roosts and access points or re-create access to the affected roost(s) *in situ* following works. The use of Annex A or B does not require compensation to be provided if the roost cannot be retained *in situ*.
However, use of Annexes C and (or) D do require compensation to be provided if the roost cannot be retained or replaced *in situ.*
The use of the licence is subject to a series of terms, conditions and requirements, including the following:

- A suitably timed and resourced survey being completed (see Conditions 18-22) to inform whether a licence is required to permit the proposed activities and whether the species and circumstances fall within the remit of this licence;
- All necessary permissions and consents being in place prior to applying to register a site;
- Meeting the three statutory licensing tests;
- Registration of the site by the Registered Consultant and written confirmation from Natural England that works may proceed having been issued;
- Submission of a report of licensed activities within four weeks of completion of the licensed activities to Natural England, and submission of records to the relevant Local Records Centre annually.

Registration of sites	Only Registered Consultants may apply to register sites under this licence. A site is only registered when written confirmation from Natural England is received by the applicant.
Recording & reporting	There are data recording and reporting requirements as set out in the terms and conditions of this licence and its Annex(es).
Reference	WML – CL21

LEGISLATION	
Statute(s)	The Conservation of Habitats and Species Regulations 2017 (as amended) ('the Habitats Regulations') and The Wildlife and Countryside Act 1981 (as amended) ('the 1981 Act')
Section(s)	This licence is issued under Regulation 55(2)(e) of the Habitats Regulations and sections 16(3)(f) and 16(3)(j) of the 1981 Act.

LICENCE TERMS and CONDITIONS	
Valid for the period	30 September 2022 to 31 December 2022 (inclusive)
Area valid in	This licence consists of four Annexes which are specific to species and counties. This licence may only be used in the counties where the Registered Consultant is registered to operate and as specified in the relevant Annexes of this licence.
Purpose(s) for which this licence is issued	a. Preserving public health or public safety, and b. Imperative reasons of overriding public interest.
What this licence permits	Subject to all the terms, conditions and requirements of this licence (including those of its Annexes and Appendices) and solely for the purpose(s) stated above, this licence permits **the Licensee, any Accredited Agent and Assistants** to: i. Deliberately disturb; ii. Deliberately capture/take (ie handle); iii. Transport; Bat species and roost types specified in the relevant Annexes of this licence; and to: iv. Damage or destroy bat resting places; v. Obstruct access to places used for shelter or protection; of the species and roost types stated in the relevant Annexes of this licence.
By means of	• Capture by hand; • Artificial light (eg, torches); • Endoscopes; • Hand-held static nets; • Temporary exclusion by one-way doors or valves (bat excluders); • Permanent exclusion; • Disturbance by illumination and/or noise; • Temporary obstruction of roost access; • Destructive search by soft demolition; and • Mechanical demolition.
Who can use this licence	This licence may only be relied upon by **Registered Consultants*** and their **Accredited Agents*** and **Assistants***, except those convicted on or after 1 January 2010 of a **wildlife crime*** (unless, in respect of that offence, either: • they are a rehabilitated person for the purposes of the Rehabilitation of Offenders Act 1974 and their conviction is treated as spent; or • a court has made an order discharging them absolutely.) Any application by a person to whom this exclusion applies for an individual licence will be considered on its merits. * see Definitions

DEFINITIONS USED IN THIS LICENCE	
Licensee	Is the Registered Consultant who has successfully registered sites with Natural England and who is entitled to rely on this licence for those registered sites.
Joint Licensee	Is the person who has instructed the Registered Consultant to carry out licensed activities. Where the Registered Consultant considers it appropriate, the Joint Licensee must apply jointly with the Registered Consultant to register a site with Natural England.
Registered Consultant	Is a professional consultant who has been successfully registered with Natural England to use this licence in accordance with standards set by Natural England.
Accredited Agent	Is a consultant, who is skilled and experienced in bat mitigation work and who meets the minimum experience criteria set by Natural England. An Accredited Agent is able to undertake licensed activities, appropriate to their level of experience (as determined by the Registered Consultant) on a registered site whilst the Registered Consultant is not present, and they do not have to be under their direct supervision. A maximum of two Accredited Agents can be authorised in writing by the Registered Consultant to undertake licensed activities on a site registered under this licence. The Registered Consultant must have up to date and first-hand knowledge of the experience of the Accredited Agent. The details of any Accredited Agent must be included in the site registration form (WML-CL21-SiteReg).
Assistant	Is a person authorised to act under this licence whilst they are under the direct physical on-site supervision of a Registered Consultant. An Assistant may not work alone or unsupervised by the Registered Consultant. A maximum of six Assistants can be authorised in writing by the Registered Consultant to undertake licensed activities on a site registered under this licence.
Registered Site	Is a site that has been registered with Natural England for the purposes of this licence.
Wildlife Crime	Any offence under the Conservation of Habitats and Species Regulations 2017('the Habitats Regulations'), the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Deer Act 1991, the Hunting Act 2004, the Wild Mammals (Protection) Act 1996, the Animal Welfare Act 2006, the Protection of Animals Act 1911 (all as amended) or the Invasive Alien Species (Enforcement and Permitting) Order 2019.
For the purpose of this licence the following **licensed methods** are defined as:	
Destructive search by soft demolition	Is the taking apart of a structure thought likely to contain or have contained bats in a controlled and careful manner by hand, or in some instances with the assistance of hand-held tools and handheld machinery, under direct supervision. Only the Registered Consultant or Accredited Agent may take any bats found. Under this licence the Registered Consultant or Accredited Agent may undertake destructive searching, only the Registered Consultant can directly supervise any destructive searching.
Mechanical demolition	Is the destruction of a structure that previously supported a bat roost using mechanical means (eg, a vehicle or large/heavy machinery designed and or operated to destroy a structure) after the structure, or relevant part of the structure, has been declared free of bats by the Registered Consultant. Mechanical demolition usually is preceded by a soft demolition exercise or completion of an exclusion process.

For the purpose of this licence the following **roost types and categories** are defined as:

Roost	Is defined as a single structure, used by a single species for a single purpose.
Multi-functional roost	Is considered to be a roost that is used for functions other than those permitted by this licence. For example, a structure which is used as a maternity roost or a hibernation roost and also by individual bats as a day or a night roost would be considered to be a multi-functional roost and not permitted by this licence. A structure which supports up to three of the permitted roost types (day, night, feeding perches, transitional/occasional roosts) is not considered to be a multifunctional roost for the purpose of this licence.
Alternative roost	Shall include: a purposely installed bat box; an existing roost which will not be impacted by the works; or other new/enhanced roosting opportunities. Any alternative roost must be suitable for the species, within or close to the existing roost and free from additional disturbance or development pressure.
Multi-species roost	Is considered to be a roost that is used by more than one bat species. Different bat species may be using it at the same or different times or for the same or different purposes. For the purposes of this licence each species using a place used for roosting counts as one roost.
Feeding roost	Is considered to be a place where individual bats or a few individuals rest or feed during the night but are rarely present during the day. They are often distinguishable by evidence of insect remains.
Day roost	Is a place where individual bats, or small groups of males, rest or shelter in the day but are rarely found by night in the summer.
Night roost	Is a place where bats rest or shelter in the night but are rarely found by day. These roosts vary in their conservation significance and may be used by a single individual on occasion or it could be used regularly by the whole colony. This licence only covers night roosts of low conservation significance.
Transitional/occasional roost	Is a place used by a few individuals or occasionally small groups for generally short periods of time on waking from hibernation or in the period prior to hibernation.
Low conservation	Includes the roost types specified in Annexes A, B, C and D significance.
Small numbers	For the purposes of this licence, the term 'small numbers of bats' is **not** defined. Registered Consultants are expected to use their experience and professional judgement in deciding what reasonably can be considered to be small numbers of the species of bat involved. These judgements are expected to be in line with established best practice and likely to be determined in the same way by other professional consultants who are experienced in bat ecology and mitigation.
Low impacts	For the purposes of this licence, the term low impacts is that which the unmitigated impact of the proposed actions would likely be judged, by other professional ecologists, to not be likely to cause harm that could be considered to be medium or high. This decision will take into account the numbers of roosts, roost types and numbers of bats involved. Generally, these are impacts which can be easily mitigated or compensated by applying standard measures (see the relevant Annexes of this licence).

Terms and requirements of this licence that express conditionality are conditions of this licence whether so called or not.

The headings used in this licence and its Annexes and Appendices are for convenience only and shall have no effect upon the interpretation of this licence or its conditions.

LICENCE CONDITIONS

Using this licence:

1. This licence includes Annexes A, B, C and D, and Appendices I & II which contain additional terms, conditions, requirements and advice for using this licence. Persons using this licence must follow any additional licence conditions within any relevant Annex(es) and Appendices.

2. This licence may only be used when all alternatives have been considered and it is not possible to avoid impacts upon bats or their roosts.

3. To use this licence you must be:
   a. The '**Registered Consultant**', employed by the '**Joint Licensee**' (if applicable);
   b. An 'Accredited Agent'; or
   c. An '**Assistant**'.

4. The confirmation of registration to work as a Registered Consultant under this licence forms part of this licence and must be kept with this licence and produced along with the licence and confirmation of site registration, when required.

5. The Licensee must supply a copy of this licence and the authorised site registration form to the person responsible for commissioning the works on the registered site (eg, building owner) and explain to them what can and cannot be done under the licence, by them or any person undertaking works impacting bats or their roosts on the site. A copy of this licence and the authorised site registration form must also be supplied to any Accredited Agent used.

6. Any Accredited Agent must be named on the site registration form (WML-CL21-SiteReg) and be authorised in writing by the Licensee to act on their behalf under this licence. Any such person must carry this written authorisation with them at all times when conducting activities under this licence and make it immediately available for inspection/copying by a Natural England or Police Officer upon demand.

7. The confirmation of registration will specify which Annex(es) the Registered Consultant is permitted to use. Annexes to this licence are specific to groups of species and within named counties only. Any person using this licence must ensure they are working within the county and affecting only the species specified on the relevant Annex to this licence.

8. Activities under this licence must not affect more than three species of bats present in small numbers and/or a maximum of three roosts across all structures affected by works, as permitted in the relevant Annex(es) of the licence.

9. It is the responsibility of the Registered Consultant to ensure any Accredited Agents or Assistants are sufficiently trained and experienced to act under this licence, including on mitigation measures commonly employed, and that they use appropriate equipment so as to avoid unnecessary suffering of any animal in the course of licensed operations. The Registered Consultant must maintain a record of Accredited Agents used, their experience and why they were used on that site.

10. The Registered Consultant and any Accredited Agents must have prior experience of using the methods proposed in the site registration form (WML-CL21-SiteReg). This can be evidenced by previous experience with mitigation licences, Science and Conservation licences held or by being registered for the relevant level of Survey Class Licence for the methods being proposed.

11. Situations in which an individual bat licence (other than a survey licence) has been applied for, is expected to be required or is subject to an existing individual licence for the same site (including phased or multi-plot developments) are not covered by this licence.

Obtaining permission to use the licence at a site

12. Prior to registering the site, the Registered Consultant and any Joint Licensee (if applicable) are required to obtain all necessary permissions and consents and arrange for access to the site and any relevant land for the duration of licensed activities. They must keep a written record of these permissions which must be kept for at least 24 months following completion of the licenced works and monitoring period and must be made available on request to any Natural England officer immediately upon demand.

13. This licence may only be used at a site that has been successfully registered with Natural England and where the information in the authorised site registration form (WML-CL21-SiteReg) remains accurate for the duration of the licensed activities (see Condition 14).

14. Sites must be registered using site registration form (WML-CL21-SiteReg). This must be submitted at least three weeks in advance of the intended start date, but not more than 12 weeks in advance and:
    a. All consents necessary for the proposed activity must have been granted (planning or other) before applying to register the site. For all consents that have been granted, all conditions or Reserved Matters relating to wildlife species and habitat issues (which are intended to be and are capable of being discharged) must be discharged and in place.
    b. A site visit must have been undertaken within three months prior to submission of the site registration form to verify that conditions have not changed since the most recent survey was undertaken and that the species, roost type and impacts remain in scope of this licence.
    c. Works may only take place in agreement with the landowner, who must also have agreed to comply with the terms and conditions of this licence, including any compensation requirements to be provided in accordance with or additional to the requirements of this licence. Confirmation of this agreement must be declared in the site registration form (WMLCL21-SiteReg).
    d. The Licensee and Joint Licensee (if applicable) must keep a written record of the landowner and developer's (if applicable) agreement.

15. Proposed activities under this licence, as described in the site registration form (WML-CL21-SiteReg) specific for this site, may only take place with the agreement of any site owner or Joint Licensee who must also have agreed to comply with the terms and conditions of this licence, and any mitigation and/or compensation requirements detailed in the site registration form.

16. Works are only permitted to commence at a site following receipt of an email from Natural England confirming that the site is registered and that works can proceed as described in the site registration form and in accordance with this licence. Natural England reserves the right to request further information before a site is registered.

17. If details within an authorised site registration form change, the Licensee must apply to amend the site registration by submitting with an updated site registration form and, where relevant, an amended maps to allow reassessment. Responsibility for any works undertaken remains with the original person(s) on the authorised site registration form until written confirmation authorising the change has been received from Natural England. Details to be updated include:
    a. Change of Licensee;
    b. Change of Joint Licensee;
    c. Add or change of Accredited Agent;
    d. Change to work schedule: an amended site registration form (WML-CL21-SiteReg) must be submitted prior to the expiry of the licence period within the authorised site registration form. An explanation for this request must be provided. Licensed activities must stop if they go beyond the licence period in the authorised site registration form except where written confirmation authorising the change has been received from Natural England; and
    e. Significant changes to licensed activities: should circumstances change so that activities and/or impacts falling outside the scope of this licence are required then works may no longer proceed. Natural England must be notified in writing within two working days, the site may then be de-registered and an individual licence might be required to be obtained before works can then legally proceed/re-start.

Survey requirements

18. Before registering a new site, each site must have been subject to a suitable level of survey to identify buildings or structures with bat potential and the species of bats and type of roosts likely to be present.

19. The surveys referred to in Condition 18 above must be undertaken in accordance with the current versions of the Bat Conservation Trust (BCT) *Bat Surveys for Professional Ecologists – Good Practice Guidelines* and the *Bat Mitigation Guidelines* (see Information and Advice note g). Surveys must be up to date and have been conducted within the current or most recent optimal season. Surveys must be tailored to each site, take account of the complexity of the structures involved and potential usage by bats throughout the year.

20. Where the Registered Consultant is using survey data provided by a different person they must satisfy themselves that the survey was suitably timed and resourced and it is likely to provide accurate information to enable impacts to be assessed at the time of site registration.

21. All reasonable effort must be undertaken to identify the bats present to species level and the roost type(s).

22. The survey records must be kept for at least 24 months following completion of the monitoring period and must be made available on demand immediately to any Natural England officer or any police officer.

Working under the licence

23. The Registered Consultant and Joint Licensee (if applicable) for each registered site is responsible for all activities carried out under this licence; including activities carried out by any Accredited Agent and any Assistant.

24. Any Accredited Agent used must fulfil the experience criteria set by Natural England.

25. Where an Accredited Agent undertakes licensed works at a registered site, these must be checked and signed off by the Registered Consultant as suitable and to a good standard.

26. It is the duty of any person authorised to use this licence to ensure that they can adhere to the activities permitted detailed on the authorised site registration form and conditions of this licence before accepting the responsibility of carrying out work under this licence. Whilst engaged in the activities to which this licence applies, the Registered Consultant shall make a copy of the licence (including the Annexes) available for inspection on each registered site where the activities are taking place and shall make it available for inspection immediately on demand to any Natural England or police officer.

27. The Registered Consultant must ensure that all those who will be involved in works at the registered site understand by way of a "tool box talk":
    - that bats are present;
    - a summary of the relevant legislation relating to bats;
    - the measures that will be used to protect bats;
    - good working practices;
    - licensed activities; and
    - what to do should bats be found during works.

    This information must be provided before any works commence in the registered site. A written record that this has been undertaken must be kept by the Licensee and made available immediately on demand to any Natural England or police officer.

28. Certain actions authorised by this licence must only be undertaken by the Registered Consultant, an Accredited Agent, or by an Assistant under the direct supervision of the Registered Consultant. These activities are:
    - use of endoscopes,
    - artificial light (eg, torches),
    - destructive search by soft demolition (see Definitions),
    - temporary obstruction of roost access,
    - temporary or permanent exclusion methods (including installation),
    - use of static handheld nets and
    - the capture and handling of bats.

29. Mechanical demolition (see Definitions) must only take place once the Registered Consultant has confirmed a structure to be free of bats.

30. Capture/handling/exclusion of bats must only be undertaken in conditions suitable for bats to be active.

31. Where bats are discovered and taken under this licence they must either be relocated to an alternative roost suitable for the species and as close to the original roost as possible. Where bats are held this must be done safely and bats released on site at dusk in, or adjacent to, suitable foraging/ commuting habitat in safe areas within or directly adjacent to the pre-works habitat.

32. Where a bat is unexpectedly discovered in adverse weather conditions, the guidance in Appendix II must be followed.

33. When bats are found in unexpected numbers or are of a species or a roost type not covered by this licence are found unexpectedly the guidance in Appendix II must be followed.

34. All works must be undertaken using best practice methodology to ensure minimal risk to bats.

35. Provision must be made for prompt assistance to deal with any injured bat. Any bats that are injured or killed as a result of any works on site must be reported to Natural England on licence return form 'WML-CL21-LicRtn'.

Mitigation and compensation (also see relevant Annexes)

36. All impacts on bats and/or their roosts must be adequately mitigated or compensated for and in accordance with the requirements set out in the relevant Annex of this licence.

37. Any mitigation and compensation measures proposed in the authorised site registration form must be implemented as described. Any significant changes must have been agreed in writing by Natural England (see Condition 17(d)).

38. Mitigation must be in line with the requirements set out in the most up to date edition of the '*Bat Mitigation Guidelines*' for low impact works and low conservation significance roosts (see section 7 and 8 of the '*Bat Mitigation Guidelines*', Information and Advice note g and relevant Annexes. Persons acting under this licence must abide by the advice on excluding bats, handling bats and working in bat roosts in the most up to date edition of the '*Bat Mitigation Guidelines*' and '*Bat Workers Manual*' (see Information and Advice note g).

39. Should this licence require the use of roof membranes, Bitumen type 1F felt with a hessian matrix, or a non-bitumen coated roofing membrane (NBCRM) with a test certificate approved by Natural England, must be used.

40. Should it be necessary to use any wood timber treatments, only approved treatments may be used. Guidance on their use in the '*Bat Workers Manual*', Chapter 10 must be followed (see Information and Advice note g).

Recording and reporting requirements

41. The Registered Consultant and Joint Licensee (if applicable) must comply with the reporting and recording requirements specified in Appendix I.

42. Records must be kept for at least 24 months following completion of licensed activities at each registered site, in accordance with the requirements as set out in Appendix I. Records are to be made available for inspection immediately on demand by any Natural England or police officer.

Licence compliance

43. Any Licensees, and any person authorised by, or working under this licence must comply with the terms and conditions of this licence, including the site registration, recording and reporting requirements. Failure to do so will render registration null and void. Natural England will advise the Licensee of any change in registered status and explain the reasons for this.

44. The Registered Consultant, and Joint Licensee (if applicable) shall permit an officer of Natural England, accompanied by such persons as he/she considers necessary for the purpose, on production of his/her identification on demand, reasonable access to monitor work being undertaken and to be present during any operations carried out under the authority of this licence for the purpose of ascertaining whether the conditions of this licence are being, or have been, complied with. All reasonable assistance must be provided to any officer of Natural England in the discharge of their duties and to any persons accompanying him/her.

45. Natural England must be informed of any breach to this licence. The Registered Consultant, and Joint Licensee (if applicable), or other person authorised by this licence, must report to Natural England, in writing any problems with compliance with the licence within three working days of this becoming apparent. They must also take necessary action, within the terms and conditions of this licence, should they discover poor practice and/or activities beyond the scope of the licence.

46. Registered Consultants must inform Natural England:
    a. If they are subject to disciplinary action with their professional membership body, within one working week of being informed, setting out the circumstances. They must also inform Natural England of the outcome of the action within one working week of the conclusion of this action.
    b. If they are subject to any criminal investigation by the police or other statutory body for any wildlife-related offence(s), setting out what these are, when the outcome is likely to be known, and what the outcome is following completion of the investigation.

    A summary of any recent or pending disciplinary action or investigation should be submitted on the Annual Declarations form WML-RC RTN-01 for the relevant reporting period. This will enable Natural England to assess whether their registration for use of this licence needs to be reviewed.

IMPORTANT

This licence authorises acts that would otherwise be offences under the legislation referred to above. Failure to comply with its terms and conditions:

i. may be an offence against the Habitats Regulations or the 1981 Act or mean that the licence cannot be relied upon and an offence could therefore be committed. The maximum penalty available for an offence under the Habitats Regulations and 1981 Act is, at the time of the issue of this licence, an unlimited fine and/or a six-month custodial sentence;
ii. may result in your permission to use this licence being withdrawn. Natural England will inform any person or organisation whose permission to use this licence is withdrawn in writing. This sanction may be applied to other similar licences, and
iii. may mean that you are not able to rely on this licence as a defence in respect to the prohibitions within the Animal Welfare Act 2006 or the Wild Mammals (Protection) Act 1996.

If the activity that you wish to undertake is not covered by this licence, or if you are unable to comply with any of the terms and conditions which apply to the use of this licence, then you will need to apply to Natural England for an individual licence.
This licence is not a consent or assent for the purposes of Part II of the Wildlife and Countryside Act 1981 (as amended) in respect to Sites of Special Scientific Interest. It is your responsibility to get consent or assent if required (see Information and Advice notes q-s).
This licence does not derogate against offences for other species.

Issued by and on behalf of Natural England on: 30 September 2022

INFORMATION AND ADVICE specific to this licence

a. This licence cannot be used on a precautionary basis and a site registration must only be applied for when there is a genuine need for activities to be covered by the licence.
b. Registration to use this licence indicates that the Registered Consultant has demonstrated an appropriate level of competence in these activities. The fact that a person is registered to use this licence should not be used or taken to indicate competence in any other activity that may be associated with work relating to bats.

Compliance and Enforcement

c. Anyone seeking to confirm whether a person is registered to use this licence should contact the Natural England Wildlife Licensing team (see Contact details below).
d. It is the responsibility of the Licensee to maintain their expertise at an appropriate level to act under this licence and to ensure that any Assistants only act under their direct physical on-site supervision for the purposes of this licence.
e. Natural England checks compliance with licences and the attached conditions. Where breaches are identified, these may be subject to enforcement action.
f. Natural England will consider reporting any non-compliance, or concerns over standards, to the professional body of which the Registered Consultant or Accredited Agent is a member and/or another enforcement body as appropriate.

Guidance on surveying and best practice

g. Advice on surveying, mitigation and compensation are provided in the latest edition of the *'Bat Mitigation Guidelines'*, The Lesser Horseshoe Bat Conservation Handbook, published by The Vincent Wildlife Trust, *Bat Workers Manual* available from the JNCC website *and The BCT Bat Surveys for Professional Ecologists: Good Practice Guidelines (3rd edition)*. The Licensee and any Accredited Agent are expected to check whether this guidance has been updated and if so, to ensure that they act in accordance with the most up to date version.

General welfare considerations

h. Persons acting under this licence may photograph bats in connection with licensed activities provided that this causes no additional disturbance.
i. Persons acting under a licence should have regard to legislation and good practice relevant to the action(s) undertaken, including animal welfare and the Animal Welfare Act 2006 (2006 Act). It is an offence to cause any unnecessary suffering to an animal (including birds) under the control of man (section 4 of the 2006 Act). This applies to the humane despatch of captured animals and the treatment of animals held in traps or nets, including decoy birds and non-target animals. For advice on the relevance of the 2006 Act to wildlife management please refer to the Natural England leaflet 'The Animal Welfare Act 2006: what it means for wildlife' (TIN072).
j. It is the responsibility of each person relying on this licence to use appropriate equipment and to ensure that they are competent to use such equipment so as to avoid causing unnecessary suffering. Natural England recommends that anyone handling bats wears gloves and is suitably vaccinated against rabies.
k. A licence is not required for the short-term keeping of injured bats that were obtained legally for the purpose of tending them in order to release them when no longer disabled. However, if the bats are to be kept for longer than six months then the carer should apply for a licence to possess bats. This can be done using the possession licence application form WML-A37 (found at: https://www.gov.uk/government/publications/european-protectedspecies-apply-for-a-licence-to-possess-them.

General Information

l. Ordinarily, this class licence will be reissued on 1 January each year. Please note, however, that it can be modified or revoked at any time by Natural England or the Secretary of State, but this will not be done unless there are good reasons for doing so. You are advised to read in full any licence prior to your first use of it each year in case of amendments.

m. The common name or names of species given in this licence and annexes of this licence are included by way of guidance only; in the event of any dispute or proceedings, it is the scientific name of a species only that will be taken into account.

The limits of licences

n. Licences permit action only for the purposes specified on that licence.

o. Licences do not permit actions prohibited under any other legislation, nor do they confer any right of entry upon any land.

p. Unless otherwise stated the provisions of Natural England licences only apply landward of the mean low water mark in England. The Marine Management Organisation is responsible for all licensing seaward of the mean low water mark.

Protected sites

q. You can search for and view details about all SSSIs by using Natural England's Designated Sites system. The notification documents for each SSSI contain a list of operations that require Natural England's prior consent. Owners and occupiers of land notified as SSSIs are required to give written notice to Natural England before either beginning any of these operations, or allowing someone else to carry out those operations. SSSI consent can only be given to a SSSI owner or occupier. It may be given with or without conditions, or in some cases, consent may not be granted. A similar process applies to public bodies and statutory undertakers (as defined under Section 28G of the Wildlife and Countryside Act 1981 (as amended)) and this obligation applies even where the operations are carried out on land outside of the SSSI.

r. Please note that as the licensee you will not be able to undertake the licensed activity on a SSSI until the owner or occupier of the SSSI has applied for, and received, Natural England's written SSSI consent. If you do so, you may be at risk of committing an offence. As the licensee, if you wish to exercise this licence on a SSSI you must contact the relevant owners or occupiers of the SSSI and ensure they give written notice to Natural England of their proposal to permit you to carry out licensed activity on their SSSI. You should wait until a SSSI consent decision has been received by the SSSI owner/occupier before you begin to exercise this licence on a SSSI. See Gov.uk for further information on how to get SSSI consent from Natural England.

s. In considering whether to issue consent or assent for activities likely to affect a SSSI that is a European Site, in other words a Special Protection Area (SPA) or Special Area of Conservation (SAC), Natural England will carry out a Habitats Regulations Assessment, as required by the Conservation of Habitats and Species Regulations 2017 (as amended) to ensure there will be no adverse effects on the European Site.

Working during the coronavirus pandemic

t. Anyone acting under this licence should follow Defra's advice on surveying and mitigation work during the coronavirus pandemic - also available on request from Natural England (wildlife.scicons@naturalengland.org.uk). This advice is kept up to date as a minimum precaution to reduce the risk of accidental transmission of the virus from humans to wild animals, and may be updated. You should check Gov.uk before you act.

u. Any products used to clean and disinfect equipment should be safe for use where there could be contact with animals, and used at an effective and safe dilution rate. 'Safe4 Disinfectant' is considered to be a safe and appropriate product for cleaning and disinfecting equipment that could come into contact with animals. Use at a dilution of 1:50 to be effective against COVID-19.

Using and sharing your information

v. As there is significant public interest in wildlife licensing and in those who benefit from receiving a wildlife licence, we may make information publicly available. For more information, please see our Privacy Notice.

Contact details for Natural England

For licensing enquiries:

Telephone 020 802 61089

Email BatLowImpactCL@naturalengland.org.uk

Postal address Natural England Wildlife Licensing Service, Natural England, Horizon House, Deanery Road, Bristol BS1 5AH

For other enquiries use the Enquiry Service:

Telephone 0300 060 3900

Email enquiries@naturalengland.org.uk

Web https://www.gov.uk/government/organisations/naturalengland

WML-CL21 Annex A

Bat Mitigation Class Licence

TIER 1- Roosts in Buildings

Common and widespread species in the **north of England only**

Table 1 Species location and roost types covered by the licence Annex

Bat species	Common pipistrelle (*Pipistrellus pipistrellus*) Soprano pipistrelle (*Pipistrellus pygmaeus*) Brown long-eared (*Plecotus auritus*)
Location	Northern counties of England: Cumbria, Northumberland, County Durham, Lancashire, North Yorkshire, West Yorkshire, South Yorkshire and East Yorkshire only (Northern counties of England) and including any Unitary Authorities present within these counties.
Assemblage	One of more of the species listed above are present or using the structure
Roost type	• Feeding roosts • Night roosts • Day roosts • Transitional roosts / occasional roosts These are all roosts that are considered to be 'low conservation significance roosts' for the purpose of this licence (see Definitions).
Number of roosts	No more than three roosts in total (across all structures).
Number of bats	Individuals or small numbers (in total) of any species listed above. If more than one species will be affected, it is the total number of bats which must be considered. The conservation status of bat species varies across regions, and what can be considered 'small' numbers of bats is different for different species. The Registered Consultant must take these factors into account, along with individual species ecology when deciding if proposed works can be covered by this licence. Note that for some species, even small numbers of bats may indicate more important roost types not covered by this licence. The unexpected discovery of one or more individual bats of a species as listed above, found during the hibernation season in situations where there had previously been a thorough assessment that concluded that their presence was highly unlikely (see Appendix II).
Impacts	Capture, disturbance of small numbers of bats and/or damage or destruction of low conservation significance bat roost(s) (see above and Definitions).

Table 2 Mitigation and compensation requirements for works conducted under the licence Annex

Mitigation	Appropriate mitigation is required at all sites registered under this licence Annex. Unless there is a good reason why it is not possible, roosts and access points are to be retained or re-created as part of mitigation measures.
Compensation	Based on the situations covered by this licence Annex, there is no mandatory requirement to provide compensation. However, it may be appropriate to provide a proportionate level of compensation in some cases. For example, where more than one species and/or more than one roost will be impacted, the provision of one feature that is appropriately located and suitable for the species concerned (eg, a bat box/tile/brick/crevice) per roost to be impacted would be considered appropriate within or close to the structure to be affected. Where bat boxes are provided these are expected to be retained for a minimum of five years, even if they are not immediately occupied by bats. Note: bat boxes are only appropriate for brown long-eared bats if they can be located in suitable habitat at the Registered Consultant's discretion. The terms and conditions of this licence do not apply to enhancement or compensation measures that exceed the requirements of this licence. Such measures may be offered voluntarily or to satisfy a planning, or other, consent.
Timings of works	Activities involving the exclusion, capture and/or handling of bats must only be undertaken in conditions suitable for bats to be active and must follow best practice methodology. Should individual bats be found unexpectedly in cold or adverse weather conditions the guidance in Appendix II must be followed.
Monitoring and maintenance	There is no requirement to undertake post-development monitoring or maintenance for activities permitted by this licence Annex.

WML-CL21 Annex B

Bat Mitigation Class Licence

TIER 1- Roosts in Buildings

Common and/or widespread species in **all counties of England**

Table 1 Species, location and roost types covered by the licence Annex

Bat species	Common pipistrelle (*Pipistrellus pipistrellus*) Soprano pipistrelle (*Pipistrellus pygmaeus*) Brown long-eared (*Plecotus auritus*) Whiskered (*Myotis mystacinus*) Brandt's (*Myotis brandtii*) Daubenton's (*Myotis daubentonii*) Natterer's (*Myotis nattereri*)
Location	All counties of England
Assemblage	No more than three of the species listed above, or those listed on Annex C and/or D (where your registration applies) are present or using the structure
Roost type	• Feeding roosts • Night roosts • Day roosts • Transitional roosts / occasional roosts These are all roosts that are considered to be 'low conservation significance roosts' for the purpose of this licence (see Definitions)
Number of roosts	No more than three roosts in total (across all structures)
Number of bats	Individuals or small numbers (in total) of any species listed above. If more than one species will be affected, it is the total number of bats which must be considered. The conservation status of bat species varies across regions, and what can be considered 'small' numbers of bats is different for different species. The Registered Consultant must take these factors into account, along with individual species ecology when deciding if proposed works can be covered by this licence. Note that for some species, even small numbers of bats may indicate more important roost types not covered by this licence. The unexpected discovery of one or more individual bats of a species as listed above, found during the hibernation season in situations where there had previously been a thorough assessment that concluded that their presence was highly unlikely (see Appendix II).
Impacts	Disturbance of, or damage or destruction of low conservation significance bat roost(s) (see above and Definitions).

Table 2 Mitigation and compensation requirements for works conducted under the licence Annex

Mitigation	Appropriate mitigation is required at all sites registered under this licence Annex. Unless there is a good reason why it is not possible, roosts and access points are to be retained or re-created as part of mitigation measures.
Compensation	Based on the situations covered by this licence, there is no mandatory requirement to provide compensation. However, it may be appropriate to provide a proportionate level of compensation in some cases. For example, where more than one species and/or more than one roost will be impacted, the provision of one feature that is appropriately located and suitable for the species concerned (eg, a bat box/tile/brick/crevice) per roost to be impacted would be considered appropriate within or close to the structure to be affected. Where bat boxes are provided these are expected to be retained for a minimum of five years, even if they are not immediately occupied by bats. Note: bat boxes are only appropriate for brown long-eared bats if they can be located in suitable habitat at the Registered Consultant's discretion. The terms and conditions of is licence do not apply to enhancement or compensation measures that exceed the requirements of this licence. Such measures may be offered voluntarily or to satisfy a planning, or other, consent.
Timings of works	Activities involving the exclusion, capture and/or handling of bats must only be undertaken in conditions suitable for bats to be active and must follow best practice methodology. Should individual bats be found unexpectedly in cold or adverse weather conditions the guidance in Appendix II must be followed.
Monitoring and maintenance	There is no requirement to undertake post-development monitoring or maintenance for activities permitted by this licence.

WML-CL21 Annex C

Bat Mitigation Class Licence

TIER 1- Roosts in Buildings

Serotine bats in named southern counties of England

Table 1 Species, location and roost types covered by this licence Annex

Bat species	Serotine bat (*Eptesicus serotinus*)
Location	Core counties of the species' range in southern England as follows: Kent, East Sussex, West Sussex, Surrey, Greater London, Hertfordshire, Essex, Buckinghamshire, Berkshire, Oxfordshire, Hampshire, Wiltshire, Bristol, Somerset, Dorset and Devon, including any Unitary Authorities present within these counties.
Assemblage	In addition to Serotine bat, no more than two other species listed in Annex B or D (where your registration applies) are present or using the structure
Roost type	• Feeding roosts • Night roosts • Day roosts • Transitional roosts / occasional roosts These are all roosts that are considered to be 'low conservation significance roosts' for the purpose of this licence (see Definitions). No more than three roosts in total (across all structures)
Number of roosts	No more than three roosts in total (across all structures)
Number of bats	Individuals or small numbers (in total) of any species listed above. If more than one species will be affected, it is the total number of bats which must be considered. The conservation status of bat species varies across regions, and what can be considered 'small' numbers of bats is different for different species. The Registered Consultant must take these factors into account, along with individual species ecology when deciding if proposed works can be covered by this licence. Note that for some species, even small numbers of bats may indicate more important roost types not covered by this licence. The unexpected discovery of one or more individual bats of a species as listed above, found during the hibernation season in situations where there had previously been a thorough assessment that concluded that their presence was highly unlikely (see Appendix II).
Impacts	Disturbance of small numbers of bats and/or damage or destruction of low conservation significance bat roost(s) (see above and Definitions).

Table 2 Mitigation and compensation requirements for works conducted under this licence Annex

Mitigation	Appropriate mitigation is required at all sites registered under this licence Annex. Unless there is a good reason why it is not possible, roosts and access points are to be retained or re-created as part of mitigation measures.
Compensation	If retaining access to the original roost is not possible then a proportionate level of compensation roost features must be provided. Generally, the provision of one feature, suitable for Serotine will be considered appropriate for activities permitted by this licence. Note: bat boxes are not a suitable measure for Serotine bats. The terms and conditions of is licence do not apply to enhancement or compensation measures that exceed the requirements of this licence. Such measures may be offered voluntarily or to satisfy a planning, or other, consent.
Timings of works	Activities involving the exclusion, capture and/or handling of bats must only be undertaken in conditions suitable for bats to be active and must follow best practice methodology. Should individual bats be found unexpectedly in cold or adverse weather conditions the guidance in Appendix II must be followed.
Monitoring and maintenance	To ensure that retained or compensation Serotine roost(s) remain in place and are suitable to serve the intended purpose(s), a single presence/absence survey of the bat feature is to be carried out This survey must be undertaken at an appropriate time of year, but at least two years after, and within five years of the completion of the licensed activities. The survey results must be submitted to Natural England in line with the guidance in Appendix I. Remedial action must be undertaken if monitoring, management or maintenance indicate that this is necessary to ensure the roost(s) serve the intended purpose(s).

WML-CL21 Annex D

Bat Mitigation Class Licence

TIER 1- Roosts in Buildings

Lesser horseshoe bat in named south western counties of England

Table 1 Species, location and roost types covered by this licence Annex

Bat species	Lesser horseshoe bat (*Rhinolophus hipperosideros*)
Location	Core counties of the species' range in south western England, as follows: Cornwall, Devon, Somerset, Wiltshire, Dorset, Bristol, Gloucestershire, Herefordshire including any Unitary Authorities present within these counties.
Assemblage of species	In addition to Lesser horseshoe bat no more than two other species listed in Annex B or C (where your registration applies) are present or using the structure
Number of roosts	No more than three roosts in total (across all structures)
Roost type	Day roosts Transitional roosts/occasional roosts These are all roosts that are considered to be 'low conservation significance roosts' for the purpose of this licence (see Definitions)
Number of bats	Individuals or small numbers (in total) of any species listed above. If more than one species will be affected, it is the total number of bats which must be considered. The conservation status of bat species varies across regions, and what can be considered 'small' numbers of bats is different for different species. The Registered Consultant must take these factors into account, along with individual species ecology when deciding if proposed works can be covered by this licence. Note that for some species, even small numbers of bats may indicate more important roost types not covered by this licence. The unexpected discovery of one or more individual bats of a species as listed above, found during the hibernation season in situations where there had previously been a thorough assessment that concluded that their presence was highly unlikely (see Appendix II).
Impacts	Capture, disturbance of small numbers of bats and/or damage or destruction of low conservation significance bat roost(s) (see above and Definitions).

Table 2 Mitigation and compensation requirements for works conducted under this licence Annex

Mitigation	Appropriate mitigation is required at all sites registered under this licence Annex. Unless there is a good reason why it is not possible, roosts and access points are to be retained or re-created as part of mitigation measures
Compensation	If retaining access to the original roost is not possible then a proportionate level of compensation roost features must be provided. Generally, the provision of one feature, suitable for Lesser horseshoe will be considered appropriate for activities permitted by this licence. Note: bat boxes are not a suitable measure for Lesser horseshoe bats. The terms and conditions of is licence do not apply to enhancement or compensation measures that exceed the requirements of this licence. Such measures may be offered voluntarily or to satisfy a planning, or other, consent.
Timings of works	Activities involving the exclusion, capture and/or handling of bats must only be undertaken in conditions suitable for bats to be active and must follow best practice methodology. Should individual bats be found unexpectedly in cold or adverse weather conditions the guidance in Appendix II must be followed.
Monitoring and maintenance	To ensure that the retained or compensation Lesser horseshoe roost(s) remain in place and are suitable to serve the intended purpose(s), a single presence/absence survey of the bat feature is to be carried out. This survey must be undertaken at an appropriate time of year, but at least two years after, and within five years of the completion of the licensed activity. The survey results must be submitted to Natural England in line with the guidance in Appendix I. Remedial action must be undertaken if monitoring, management or maintenance indicate that this is necessary to ensure the roost(s) serve the intended purpose(s).

WML-CL21
Bat Mitigation Class Licence
APPENDIX I – Registration, recording and reporting

1. Registration of the site prior to use of this licence

Each time this licence is to be relied on the Licensee must register the site with Natural England a minimum of **three weeks (ie 15 working days) and no more than a maximum of twelve weeks prior to undertaking any licensed activities**. To do this, the registration form WML-CL21SiteReg must be submitted by the Licensee. The Applicant, who will become the Joint Licensee, must also make a series of declarations.

The registration form provides evidence to meet the three licensing tests and information to demonstrate the licence criteria have been met. There are some exemptions for which a reduced amount of information is required in regard to the Purpose and No Satisfactory Alternative tests, as set out in site registration form WML-CL21-SiteReg; this must also include confirmation that all necessary consents are in place and that the landowner agrees to abide by the conditions of the licence. This form can be found on the Huddle site, specifically set up for this licence, and which only Registered Consultants able to act under the authority of this licence will have access to. It must be sent to the mail box solely used for this licence at: BatLowImpactCL@naturalengland.org.uk.

2. Wait for confirmation that works can go ahead

Natural England will make an assessment of the site registration application, determine whether the three statutory licensing tests are met and confirm whether more information is required or that the site is registered. Natural England reserves the right to request additional information. No licensed activities must go ahead until Natural England has confirmed, by email to the Licensee that the site is registered and works may commence. We aim to provide our response within ten working days of receipt of a site registration request.

3. Submitting a licence return following completion of licensed activities

The Licensee is required to report back to Natural England **within four weeks** of completing licensed activities under this licence for each registered site using licence return form WML-LRCL21. This will be sent to the Licensee with the confirmation email (see above). A copy of WMLLR-CL21 will be held on the Huddle site.

4. Submitting a monitoring report form

Where sites have been registered under Annex C (serotine) and/or D (lesser horseshoe) a single presence absence survey is required. The Licensee must submit the survey results, **within four weeks** of completing the survey, using monitoring report form WML-CL21-Mon. This will be sent to the Licensee with the confirmation email. A copy of WML-CL21-Mon will be held on the Huddle site.

5. Following expiry of the licence (31 December each year)

Each Licensee will be contacted by Natural England and is required to complete and return an Annual Declaration for WML-RC RTN01 no later than 31 January each year.

The form contains a series of declarations relating to the Class Licence WML-CL33 conditions and standards for Consultants Registered to use this licence.

The Annual Declarations include, but are not limited to, confirming submission of all reports of action where applicable, submission of biological records (including survey data) to Local Record Centres and other aspects relevant to professional conduct and standards.

Failure to complete and submit an Annual Declaration may result in de-registration. A copy of the Annual Declarations form WML-RC RTN01 can be accessed via Huddle.

6. Record keeping:

The Licensee must maintain a record of survey data and of all works carried out under WML-CL21 for at least 24 months following completion of licensed activities at each registered site.

Commercial confidentiality

If you encounter difficulties releasing data due to client confidentiality restrictions then you are advised to remind your client that it is a condition of using this licence that survey information and licensed activities are reported. Furthermore, the licence may only be used if this condition is met and withholding information may lead to a licence breach (which under regulation 60 of the Habitats Regulations is an offence).

To help avoid such difficulties, it is recommended that your contractual terms and conditions make it clear that submitting records to Natural England and other bodies specified in licences is a legal requirement. If a client is not prepared to accept such terms and conditions then you may not use this licence. You may then have to apply for an individual licence.

WML-CL21
Bat Mitigation Class Licence
APPENDIX II – Bats discovered unexpectedly and working in adverse weather

Acting under licence WML-CL21 when bats are found unexpectedly in cold or adverse weather conditions (see licence condition 32)

Important:

- Surveys at a site must take into consideration the potential of any buildings or structures to be used throughout the year. WML-CL21 does not permit the damage or destruction of hibernation roosts (or other important roosts). If a hibernation roost is subsequently found to be present, WML-CL21 cannot be relied on and an individual mitigation licence would be required to capture and take the bat/s and damage or destroy the roost at the appropriate time of year; see: https://www.gov.uk/government/collections/bat-licences.
- Should unexpected bats (species or numbers) or roost types be found whilst working under the authority of this licence, the Registered Consultant should assess if works can continue under WML-CL21, whether the authorised site registration form needs to be updated and sent to Natural England, or whether an individual licence will need to be applied for.

Activities affecting buildings or structures which are likely to support hibernating or torpid bats must be timed to take place when bats are active and when there is a decreased risk of direct or indirect harm to bats because:

- Torpid and hibernating bats are unable to rouse quickly and can easily be injured or killed through careless working practices, and
- Causing bats to wake and use energy at a time of year when they cannot replace their energy reserves may reduce their chances of surviving, particularly in the winter.

It is however recognised that, despite thorough assessment, there are occasions where individual torpid or hibernating bats might be discovered unexpectedly. WML-CL21 covers unexpected discoveries of individual bats in adverse weather conditions.

If individual bats of a species covered by this licence (see Definitions) are discovered unexpectedly during periods of cold or adverse weather then the following steps must be taken:

1. Stop works to that building/structure.
2. If the Registered Consultant is not on site, he/she must be contacted immediately to attend the site.
3. Do not expose the bat or cause it to fly out of the roost on its own accord.
4. The bat must only be handled by the Registered Consultant unless it is in immediate danger. The bat should be carefully placed in a lidded ventilated box with a piece of clean cloth and a small shallow container with some water. The box must be kept in a safe, quiet location.
5. Care should be taken to avoid rousing the bat during transfer to a suitable location – which may be a suitable hibernation box or other alternative roost, providing a safe, quiet environment with stable, cool temperature and relatively high humidity, safe from further disturbance.
6. The Registered Consultant should re-assess the structure and determine whether works can continue under the current site registration (and whether the site registration needs updating and resubmitting to Natural England), or whether an individual licence will need to be applied for.
7. Any underweight or injured bats must be taken into temporary care by an experienced bat carer and looked after until such time that the bat can be transferred to a suitable

replacement roost at the same site, or weather conditions are suitable for release at the same site.

When unexpected bat species or roost types are discovered

There may be occasions where, despite surveying, unexpected species or roost types are found at a registered site. How you respond to this depends on the species and roost type.

When a bat or a roost type is found unexpectedly and the Registered Consultant, is not on site, works must stop and the Registered Consultant, must be contacted immediately to attend the site to re-assess the situation.

a. Where a bat of a species or a roost type **covered by this licence** is found unexpectedly (ie, not included on the authorised site registration form) and is a species listed on an Annex you are registered to use:
   i. The existing site registration must be updated, and sent to Natural England within two working days to allow works to continue in accordance with this licence, or
   ii. The site must be re-registered (following suitable survey work, if appropriate), using WML-CL21-SiteReg, to allow works to continue under this licence; and iii. If this occurs whilst working in cold or adverse weather conditions the above advice must also be followed.
b. Where a bat of a species, or in numbers, or a roost type **not covered by this licence** (or is not listed on an Annex you are registered to use) is found unexpectedly, works must stop immediately and Natural England must be informed immediately. An individual licence will then need to be applied for and granted before works can recommence.

Appendix 3: Biodiversity Enhancement Scheme – indicative location of bat and bird boxes



Appendix 4: Example bat and bird boxes

Bat box - Improved Cavity bat boxes **or similar**

The box has a single large cavity inside with a wide entrance with accurately sized opening, ideal for cavity dwelling bats and deters unwelcome birds.



Image and text adapted from manufacturer's website https://www.nhbs.com/improved-cavity-bat-box

Bird box - Woodstone Seville **or similar**

The Woodstone construction, of concrete and wood fibres, provides the right conditions that enable the survival of young birds.



Image and text adapted from manufacturer's website https://www.wildcare.co.uk/woodstone-seville-nest-box-32mm.html