



# CHELTENHAM

## BOROUGH COUNCIL

### Application Form for a Licence to Keep Primates

The Animal Welfare (Primates) Regulations 2024

**Please complete all the questions in the form as your application will be returned  
if not fully completed.**

<b>Is this application a:</b>			
New Application	<input type="checkbox"/>	Renewal Application	<input type="checkbox"/>
If this is a renewal application, please provide your current licence number here			

<b>Main Applicant Details</b>			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify)		
First Name			
Surname			
Preferred Pronouns	<input type="checkbox"/> He/Him	<input type="checkbox"/> She/Her	<input type="checkbox"/> They/Them
Date of Birth (DD/MM/YYYY)		Nationality	
Convictions and Disqualifications	<p>Have you ever been convicted in relation to, or been disqualified in respect of:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Selling animals</li><li><input type="checkbox"/> Animal boarding/ walking/ sitting.</li><li><input type="checkbox"/> Hiring out horses/ running a riding establishment</li><li><input type="checkbox"/> Keeping animals for Exhibition</li><li><input type="checkbox"/> Breeding Dogs</li><li><input type="checkbox"/> Offences under the Animal Welfare Act 2006<ul style="list-style-type: none"><li><input type="checkbox"/> Section 4 Unnecessary Suffering</li><li><input type="checkbox"/> Section 5 Mutilation</li><li><input type="checkbox"/> Section 6 Docking of Dogs' Tails</li><li><input type="checkbox"/> Section 7 Administration of Poisonous/ Injurious Substances</li><li><input type="checkbox"/> Section 8 Fighting</li><li><input type="checkbox"/> Section 9 Duty of Care</li><li><input type="checkbox"/> Section 11 Sale of Animals/ Animals as Prizes to Under 16s</li></ul></li><li><input type="checkbox"/> Offences under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</li><li><input type="checkbox"/> Offences under the Dangerous Wild Animals Act 1976</li><li><input type="checkbox"/> Offences under the Zoo Licensing Act 1981 <input type="checkbox"/></li><li>Other Conviction</li></ul>		

Have you ever had a licence refused or revoked?	<input type="checkbox"/> Yes- Provide details below <input type="checkbox"/> No	
If you have ticked convictions, disqualifications, please provide details here.		
DBS Certificate Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No (your application cannot be processed without enclosing a basic DBS Certificate)	
Will you be named on the licence? Note: This makes you legally liable for compliance with the licence and the welfare of the animals.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Correspondence Details - How we can contact you		
Address		
Telephone Number	Home	
	Mobile	
	Business	
Email Address		

Second Applicant Details (if applicable)			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (specify)		
First Name			
Surname			
Preferred Pronouns	<input type="checkbox"/> He/Him	<input type="checkbox"/> She/Her	<input type="checkbox"/> They/Them
Date of Birth (DD/MM/YYYY)		Nationality	

Convictions and Disqualifications	Have you ever been convicted in relation to, or been disqualified in respect of:	
	<input type="checkbox"/> Selling animals <input type="checkbox"/> Animal boarding/ walking/ sitting. <input type="checkbox"/> Hiring out horses/ running a riding establishment <input type="checkbox"/> Keeping animals for Exhibition <input type="checkbox"/> Breeding Dogs <input type="checkbox"/> Offences under the Animal Welfare Act 2006 <div style="margin-left: 20px;"> <input type="checkbox"/> Section 4 Unnecessary Suffering  <input type="checkbox"/> Section 5 Mutilation  <input type="checkbox"/> Section 6 Docking of Dogs' Tails  <input type="checkbox"/> Section 7 Administration of Poisonous/ Injurious Substances  <input type="checkbox"/> Section 8 Fighting  <input type="checkbox"/> Section 9 Duty of Care  <input type="checkbox"/> Section 11 Sale of Animals/ Animals as Prizes to Under 16s         </div> <input type="checkbox"/> Offences under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 <input type="checkbox"/> Offences under the Dangerous Wild Animals Act 1976 <input type="checkbox"/> Offences under the Zoo Licensing Act 1981 <input type="checkbox"/> Other Conviction	
Have you ever had a licence refused or revoked?	<input type="checkbox"/> Yes - Provide details below <input type="checkbox"/> No	
If you have ticked convictions, disqualifications, please provide details here.		
DBS Certificate Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(your application cannot be processed without enclosing a basic DBS Certificate)</i>	
Will you be named on the licence? Note: This makes you legally liable for compliance with the licence and the welfare of the animals.	<div style="text-align: right;"><input type="checkbox"/> Yes                      <input type="checkbox"/> No</div>	

Second Applicant Correspondence Details- How we can contact you (if applicable)		
Address		
	Home	
	Mobile	
	Business	
Email Address		

Have any applicants held an animal licence previously?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(if no, just answer N/A below)</i>
Full name of licence holder			
Name of Licensing Authority			

Type of licence held	
Held for how long?	

About the Primates	
Do you own the primates you keep?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have contract or agreement with the owner of the primate? <input type="checkbox"/> Yes <input type="checkbox"/> No
List of primates kept	<b>Complete the enclosed form</b>
Is the premises on which the primates will be kept the same as applicant 1 or 2?	<input type="checkbox"/> Yes, Same as Applicant 1 <input type="checkbox"/> Yes, Same as Applicant 2 <input type="checkbox"/> No, it is different (please specify)
From which date do you wish the licence to have effect? <i>Please allow a minimum of 10 weeks to process your application.</i>	
Details of the quarters used to accommodate primates, including number, size (dimensions) and type of construction. <i>You may attach a plan or drawing with dimensions with your application.</i>	
Are any of the primates you keep listed under the Schedule of the Dangerous Wild Animals Act 1976?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please be aware that a Dangerous Wild Animals (DWA) Licence is also required. You will be assessed against the licence conditions for both pieces of legislation.
How many species primates you keep are listed under the Schedule of the Dangerous Wild Animals Act 1976?	

Public Liability Insurance (minimum requirement is £5 million)			
Name of Insurance Company			
Policy Number			
Cover Start Date		Cover End Date	
Amount of Cover (£m)			
Policy Holder Name			

Agent Details (if applicable)	
Agency	
Agent Name	
Telephone Number	

Email Address	
Agent Address	

Your Veterinary Practice Details	
Name of Veterinary Practice	
Vet name	
Telephone Number	
Email Address	
Address	
Out of Hours Vet Provider Name	
Out of Hours Vet Provider Telephone Number	
Out of Hours Vet Provider Email Address	
Out of Hours Vet Provider Postal Address	

Emergency Key Holder 1 <i>(must live within 30 minutes travelling distance of animal residence)</i>	
Full Name	
Telephone Number	
Email Address	
Address	

Emergency Key Holder 2 <i>(must live within 30 minutes travelling distance of animal residence)</i>	
Full Name	
Telephone Number	
Email Address	
Address	

Brief Overview of Animal Accommodation & Facilities	
Heating Provision	<input type="checkbox"/> Thermostatically Controlled <input type="checkbox"/> Manually Controlled  <input type="checkbox"/> Heat Lamp(s) <input type="checkbox"/> Central Heating System <input type="checkbox"/> Electric Panel Heaters  <input type="checkbox"/> Other (Specify):
Waste disposal provision	<input type="checkbox"/> Waste collection contract in place Name of contractor: Frequency of collection:  <input type="checkbox"/> Household Waste Bin <input type="checkbox"/> Other (Specify):
Is the accommodation	<input type="checkbox"/> Wholly indoors <input type="checkbox"/> Wholly Outdoors  <input type="checkbox"/> Combination of inside and outside space
Water Provision	<input type="checkbox"/> Mains Fed drinkers <input type="checkbox"/> Manual Water Receptacles.
Veterinary Facilities/ Isolation	<input type="checkbox"/> Vet Room on Site for a Vet to Visit  <input type="checkbox"/> Primates Transported Off-site to Vets
Lighting	<input type="checkbox"/> Artificial lighting (With UV) <input type="checkbox"/> Artificial Lighting (No UV)  <input type="checkbox"/> Natural Lighting Only <input type="checkbox"/> Combination of Artificial (No UV) & Natural  <input type="checkbox"/> Combination of Artificial (with UV) and Natural
Food Storage & Preparation Facilities	Separate animal kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No  Details:

Supporting Document Checklist	
Standard Operating Procedures	Activity Specific Procedures
<input type="checkbox"/> Repair and maintenance procedure/programme.	<input type="checkbox"/> Introduction of new primates to the collection and/or existing groups of primates' procedure.
<input type="checkbox"/> Cleaning and Hygiene procedure	<input type="checkbox"/> The individual diet plans for each primate. <b>This must be created based on guidance from a Vet or primate dietary expert.</b>
<input type="checkbox"/> Immature Primates Opportunities procedure	<input type="checkbox"/> Breeding health and management plan provided by the veterinarian where breeding is planned.
<input type="checkbox"/> Separating/ grouping of primates' policy	<input type="checkbox"/> Contraception plan for non-breeding primates.

<input type="checkbox"/> Written Emergency Plan covering fire (evacuation, firefighting equipment, how animals are evacuated and kept safe during the emergency, smoke & CO detector locations/ testing & fire drills), loss of utilities, extremes of weather/ temperature, breakdown of vehicle during animal transport, alternative accommodation provision in the event of premises becoming uninhabitable, an up-to- date list of emergency contact details that includes the fire service and police.	<input type="checkbox"/> Register of primates which includes: <ul style="list-style-type: none"> <li>(i) its name;</li> <li>(ii) its sex;</li> <li>(iii) its microchip number;</li> <li>(iv) its date of birth or, if not known, its approximate date of birth;</li> <li>(v) its species;</li> <li>(vi) its colour and markings;</li> <li>(vii) the name and contact details of its previous keeper (where applicable);</li> <li>(viii) the date and cause of its death (where applicable); and</li> <li>(ix) where the primate is permanently transferred to other premises, the name and contact details of the new keeper (where applicable) and the address of the place to which it has been relocated;</li> </ul>
<input type="checkbox"/> Disease control and prevention procedure including zoonoses.	<input type="checkbox"/> A written procedure for special circumstances, including contingencies in the event of: <ul style="list-style-type: none"> <li>(a) the temporary isolation of any primate including arrangements for ensuring that the welfare needs of any primate that is being temporarily isolated are met during the period of its isolation.</li> <li>(b) the death or escape of a primate; and</li> <li>(c) the care of the primates following the revocation of the licence or the death of the licence holder</li> </ul>
<input type="checkbox"/> Transportation Procedure	<b>Also required where a Primate is a listed DWA</b>
<input type="checkbox"/> Monitoring and Ensuring health and Welfare of Animals Procedure	<input type="checkbox"/> If in a premises of multiple occupancy, i.e., a HMO, block of flats or a row of terraced properties, you must have an emergency plan in the event of an escape to protect public safety.
<input type="checkbox"/> Isolation Procedure	<input type="checkbox"/> If in rented accommodation, evidence of permission from the landlord to keep a DWA must be supplied.
<input type="checkbox"/> Letter from vets confirming registration and services provided to operator. (Storage of cadavers, emergency vet treatment & isolation facilities)	<input type="checkbox"/> A risk assessment for keeping a dangerous wild animal.
<input type="checkbox"/> Preventative Healthcare Plan/ Biosecurity Risk Assessment (signed by your registered veterinarian)	
<b>Other Documents</b>	
<input type="checkbox"/> Site plan of premises where animals are kept	<input type="checkbox"/> Plan of animal accommodation for each enclosure with dimensions
<input type="checkbox"/> Public Liability Insurance Certificate for at least £5 million cover (not to be confused with employers' liability which is different)	<input type="checkbox"/> Basic level DBS Certificate

**List of primates to be licensed:**

Use this section to tell us about your primates. Please duplicate this page if you need space for more animals.

[illegible]




### Declaration

I/ we understand that failing to comply with the licence conditions is a criminal offence and I may be liable to prosecution.

☐

The details provided in the application form and any attached documentation are correct to the best of my knowledge and belief.

☐

I/we confirm that we have enclosed the supporting documents to accompany the application and that failure to do so will cause the application to be rejected.

☐

I understand my responsibilities under the Animal Welfare Act 2006 to the animals in my care.

☐

I have paid the correct licence fee to accompany my application:

☐

**Signed  
(Applicant 1)**

**Print Name**

**Date**

**Signed  
(Applicant 2)**

**Print Name**

**Date**

Please send this application, along with all supporting documents, to [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk).