Assure Ref:………..

**Animal Activity Licence Application**

**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

Please complete sections 1 to 4, then the sections relevant to your application.

If you have nothing to record, please state "Not applicable" or "None"

 **SECTION 1 – APPLICANT DETAILS**

| **Applicant details** |
| --- |
| Name |  |
| Address  |  |
| Main telephone number  |  |
| Other telephone number |  |
| Email |  |
| Website |  |
| Are you over 18 | Yes / No |  |

| **Any disqualifications and convictions** |
| --- |
| Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: |
| Keeping a pet shop?  | Yes / No |
| Keeping a dog?  | Yes / No |
| Keeping an animal boarding establishment? | Yes / No |
| Keeping a riding establishment?  | Yes / No |
| Having custody of animals?  | Yes / No |
| Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006? | Yes / No |
| Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled? | Yes / No |
| If yes to any of these questions, then please provide further details,  |

**SECTION 2 – PREMISES AND BUSINESS DETAILS**

|  |
| --- |
| **Premises to be licensed**  |
| Name of premises/trading name |  |
| Address of premises |  |
| Telephone number of premises |  |
| Email address |  |
| Do you have planning permission for this business use? | Yes / No |  |

|  |
| --- |
| **Head office address (if applicable)** |
| Head Office Address |  |
| Telephone Number |  |
| E-mail Address |  |

**SECTION 3 - ADDITIONAL DETAILS**

| **Veterinary surgeon** |
| --- |
| Name of usual veterinary surgeon |  |
| Company name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

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| --- |
| **Emergency key holder** |
| Do you have an emergency key holder? | Yes / No |  |
| Name |  |
| Position/job title |  |
| Address  |  |
| Daytime telephone number |  |
| Evening/other telephone number |  |
| Email address |  |
| If you have any other ‘Emergency Key Holders’ can you add the same details as above in the space provided at the end of the application form. |

|  |
| --- |
| **Public liability insurance** |
| Do you have public liability insurance? | Yes / No | If No, what steps you are taking to obtain such insurance |
| If yes, please provide the following details of the policy; |
| Insurance company |  |
| Policy number |  |
| Period of cover |  |
| Amount of cover (£m) |  |

|  |
| --- |
| **UKAS accreditation** |
| Is your business certified by a UKAS-accredited body? | Yes / No | If Yes, please provide details |

**SECTION 4 – ANIMAL ACTIVITIES, PAYMENT AND DECLARATION**

| **Animal Activities** |
| --- |
| I / we wish to apply for an Animal Activity Licence that includes the following activities; |
| Animal Activity | Please tick the animal activity that you are applying for | Please go to the following section(s) after completing section 4. |
| Selling Animals as Pets |  | Section 5 - Page 4 |
| Providing Boarding for Cats or Dogs |  | Section 6 – Page 6 |
| Hiring out Horses |  | Section 7 – Page 8 |
| Breeding Dogs |  | Section 8 – Page 11 |
| Keeping or Training Animals for Exhibition |  | Section 9 – Page 13 |

|  |
| --- |
| **Application Fees Payment** |
| The application fee must be made at the time of making the application and is **non-refundable**, so please ensure that you have read through the licence conditions and guidance before applying and discuss any concerns with an Animal Activity Licensing Officer. The application fees for 2024/25 are currently; |
| **Single Animal Activity Licence Application Fee** New Application £210Renewal Application £155 | **Providing accommodation for 6 or less dogs in a domestic house.**New Application £185Renewal Application £130 |
| Additional Animal Activity Licence Application Fee | £77.50 |
| **New ‘Breeding Dogs’ applications and ‘Hiring out Horses’ on application annually will be subject to a veterinary inspection, which the applicant will be invoiced separately for.** |
| Payment can be made by card by telephoning 01509 634628 or using the online form <https://vof.charnwood.gov.uk/form/auto/eh_animal_licence_feepay> |
| Payment Amount: £ | *Office Use Receipt Number:* |
| **Licence Fee** |
| If your application is successful then you will then need to pay a separate licence fee, which for licences issued in 24/25 is currently; |
| Single Animal Activity Licence Fee (Except Hiring Out Horses) | £90 | Providing accommodation for 6 or less dogs in a domestic house. |
| £67 |
| Single Animal Activity Licence Fee - Hiring Out Horses  | 1 Year – £902 Years – £1153 Years - £140 |
| Additional Animal Activity Licence Fee (Hiring Out Horses will always be considered as the primary activity) | £45 |

|  |
| --- |
| **Declaration**(This section must be completed by the applicant) |
| I am aware of the provisions of the relevant Regulations and licence conditions. The details contained in the application form and any attached documentation is correct to the best of my knowledge and belief.  |
| Applicant Signature |  |
| Full Name |  |
| Capacity  |  |
| Date |  |

|  |
| --- |
| **Data Protection** |
| For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice) |

|  |  |
| --- | --- |
| **Contact Us** | **Further Information** |
| Regulatory ServicesCharnwood Borough CouncilSouthfieldsSouthfield RoadLoughboroughLE11 2TXTel; 01509 634628E-mail; env.health@charnwood.gov.uk | Further information on animal activity licensing is also available on our website at;[www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare)This includes the specific animal activity licence conditions and guidance document, the ‘Procedural notes for local authorities’ and also a frequently asked questions page. |

**PLEASE ENSURE THAT YOU HAVE COMPLETED THE RELEVANT SECTIONS FOR THE ANIMAL ACTIVITIES THAT YOU WANT TO BE COVERED BY YOUR LICENCE AND THEN RETURN THE COMPLETED FORM TO CHARNWOOD BOROUGH COUNCIL (CONTACT DETAILS ABOVE). THE APPLICATION MUST BE ACCOMPANIED BY FEE AS SOON AS POSSIBLE FOR THE APPLICATION PROCESS TO PROCEED.**

**Section 5 – Selling Animals as Pets**

Please complete this section if you are applying for your Animal Activity Licence to cover;

**Selling Animals as Pets**

|  |
| --- |
| The ‘Selling of Animals as Pets’ is in Schedule 1 Part 2 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as a licensable animal activity. If you are applying for a licence that includes ‘Selling of Animals as Pets’ then you MUST comply with the licence conditions set out in;Schedule 2 – General conditionsSchedule 3 – Specific conditions: Selling Animals as PetsDEFRA has produced the guidance to the Regulations ‘Guidance notes for conditions for selling animals as pets’. This provides details of the licence conditions and guidance on how to meet them. A copy of this guidance document is available on our website at [www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare) |

|  |
| --- |
| **Licence Conditions** |
| Are you aware of the general and specific licence conditions that apply to the animal activity of ‘Selling Animals as Pets’? | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Application (please tick)** | New  |  | Renewal |  |

|  |
| --- |
| **Type of Selling Animals as Pets Business** |
| Pet Shop | Yes / No |
| Home Sales | Yes / No |
| Internet Sales | Yes / No |
| Wholesales | Yes / No |
| Third Party Sales | Yes / No |
| Hobby Sales (Pet Fairs) | Yes / No |
| Sale of animals to the public as pets by means of a fixed or minimum donation | Yes / No |
| Other (if yes, then please provide details below) | Yes / No |
|  |

| **Further details about the applicant** |
| --- |
| Do you have any training certificates or qualifications? | Yes / No |
| If Yes, please provide details of training certificates and qualifications |  |
| Please provide details of relevant experience |  |

|  |
| --- |
| **Accommodation and facilities** Please provide details on the following; |
| Number and size of rooms to be used |  |
| Heating arrangements |  |
| Method of ventilation of premises |  |
| Lighting arrangements (natural & artificial) |  |
| Water supply |  |
| Facilities for food storage & preparation |  |
| Arrangements for disposal of excreta, bedding and other waste material |  |
| Isolation facilities for the control of infectious diseases |  |
| Fire precautions/equipment and arrangements in the case of fire |  |
| Do you keep and maintain a register of animals? | Yes / No |  |
| When the premises is closed what arrangements are in place to ensure the welfare of animals. |  |

| **Animals to be sold**  |
| --- |
| Type |  | MaximumNumber | Details of accommodation including size | Age at which to be sold |
| Dogs / puppies | Yes / No |  |  |  |
| Cats / kittens | Yes / No |  |  |  |
| Chipmunks | Yes / No |  |  |  |
| Rabbits & cavies | Yes / No |  |  |  |
| Hamsters | Yes / No |  |  |  |
| Rats, mice & gerbils | Yes / No |  |  |  |
| Larger domesticated mammals, e.g. goats, pot-bellied pigs | Yes / No |  |  |  |
| Primates e.g. marmosets | Yes / No |  |  |  |
| Parrots, parakeets and macaws | Yes / No |  |  |  |
| Pigeons | Yes / No |  |  |  |
| Other large birds (please specify) | Yes / No |  |  |  |
| Budgerigars, finches and other small birds | Yes / No |  |  |  |
| Tortoises | Yes / No |  |  |  |
| Snakes and lizards | Yes / No |  |  |  |
| Tropical fish | Yes / No |  |  |  |
| Marine fish | Yes / No |  |  |  |
| Cold water fish | Yes / No |  |  |  |
| Any other species (please specify) | Yes / No |  |  |  |

*End of Selling Animals as Pets Section*

**Section 6 - Providing or arranging for the provision of boarding for cats and dogs**

Please complete this section if you are applying for your Animal Activity Licence to cover;

**Providing or arranging for the provision of boarding for cats and dogs**

|  |
| --- |
| The ‘Providing or arranging for the provision of boarding for cats and dogs’ is in Schedule 1 Part 3 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as a licensable animal activity. If you are applying for a licence that includes ‘Providing or arranging for the provision of boarding for cats and dogs’ then you MUST comply with the licence conditions set out in;Schedule 2 – General conditionsSchedule 4 – Specific conditions: Providing or arranging for the provision of boarding for cats and dogsSchedule 4 is split into 4 activities; PART 1 –Providing boarding for cats PART 2 – Providing boarding in kennels for dogs PART 3 – Providing home boarding for dogs PART 4 –Providing day care for dogsDEFRA has produced the guidance to the Regulations;  Guidance notes for conditions for providing boarding for cats Guidance notes for conditions for providing boarding in kennels for dogs  Guidance notes for conditions for providing home boarding for dogs Guidance notes for conditions for providing day care for dogsThese documents provide details of the licence conditions and guidance on how to meet them. A copy of these guidance documents is available on our website at [www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare) |

|  |
| --- |
| **Licence Conditions** |
| Are you aware of the general and specific licence conditions that apply to the animal activity of ‘Providing or arranging for the provision of boarding for cats and dogs’? | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Application (please tick)** | New  |  | Renewal |  |

|  |
| --- |
| **Providing or arranging for the provision of boarding for cats and dogs**What activities are you applying for; |
| Providing boarding for cats | Yes / No |
| Providing boarding in kennels for dogs | Yes / No |
| Arranging for the provision of boarding for cats and dogs (not accommodating any animals at this address). *If Yes, then please provide what details you can on this form and any additional details at the back of the application form.* | Yes / No |
| Providing home boarding for dogs | Domestic – 6 or less dogs accommodated within the domestic premises. | Yes / No |
| Commercial – 7 or more dogs. | Yes / No |
| Providing day care for dogs | Domestic – 6 or less dogs accommodated within the domestic premises. | Yes / No |
| Commercial – 7 or more dogs. | Yes / No |

|  |
| --- |
| **Animals to be accommodated** |
| Cats | Yes / No | Maximum number of cats to be accommodated at any one time. |  | Number of units |  |
| Dogs | Yes / No | Maximum number of dogs to be accommodated at any one time. |  | Number of units |  |

| **Accommodation and facilities**Please provide information on the following areas; |
| --- |
| Details of the quarters used to accommodate animals, including number, size and type of construction |  |
| Exercise facilities and arrangements |  |
| Heating arrangements: |  |
| Method of ventilation of premises |  |
| Lighting arrangements (natural & artificial) |  |
| Water supply |  |
| Facilities for food storage & preparation |  |
| Arrangements for disposal of excreta, bedding and other waste material |  |
| Isolation facilities for the control of infectious diseases |  |
| Fire precautions/equipment and arrangements in the case of fire |  |
| Do you keep and maintain a register of animals? | Yes / No |  |
| How do you propose to minimise disturbance from noise? |  |

***End of providing or arranging for the provision of boarding for cats and dogs section.*Section 7 - Hiring Out Horses**

Please complete this section if you are applying for your Animal Activity Licence to cover;

**Hiring Out Horses**

|  |
| --- |
| The ‘Hiring Out Horses’ is in Schedule 1 Part 4 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as a licensable animal activity. If you are applying for a licence that includes ‘Hiring Out Horses’ then you MUST comply with the licence conditions set out in;Schedule 2 – General conditionsSchedule 5 – Specific conditions: Hiring Out HorsesDEFRA has produced the guidance to the Regulations ‘Guidance notes for conditions for hiring out horses’. This provides details of the licence conditions and guidance on how to meet them. A copy of this guidance document is available on our website at [www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare) |

|  |
| --- |
| **Licence Conditions** |
| Are you aware of the general and specific licence conditions that apply to the animal activity of ‘Hiring Out Horses? | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Application (please tick)** | **New**  |  | **Renewal** |  |

|  |
| --- |
| **Accommodation and facilities** |
| **Please describe the accommodation available for horses:** |
| Stalls (please give the number) |  |
| Boxes (please give the number) |  |
| Covered yard (please give dimensions) |  |
| Open yard (please give dimensions) |  |
| **Please describe the land available for:** |
| Grazing |  |
| Instructing or demonstrating |  |
| Exercise |  |
| **Please describe the accommodation available for:** |
| Forage and bedding |  |
| Equipment and saddlery |  |
| **Please describe the arrangements in place for:** |
| Water supply and watering horses |  |
| Disposal of animal waste |  |
| Protection of horses in event of a fire, and fire precautions |  |

|  |
| --- |
| **Horses** |
| How many horses are kept under the terms of the Regulations at the present time? |  |
| How many horses is it intended to keep under the terms of the Regulations during the licence term?  |   |
| **Please provide details of all the horses currently kept** |
| Name of horse | Description including size | Sex | Age | Horse passport number | Purpose for which horse is kept | Age range of people who ride this horse |
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| *If there are any additional horses kept on site please either copy and attach this page to the application or add the details in the further information section at the back of the application form.* |

|  |
| --- |
| **Management of the establishment** |
| Does the applicant have direct control of the establishment? | Yes / No |  |
| Does the manager have any of the following certificates? (tick all that apply) |
| Assistant Instructor’s Certificate of the British Horse Society |  |  |
| Intermediate Instructor’s Certificate of the British Horse Society |  |
| Instructor’s Certificate of the British Horse Society |  |
| Fellowship of the British Horse Society |  |
| Fellowship of the Institute of the Horse |  |
| None of the above |  |
| Please give details of the manager’s experience in the management of horses |  |
| Does a responsible person live at the establishment?  | Yes / No |  |
| What are the arrangements in the event of an emergency? |  |
| Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)? | Yes / No |  |

|  |
| --- |
| **Public liability insurance** |
| **Does this policy:** |
| Insure against liability for any injury sustained by those who hire a horse from you for riding and those who use a horse in the course of receiving instruction in riding, provided by you in return for payment? | Yes / No | If No, please state what steps you are taking to obtain such insurance |
| Insure against liability arising out of such hire or use of a horse? | Yes / No |
| Insure such hirers or users in respect of any liability which may be incurred by them in respect of injury to any person caused by, or arising from, such hire or use? | Yes / No |

*End of hiring out horses section.***Section 8 – Breeding Dogs**

Please complete this section if you are applying for your Animal Activity Licence to cover;

**Breeding Dogs**

|  |
| --- |
| The ‘Breeding Dogs’ is in Schedule 1 Part 5 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as a licensable animal activity. If you are applying for a licence that includes ‘Breeding of Dogs’ then you MUST comply with the licence conditions set out in;Schedule 2 – General conditionsSchedule 6 – Specific conditions: Breeding DogsDEFRA has produced the guidance to the Regulations ‘Guidance notes for conditions for breeding dogs’. This provides details of the licence conditions and guidance on how to meet them. A copy of this guidance document is available on our website at [www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare) |

|  |
| --- |
| **Licence Conditions** |
| Are you aware of the general and specific licence conditions that apply to the animal activity of ‘Breeding Dogs’? | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Application (please tick)** | **New**  |  | **Renewal** |  |

| **Animals to be accommodated**  |
| --- |
| Wholly Indoors  |  | Wholly outdoors |  | Combination of outdoors and indoors |  |
| Breeds of dogs concerned  |  |
| Number of bitches kept |  |
| Owned by the applicant |  | Co-owned by the applicant |  | On breeding terms |  |
| **Provide details of the ages of bitches kept.** |
| Name | Breed | Age | Number of previous litters |
|  |  |  |  |
|  |  |  |  |
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| **Number of studs kept** |
| Owned by the applicant |  | Co-owned by the applicant |  | On breeding terms |  |

| **Accommodation and facilities** |
| --- |
| Details of the quarters used to accommodate animals, including number, size and type of construction |  |
| Exercise facilities and arrangements |  |
| Heating arrangements: |  |
| Method of ventilation of premises |  |
| Lighting arrangements (natural & artificial) |  |
| Water supply |  |
| Facilities for food storage & preparation |  |
| Arrangements for disposal of excreta, bedding and other waste material |  |
| Isolation facilities for the control of infectious diseases |  |
| Fire precautions/equipment and arrangements in the case of fire |  |
| Do you keep and maintain a register of animals? | Yes / No |  |
| How do you propose to minimise disturbance from noise? |  |

*End of breeding dogs section.*

**Section 9 - Keeping or training animals for exhibition**

Please complete this section if you are applying for your Animal Activity Licence to cover;

**Keeping or training animals for exhibition**

|  |
| --- |
| The ‘Keeping or training animals for exhibition’ is in Schedule 1 Part 6 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 as a licensable animal activity. If you are applying for a licence that includes ‘Keeping or training animals for exhibition’ then you MUST comply with the licence conditions set out in;Schedule 2 – General conditionsSchedule 7 – Specific conditions: Keeping or training animals for exhibitionDEFRA has produced the guidance to the Regulations ‘Guidance notes for conditions ’keeping or training animals for exhibition’. This provides details of the licence conditions and guidance on how to meet them. A copy of this guidance document is available on our website at [www.charnwood.gov.uk/animalwelfare](http://www.charnwood.gov.uk/animalwelfare) |

|  |
| --- |
| **Licence Conditions** |
| Are you aware of the general and specific licence conditions that apply to the animal activity of ‘Keeping or training animals for exhibition’’? | Yes / No |

|  |
| --- |
| **Type of business/exhibition (please tick)** |
| TV/Film/Social Media |  |
| Theatre |  |
| Circus using domestic animals |  |
| Exhibiting Animals |  |
| Animal Encounters |  |
| Birds of Prey shows/exhibits |  |
| Other please state |  |

| **Application Details** |
| --- |
| Have you been registered/licenced before  | Yes / No |  |
|  | If Yes, which Local Authority where you previously registered/licenced with? |  |
|  | Please give details of registration e.g. type and numbers of animals, type of performance or exhibition. |  |
| **Further information about the applicant** |
| Stage name (if any) |  |

| **Animals**Please provide details of the kinds of animal to be exhibited and the number of each kind |
| --- |
|   |

| **Exhibition details** |
| --- |
| Describe the nature of the exhibition(s) in which the animals will be trained or kept for, mentioning any apparatus which is used for the purpose of the performance. The description must be sufficient to give a general idea of what is done by the animals taking part.in the performance. |  |
| Approximate duration of the performance (s) |  |
| Number of times the performance will be given in one day. |  |
| How will the animals be transported |  |
| Where are the animals to be kept when not being exhibited.  |  |

*End of keeping or training animals for exhibition section.***Additional Information**

| **Please provide any additional details in relation to your application for an Animal Activity Licence.** |
| --- |
|  |