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

**APPLICATION FORM**

**TYPE OF APPLICATION:**

□ New

□ Renewal

**Section A | DETAILS OF APPLICANT**

First Name(s):

Surname:

Postal Address:

Title:

Date of Birth:

***Complete the contact details below and tick any contact information that you wish to appear on our website***

Phone (Home):

Phone (Mobile):

Phone (Business):

Email:

National Insurance No:

Webpage:

**Section B | DETAILS OF SECOND APPLICANT (if applicable)**

First Name(s):

Surname:

Postal Address:

Title:

Date of Birth:

***Complete the contact details below and tick any contact information that you wish to appear on our website***

Phone (Home):

Phone (Mobile):

Phone (Business):

Email:

National Insurance No:

Webpage:

**Section C | DETAILS OF PREMISES TO BE USED IN RELATION TO ACTIVITIES**

Trading Name:

Address of Premises:

**Section D | LICENSABLE ACTIVITIES:** Which activity/activities are you applying for?

Selling animals as pets □ Please complete **Section H** of this form

Providing boarding for cats □ Please complete **Section E** of this form

Providing boarding **in kennels** for dogs □ Please complete **Section F** of this form

Providing **home boarding** for dogs □ Please complete **Section F** of this form

Providing **day care** for dogs (commercial premises only) □ Please complete **Section F** of this form

Breeding dogs □ Please complete **Section I** of this form

Hiring out horses □ Please complete **Section J** of this form

Keeping or training animals for exhibition □ Please complete **Section K** of this form

**Arranging boarding** for dogs □ Please complete **Section G** of this form

**Section E | PROVIDING BOARDING FOR CATS**

How many cats do you propose to provide or arrange accommodation

for at any one time?

**Section F | NUMBER OF DOGS TO BE ACCOMMODATED AT ANY ONE TIME** (kennels, home boarding and day care)

How many dogs do you propose to provide or arrange accommodation

for at any one time?

**Section G | ARRANGING BOARDING FOR DOGS**

 Total number of host premises

 Total number of host premises with their own licence

**Please complete ‘Arranger’s Host Details’ form** (application form available online or by request)

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| **Section H | SELLING ANIMALS AS PETS** |
| **DETAILS OF ANIMALS THAT IT IS PROPOSED TO OFFER FOR SALE** |
| Species: | Numbers to be kept: | Accommodation:Construction type, size, number of occupants |
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| **Section I | BREEDING DOGS** |
| **DETAILS OF DOGS TO BE BRED** (including Stud dogs) |
| Kennel Name | Pet Name | Date of Birth | Sex | Breed | If female; number of litters | Date next litter due/planned |
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**Section J | HIRING OUT HORSES**

**NUMBER OF HORSES**

***Please also complete Schedule 1 at the end of this form 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 –

1. insures you against liability for any injury sustained by, and the death of, any client, and
2. 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?

□ Yes □ No

**Please enclose a copy of this policy.**

How many horses/ponies is it intended to keep under the terms of the Act during the year?

How many horses/ ponies are kept under the terms of the Act at the present time?

**Section K | KEEPING OR TRAINING ANIMALS FOR EXHIBITION**

**DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION**

Common Name of Species

Numbers to be kept/trained

**INSURANCE**

Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?

□ Yes □ No

**Please enclose a copy of this policy.**

Scientific Name of Species

**ALL APPLICANTS SHOULD COMPLETE THE REMAINING SECTIONS OF THIS FORM**

**Section L | DISQUALIFICATIONS**

Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018?

□ Yes □ No

**PLEASE REFER TO GUIDANCE NOTE 2.**

**Section M | VETERINARY SURGEON DETAILS**

Name and address of veterinary surgeon

**Section N | DECLARATIONS AND PRIVACY POLICY**

* 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.
* I understand that a person authorised by the Council will inspect the premises before a licence is granted.
* I understand that a person authorised by the Council may inspect the premises either by appointment or unannounced at any reasonable time.
* I understand that a person authorised by the Council may take photographs or video footage whilst carrying out inspections or visits to the premises.
* I am aware a fee is payable for this application.
* I accept that all veterinary fees incurred by the Council in respect of this application will be recoverable at cost.
* I accept that in the event of my application being refused or withdrawn, the application fee will not be refunded.
* I apply under the legislation above to carry out the activity/activities at the above premises.
* I accept that on occasions the Council is required to provide information to third parties made under the Environmental Information Regulations 2004, the Data Protection Act 1998 and the Freedom of Information Act 2000.

I agree by signing this application that I have read and understood this declaration.

Signature:

Print Name:

Date:

Please return your completed form with any relevant supporting documents and the appropriate application fee (cheques must be made payable to **Gloucester City Council**) to:

Email: **community.wellbeing@gloucester.gov.uk**

**Post: Community Wellbeing**

**Gloucester City Council**

**Shire Hall, Westgate Street,**

**Gloucester GL1 2TG**

**Payments can be made** [**online**](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=105&languageCode=EN&source=AIP) **or over the telephone 01452 396396.**

**Schedule 1 – HIRING OUT HORSES**

**LIST OF HORSES FOR INSPECTION**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Age** | **Colour** | **Sex** | **Height****(approx)** | **Microchip Number** | **Unique Equine Life Number** |
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**LIST OF HORSES FOR INSPECTION CONTINUED** (if applicable)

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Age** | **Colour** | **Sex** | **Height****(approx)** | **Microchip Number** | **Unique Equine Life Number** |
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**Guidance notes on applying for an Animal Activities 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 grant fee along with any invoice relating to vet inspection fees (if applicable)

5. Once the grant fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

**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 11 states that the following persons may not apply:This section has no associated Explanatory Memorandum

1. 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 detailed below:

**SCHEDULE 8**

***Persons who may not apply for a licence***

This schedule has no associated Explanatory Memorandum

**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 1951from 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 – 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.

More information can be found on our website here:

<https://www.gloucester.gov.uk/licensing-regulations/animal-licensing/animal-activity-licensing/>