

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

Application for an Animal Activity Licence

Please complete **all** the questions in the form.
 If you have nothing to record, please state "Not applicable" or "None".

1	Agent					
1.1	Are you an agent acting on behalf of the applicant	Yes		No		If no go to 2
1a	Further information about the Agent					
1.2	Name					
1.3	Address					
1.4	Email					
1.5	Main telephone number					
1.6	Other telephone number					

2	Applicant details					
2.1	Name					
2.2	Address					
2.3	Email					
2.4	Main telephone number					
2.5	Other telephone number					
2.6	Applying as a business or organisation, including a sole trader	Yes		No		
2.7	Applying as an individual	Yes		No		
2.8	Date of birth					

3	Applicant Business					
3.1	Is your company registered with companies house	Yes		No		If no go to 3.3
3.2	Registration Number					
3.3	Is your business registered outside the UK					
3.4	VAT Number					
3.5	Legal status of the business					
3.6	Your position in the business					
3.7	The country where your head office is located.					

3	Applicant Business		
3a	Business Address – This should be your official address – The address required of you by law to receive all communication		
3.8	Building name or number		
3.9	Street		
3.10	District		
3.11	City or Town		
3.12	County or administrative area		
3.13	Post Code		
3.14	Country		

4	Premises to be licensed		
4.1	Name of premises/trading name		
4.2	Address of premises (including postcode)		
4.3	Telephone number of premises		
4.4	Email address		
4.5	Do you have planning permission for this business use?	Yes / No	

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

6	Veterinary surgeon		
6.1	Name of usual veterinary surgeon		
6.2	Company name		
6.3	Address		
6.4	Telephone number		
6.5	Email address		

7	Emergency key holder		
7.1	Do you have an emergency key holder? (Compulsory for all Commercial Businesses)	Yes/No	If no, go to 8.1
7.2	Name		
7.3	Position/job title		
7.4	Address		
7.5	Daytime telephone number		
7.6	Evening/other telephone number		
7.7	Email address		
7.8	Add another person?	Yes/No	If yes, give details on separate sheet

8	Public liability insurance		
8.1	Do you have public liability insurance?	Yes/No	If no, go to question 8.6
	If yes, please provide details of the policy		
8.2	Insurance company		
8.3	Policy number		
8.4	Period of cover		
8.5	Amount of cover (£m)		
8.6	Please state what steps you are taking to obtain such insurance		

9	Type of Application (please tick all that apply)			
9.1	Activity	Main Activity	2nd Activity	
	Selling Animals as Pets			Fill in 10A
	Providing Boarding for Cats			Fill in 10B
	Providing Boarding for Dogs (Kennels)			Fill in 10C
	Providing Day Care for Dogs (e.g. Creche)			Fill in 10D
	Providing Home Boarding for Dogs			Fill in 10E
	Keeping or Training Animals for Exhibition			Fill in 10F
	Breeding of Dogs			Fill in 10G
	Hiring out Horses (1 – 10 Horses)			Fill in 10H
	Hiring out Horses (11 – 20 Horses)			Fill in 10H
	Hiring out Horses (21+ 10 Horses)			Fill in 10H
9.2	Type of Application	New	Renewal	
9.3	Existing licence number			

10A	SELLING ANIMALS AS PETS
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DETAILS OF ANIMALS THAT IT IS PROPOSED TO OFFER FOR SALE			
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Type of Animals	Proposed Numbers	Details of Accommodation	Proposed age at sale
Dogs			
Cats			
Rabbits and Cavies			
Hamsters			
Rats			
Mice			
Gerbils			
Parrots			
Other large birds			
Budgerigars, Finches and other Small Birds			
Fish	Tropical		
	Marine		
	Cold Water		
Snakes and Lizards			
Tortoises			
Any other species (please specify)			

10B	NUMBER OF CATS TO BE ACCOMMODATED AT ANY ONE TIME
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How many cats do you propose to provide or arrange to provide accommodation for at any one time?	
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10H	HIRING OUT HORSES
NUMBER OF HORSES	
How many horses/ponies are kept under the terms of the Act at the present time?	
How many horses/ponies is it intended to keep under the terms of the Act during the year?	
Please complete Schedule 1 in order to provide details of the horses that will be used in relation to the licensable activity.	
INSURANCE	
Are you the holder of a valid certificate of public liability insurance which –	
(i) insures you against liability for any injury sustained by, and the death of, any client, and	YES NO
(ii) Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or arising out of the hire of the horse?	
Please enclose a copy of this policy.	
Safeguarding Policy (Compulsory)	
This Council requires that all premises that provide Hire of Horse to have a written safeguarding policy regarding the protection of young children and/or vulnerable persons.	
Please enclose a copy of this policy.	

Schedule 1 – Hiring Out Horses - LIST OF HORSES FOR INSPECTION

Name	Age	Colour	Sex	Height (Approx)	Microchip or Tattoo Details (If any)

11	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
11.1	Keeping a pet shop?	Yes / No	
11.2	Keeping a dog?	Yes / No	
11.3	Keeping an animal boarding establishment?	Yes / No	
11.4	Keeping a riding establishment?	Yes / No	
11.5	Having custody of animals?	Yes / No	
11.6	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	
11.7	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	
11.8	If yes to any of these questions, please provide details. (Continue on a separate sheet if necessary)		

12	Additional Information * (See Guidance Notes)		
	Please attach the following Information (Compulsory for all applications)		
12.1	A plan of the premises		
12.3	Insurance policy		
12.4	Operating procedures		
12.5	Risk Assessments (including Fire)		
12.6	Infection control procedure		
12.7	Qualifications (If none held, please write N/A)		
12.8	Training records		
12.9	A Basic Disclosure Certificate for the applicant and/or manager (Dated within 30 days of this application)		

13	Statutory Guidance		
	All applicants to tick that they have read the applicable statutory guidance and conditions		
13.1	Selling Animals as Pets		
13.2	Boarding for Cats		
13.3	Boarding in Kennels for Dogs		
13.4	Day Care for Dogs		
13.5	Home Boarding for Dogs		
13.6	Keeping or Training Animals for Exhibition		
13.7	Hiring Out Horses		
13.8	Breeding Dogs		

14	Declaration	
14.1	This section must be completed by the applicant. (If you are an agent please ensure this section is completed by the applicant.)	
14.2	<p>I am aware of the provisions of the relevant Act, Regulations and Statutory Guidance. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.</p> <p>I understand that an Inspector authorised by the Council will inspect the premises before a licence is issued.</p> <p>I understand that an Inspector authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.</p> <p>I understand that an Inspector authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.</p> <p>I am aware that all veterinary fees incurred by the authority in respect of the licence application, will be recoverable at cost. (See Fees & Charges)</p> <p>I accept that in the event of my licence being refused or if I withdraw my application, only Part B of the application fee will be refunded.</p>	
14.3	Ticking this box indicates that you have read and understood the above declaration.	
14.4	I have enclosed the correct Fee (Cheques should be made payable to either Adur District Council or Worthing Borough Council, depending where your business is based.	
14.5	I wish to pay by Debit/Credit Card – please contact me to make payment. Please provide a telephone number. (Please Note: The application is not valid until the fee has been paid)	
14.6	Signature	
14.7	Full Name (Please Print Clearly)	
14.8	Capacity/Position	
14.9	Date	

Privacy Notice – Applicants for licences.

Adur & Worthing Councils are the data controllers of your personal information for the purposes of assessing and determining your application. This will include information relating to convictions, health, nationality and ethnic origin (where applicable). The information will be used on an on-going basis for administration of the licensing regime. Your personal information will be safeguarded and processed in accordance with data protection requirements.

This information may be shared with other agencies and council departments, for the purposes of assessing your application and your continuing fitness to hold a licence. We may use such information to revoke, suspend or refuse your licence.

Further details can be found at www.adur-worthing.gov.uk/licensing-and-permits/privacy-notice/

Guidance notes on applying for an Animal Activity Licence

Guidance Note 1 – Application process

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.
2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).
3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.
4. The applicant pays the relevant licence fee for the length of licence they have qualified for along with any invoice relating to vet inspection fees (if applicable)
5. Once the licence fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

Documents to accompany your application

1. Plan of the premises - showing all areas where the animals are allowed to be both internally and externally. The plan should include all entrances and exits, the location of smoke detectors and/or fire alarms, location of first aid provision, animal food, and the isolation area you would use if an animal in your care became ill.

2. Insurance Policy - your current certificate of public liability.

3. Operating Procedure - This will detail how you operate your business, from the first contact with potential clients. What sort of records do you keep, paper or electronic? Any assessments you do of new animals to be taken on. Give details of everyday tasks, e.g. feeding schedules, cleaning schedules, disposing of animal waste, exercise routines, and any overnight accommodation for the animals.

4. Risk Assessments (including Fire) - Details of what you would do if there were a fire or any other emergency at your premises. Identify any potential risks the animals in your care may come up against, i.e. heads caught in stair gates, paws/claws trapped in small spaces, gates left open, animals fighting, animals escaping. How would you evacuate the animals safely from the premises if you needed to do so? Then tell us what you would do to prevent any of these risks occurring so they no longer posed a threat to the animals.

5. Infection Control Procedure - Explain what you would do if an animal were injured or became ill whilst in your care. Where would you put the animal? How would you separate it from any other animals? Who would you contact? How would you cope if this were to occur?

6. Qualifications - Do you hold any qualifications pertaining to animal care? i.e. vet nurse etc.

7. Training Records - Have you received any training pertaining to animal care? i.e. Animal first aid, animal behaviour, dog training, dog law, etc.

8. DBS Certificate - You need to submit a Basic Disclosure Certificate along with the application form. You can apply for this certificate at - <https://www.gov.uk/guidance/responsible-organisations>
A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, **thirty days old is the oldest we would accept.**

Guidance Note 2 – Persons who may not apply for a licence

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

- (a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;
- (b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Schedule 8 of the regulations is shown on the following page:

SCHEDULE 8

Persons who may not apply for a licence

1. A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
2. A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
3. A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
4. A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
5. A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
6. A person who is disqualified under section 34 of the Act.
7. A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
8. A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
9. A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
10. A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
11. A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
12. A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
13. A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
14. A person who is disqualified under section 5(3) of the Pet Animals Act 1951 from keeping a pet shop.
15. A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
16. A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
17. A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.

Guidance Note 3 – Star rating and length of licences

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of “Keeping or Training Animals for Exhibition” where all licences are issued for three years.

The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt. The scoring matrix is shown below:

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

Guidance Note 4 – Appeals against star ratings and requests for re-inspections

There is an appeal process if you are not satisfied with the star rating your business is awarded. Further details of the appeal process are available on request.

Please email licensing.unit@adur-worthing.gov.uk if you wish to receive further information.

If a business takes steps to improve the welfare standards it adopts and wishes to apply for a re-inspection in an attempt to achieve a higher star rating, this is also possible. You will need to make a request for a re-inspection in writing outlining the case for re-inspection. This written request should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. Those requesting a re-inspection will also need to pay the relevant inspection fee.

Guidance Note 5 – Refusal of licences

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal (Magistrates Court).

More information

Further information on the Regulations and associated guidance can be found at:

<http://www.cfsg.org.uk/layouts/15/start.aspx#/SitePages/Legislation%20and%20Guidance.aspx>

Please refer to our fees and charges on our website:

<https://www.adur-worthing.gov.uk/media/Media,159760,smxx.pdf>