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Instruction Sheet: Applying for an Airport Permit under the *Migratory Birds Regulations*

GENERAL INFORMATION

An Airport Permit authorizes the killing of migratory birds that are a danger to aircraft operating at the airport. *(Note: The permit holder must ensure compliance with the Species at Risk Act (SARA) when undertaking any actions affecting species, or their residences or habitat, that are listed as threatened, endangered or extirpated pursuant to Schedule 1 of SARA).*

An Airport Permit does not authorize the removal or destruction of migratory bird eggs or nests or actions related to migratory birds that are causing serious damage or danger to people or other property or structures. A **Migratory Bird Damage or Danger Permit** is required to authorize these activities.

When completing an application for an Airport Permit, please note that:

1. All applicable sections must be completed accurately and precisely. Incomplete or illegible application forms will not be accepted and will result in a delay in the processing of your application.
2. Additional sheets may be attached (if the space provided is insufficient) as well as relevant supporting documents (e.g. management plans, photographs, maps, etc.).
3. The application must be signed by the applicant in Section 6.

Once the application is complete it should be sent to the Canadian Wildlife Service (CWS) office in your region. A list of offices is available on the Environment and Climate Change Canada website (www.ec.gc.ca). Any questions may also be directed to the appropriate regional office.

For Canada Goose related activities: Before completing and signing the application form, make sure that you and any nominees read and understand the following guidelines:

- *Best Practices for Killing Birds and Disposing of Carcasses – Canada Goose Management*; and,
- *Best Practices for Developing Management Plans – Canada Goose and Cackling Goose Management*.

These documents are available on the Environment and Climate Change Canada website (www.ec.gc.ca) or from your regional CWS office.

For activities affecting Species at Risk: If you have reason to believe that migratory bird species listed on Schedule 1 of the *Species at Risk Act* (SARA) are endangering aircraft, please ensure that you indicate this in Section 2. Additional permitting requirements may apply in the case of SARA-listed migratory birds. Please contact your regional Canadian Wildlife Service office for more information.

REPORTING: If required by the terms and conditions of your permit, the **Report for the Migratory Birds Airport Permit** form must be completed and sent to the CWS office that issued the permit.

SECTION 1: Applicant Information

The applicant is the person to whom the permit will be issued. Applicants must be either the **manager** (airport owner/operator) of a civilian airport (commercial or private) or the **commander** of a military airport, or their nominees.

The contact information provided by the applicant in this section will be used by the Permits Office to communicate with

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the applicant if needed and will also appear on the permit. Therefore, it is important that the information provided be accurate and legible.

Information about the **airport** must also be provided in Section 1. Specifically, you must indicate:

- Whether the airport is a military airport or whether it is a civilian (commercial/private) airport;
- Whether you, or a previous Manager/Commander or nominees listed on the application, have previously been issued an Airport Permit;
- The permit number of the most recent Airport Permit (if applicable); and,
- Whether a report has been submitted for the most recent Airport Permit.

SECTION 2: Nature of the Situation

In Section 2:

- 1) Provide a clear and detailed description of the problem (i.e. what species of migratory birds are a danger to aircraft and why you believe the migratory birds are endangering aircraft operating at the airport), in order to allow the Permits Office to assess the validity of the request. Insufficient or vague descriptions will result in the application being delayed.
- 2) Indicate (yes or no) whether any of the migratory birds are listed on Schedule 1 of the *Species at Risk Act* (SARA). If you answer "Yes," please indicate the species of birds.
- 3) Describe the methods you intend to use to kill the migratory birds.
- 4) Indicate (yes or no) whether you will be submitting an Airport Wildlife Management Plan that was prepared under the *Canadian Aviation Regulations*.
- 5) If you indicated in Question 4 that you will be submitting an Airport Wildlife Management Plan prepared under the *Canadian Aviation Regulations*, Question 5 does not need to be completed (write N/A). If you are not submitting an Airport Wildlife Management Plan, you **must** provide a detailed description of the existing and proposed management techniques (lethal and non-lethal) that are being (or will be) used to reduce or eliminate the danger caused by the migratory birds.
- 6) Describe the non-lethal techniques that will be used over the next 5 years (anticipated).

SECTION 3: Nominees

Nominees are individuals (for example employees from a wildlife control company) chosen by the applicant to carry out the activities that would be authorized under the permit. These individuals must be listed on the application and the permit. If multiple employees from the same company will be undertaking the authorized activities, it is sufficient to write "Employees of" under the **Name** field and list the company name under the **Organization** field. Please use Appendix 1 if the space provided is not sufficient.

Note: All nominees are required to carry a copy of the permit as well as identification while transporting carcasses for off-site disposal.

SECTION 4: Location

1. Applicants must provide the physical/civic address and/or legal land description, parcel identification number, UTM (Universal Transverse Mercator geographic coordinate system) or latitude/longitude coordinates. A post office box is not an acceptable location and will be used for mailing purposes only. Additional information such as acreage, maps and information about adjacent land uses can be provided to clarify location.

Describe where on the airport property the migratory birds will primarily be killed (e.g. beside the runways, on the flight path, etc.).

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2. Indicate (yes or no) if there is a Migratory Bird Sanctuary (MBS) or a National Wildlife Area (NWA) within 5 kilometres of the airport. If you answer “Yes” to this question, also please indicate the name of the MBS or NWA (zoning maps, aerial photographs, etc. may be attached for reference).

NOTE: The authorization to kill migratory birds pursuant to an Airport Permit is restricted to lands on the airport. If you wish to undertake management activities on lands that are not on the airport, you will need to apply for a Migratory Bird Damage or Danger Permit and you will need to obtain the landowner’s permission.

SECTION 5: Disposal of Carcasses – Landowner Authorization

(a) The **location** (address, etc.) where the migratory bird carcasses will be disposed of must be provided. The physical/civic address(es) and/or legal land description, parcel identification number, UTM or latitude/longitude coordinates must be provided (a P.O. box is not acceptable). Additional information such as acreage and maps can be provided to clarify.

(b) If the disposal site is a **landfill**, a landowner authorization is not required, but the location of the landfill must still be provided in (a) above.

(c) For the disposal of migratory bird carcasses on property that is not on the airport or at a landfill, the **landowner** MUST sign the application form or provide a letter indicating approval for the disposal of the migratory birds on the site indicated. The location of the disposal site must be provided (in (a) above), as well as the landowner’s telephone number.

SECTION 6: Signature of Applicant

The applicant must sign and date at the bottom of the box in Section 6. If the application is not signed by the applicant, the application cannot be processed and will be returned for signature.

The applicant should ensure that all information is correct and that the statement is read before signing and dating the application. The applicant’s signature in this section binds the applicant to the statement of certification, which includes an attestation that everything included in the application is true to the best of the applicant’s knowledge. This also means that the applicant certifies that he/she has read and understands the application and relevant best practices documents, and that the permit holder and nominees have the ability and knowledge to conduct the activities for which the permit is being requested.

The applicant’s name in Section 6 must match applicant’s name in Section 1 of the application.

APPENDICES

Appendix 1: Extra space is provided here for the names of additional nominees (if needed).

Appendix 2: The documents that are included with the application should be listed to ensure that the CWS regional office is aware of all documents that were attached and need to be reviewed with the application.

Appendix 3: Extra space is provided here for any sections where further space is required to sufficiently respond to the questions on the application form. Please clearly indicate the section number(s) that is continued here (e.g. *Continuation of Section 2: Nature of the Situation*).