

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

Application for a licence



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

1	Reference number	
1.1	System reference Number (if known)	
1.2	Your reference (if known)	

2a	Agent				
2.1	Are you an agent acting on behalf of the applicant	Yes		No	If no, go to 3.1
2b	Further information about the Agent				
2.2	Name				
2.3	Address				
2.4	Email				
2.5	Main telephone number				
2.6	Other telephone number				

3	Applicant details				
3.1	Name				
3.2	Address				
3.3	Email				
3.4	Main telephone number				
3.5	Other telephone number				
3.6	Are you applying as a business or organisation, including a sole trader	Yes		No	
3.7	Are you applying as an individual	Yes		No	

4a	Applicant Business				
4.1	Is your company registered with companies house	Yes		No	If no, go to 4.3
4.2	Registration Number				
4.3	Is your business registered outside the UK				
4.4	VAT Number				
4.5	Legal status of the business				
4.6	Your position in the business				
4.7	The country where your head office is located.				
4b	Business Address – This should be your official address – The address required of you by law to receive all communication				
4.8	Building name or number				
4.9	Street				
4.10	District				
4.11	City or Town				
4.12	County or administrative area				
4.13	Post Code				
4.14	Country				

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5	Type of Application			
5.1	Type of Application	New	Renewal	If new, go to 5.3
5.2	Existing licence number			
	Further information about the applicant			
5.3	Date of birth			

6	Premises/establishment to be licensed	
6.1	Name of premises/trading name	
6.2	Address of premises	
6.3	Telephone number	
6.4	Email address	
6.5	Is the establishment open throughout the year?	Yes/No
6.6	When is it normally open?	
6.7	Do you have planning permission for this business use.	Yes/No

7	Veterinary surgeon	
7.1	Name of usual veterinary surgeon	
7.2	Company name	
7.3	Address	
7.4	Telephone number	
7.5	Email address	

8a	Emergency key holder		
8.1	Do you have an emergency key holder?	Yes/No	If no, go to 9.1
8.2	Name		
8.3	Position/job title		
8.4	Address		
8.5	Daytime telephone number		
8.6	Evening/other telephone number		
8.7	Email address		
8.8	Add another person?	Yes/No	If no, go to 9.1
8b	Emergency key holder 2		
8.9	Do you have an emergency key holder?	Yes/No	If no, go to 9.1
8.10	Name		
8.11	Position/job title		
8.12	Address		
8.13	Daytime telephone number		
8.14	Evening/other telephone number		
8.15	Email address		

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9	Public liability insurance		
9.1	Do you have public liability insurance?	Yes/No	If no, go to 9.7
9.2	Please provide details of the policy		
9.3	Insurance company		
9.4	Policy number		
9.5	Period of cover		
9.6	Amount of cover (£)		
9.7	Please state what steps you are taking to obtain such insurance		

10	Disqualifications and convictions		
	Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from:		
10.1	Keeping a pet shop?	Yes/No	
10.2	Keeping a dog?	Yes/No	
10.3	Keeping an animal boarding establishment?	Yes/No	
10.4	Keeping a riding establishment?	Yes/No	
10.5	Having custody of animals?	Yes/No	
10.6	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
10.7	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
10.8	If yes to any of these questions Please provide details,		

11	Additional details		
	Please check local guidance notes and conditions for any additional information which may be required		
11.1	Additional information which is required or may be relevant to the application		

12	Do you provide boarding/day care for cats/dogs?		Yes/No	if yes, go to 12a	if no, go to 13
12a	Type of Application				
12.1	Commercial Boarding		Home Boarding	Day Care	
12b	Animals to be accommodated				
12.2	Cats	Yes/No	Maximum number		
12.3	Dogs	Yes/No	Maximum number		

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13	Do you breed dogs?				Yes/No	If yes, go to 13a	if no, go to 14
13a	Animals to be accommodated						
13.1	Wholly Indoors		Wholly outdoors		Combination of outdoors and indoors		
13.2	Breeds of dogs concerned						
13.3	Number of bitches kept						
13.4	Owned by the applicant		Co owned by the applicant		On breeding terms		
13.5	Provide details of the ages of bitches kept.						
13.6	Number of studs kept						
13.7	Owned by the applicant		Co owned by the applicant		On breeding terms		
13.8	Provide details of the ages of the studs kept						

14	Do you sell animals as pets?		Yes/No	If yes, go to 14a	if no, go to 15
14a	Type of Business				
14.1	Pet Shop				
14.2	Home Sales				
14.3	Internet Sales				
14.4	Wholesales				
14.5	Third Party Sales				
14.6	Hobby Sales				
14.7	Sale of animals to the public as pets by means of a fixed or minimum donation				
14.8	Other please state				

14b	Animals to be sold				
	Please provide details of the animals to be sold				
	Type		Maximum Number	Details of accommodation including size	Age at which to be sold
14.9	Dogs / puppies	Yes/No			
14.10	Cats /kittens	Yes/No			
14.11	Chinchillas	Yes/No			
14.12	Rabbits & cavies	Yes/No			
14.13	Hamsters	Yes/No			
14.14	Rats, mice & gerbils	Yes/No			
14.15	Larger domesticated mammals, e.g. goats, pot-bellied pigs	Yes/No			
14.16	Primates e.g. marmosets	Yes/No			
14.17	Parrots, parakeets and macaws	Yes/No			
14.18	Pigeons	Yes/No			
14.19	Other large birds (please specify)	Yes/No			
14.20	Budgerigars, finches and other small birds	Yes/No			
14.21	Tortoises	Yes/No			
14.22	Snakes and lizards	Yes/No			

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14.23	Tropical fish	Yes/No			
14.24	Marine fish	Yes/No			
14.25	Cold water fish	Yes/No			
14.26	Any other species (please specify)	Yes/No			
14.27	DWA schedule animals (please specify)	Yes/No			

Please note, If you provide boarding/day care or breed dogs or sell animals as pets you must also complete section 15, 16, 17 and 18.

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

16	Model Licence Conditions & Guidance	
	All applicants to tick that they have read the applicable model licence conditions & guidance	
16.1	Selling animals as pets	
16.2	Providing boarding/day care for dogs or cats	
16.3	Keeping or training animals for exhibition	
16.4	Hiring out horses	
16.5	The breeding of dogs	

17	Additional Information	
	Please attach the following Information	
17.1	A plan of the premises	
17.2	Insurance policy	
17.3	Operating procedures	
17.4	Risk Assessments (including Fire)	
17.5	Infection control procedure	
17.6	Qualifications	
17.7	Training records	

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18	Declaration	
18.1	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.	
18.2	I am aware of the provisions of the relevant Act and model licence conditions. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.	
18.3	I understand that I am responsible for any veterinary fees that are incurred as part of my application, and I agree to pay those charges in addition to the Standard Licence fee when invoiced by the Council	
18.4	Signing this box indicates you have read and understood the above declarations	
18.5	Full Name	
18.6	Capacity	
18.7	Date	