



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	

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. The application fees for 2018/19 are currently;		
Single Animal Activity Licence Application Fee	£135.00	Providing accommodation for 6 or less dogs in a domestic house.
		£115.00
Additional Animal Activity Licence Application Fee	£58.00	
New 'Breeding Dogs' applications and also '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 either by bringing cash into the Southfields Offices Reception, enclosing a cheque, or by paying by card by telephoning 01509 634628.		
Payment Amount: £	Office Use Receipt Number:	
Payment Method (circle): Cash / Cheque / Credit Card		
Licence Fee		
If your application is successful then you will then need to pay a separate licence fee, which for licences issued in 18/19 is currently;		
Single Animal Activity Licence Fee (Except Hiring Out Horses)	£73	Providing accommodation for 6 or less dogs in a domestic house.
		£63
Single Animal Activity Licence Fee - Hiring Out Horses	1 Year – £73 2 Years – £90 3 Years - £105	
Additional Animal Activity Licence Fee (Hiring Out Horses will always be considered as the primary activity)	£36.50	

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

Contact Us	Further Information
Regulatory Services Charnwood Borough Council Southfields Southfield Road Loughborough LE11 2TX Tel; 01509 634628 E-mail; env.health@charnwood.gov.uk	Further information on animal activity licensing is also available on our website at; 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 THE APPLICATION FEE OR PAY BY CREDIT CARD 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 conditions

Schedule 3 – Specific conditions: Selling Animals as Pets

DEFRA 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

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
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Type of Application (please tick)	New		Renewal	
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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		Maximum Number	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 conditions

Schedule 4 – Specific conditions: Providing or arranging for the provision of boarding for cats and dogs

Schedule 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 dogs

DEFRA 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 dogs

These 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

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
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Type of Application (please tick)	New	Renewal
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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). <i>If Yes, then please provide what details you can on this form and any additional details at the back of the application form.</i>	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 conditions

Schedule 5 – Specific conditions: Hiring Out Horses

DEFRA 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

Licence Conditions

Are you aware of the general and specific licence conditions that apply to the animal activity of 'Hiring Out Horses'?	Yes / No
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Type of Application (please tick)	New		Renewal	
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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

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		
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Does the applicant have direct control of the establishment?	Yes / No	
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Does the manager have any of the following certificates? (tick all that apply)		
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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 conditions

Schedule 6 – Specific conditions: Breeding Dogs

DEFRA 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

Licence Conditions

Are you aware of the general and specific licence conditions that apply to the animal activity of 'Breeding Dogs'?	Yes / No
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Type of Application (please tick)	New		Renewal
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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

Number of studs kept

Owned by the applicant		Co-owned by the applicant		On breeding terms	
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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 conditions

Schedule 7 – Specific conditions: Keeping or training animals for exhibition

DEFRA 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

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
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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)	
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Animals

Please provide details of the kinds of animal to be exhibited and the number of each kind

Exhibition details

<p>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.</p>	
<p>Approximate duration of the performance (s)</p>	
<p>Number of times the performance will be given in one day.</p>	
<p>How will the animals be transported</p>	
<p>Where are the animals to be kept when not being exhibited.</p>	

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.