



# CHELTENHAM BOROUGH COUNCIL

## Pre-Application Advice Service (Byelaw Registration and Animal Licensing)

Please complete the enquiry form below providing as much information as possible.  
The completed form can be submitted by email to [envhealth@cheltenham.gov.uk](mailto:envhealth@cheltenham.gov.uk).

<b>About you</b>		
Full name:		
Contact number:		
Email:		
Your address:		
Postcode:		
<b>The property in question</b>		
Address:		<input type="checkbox"/> <b>Same as above</b>
Postcode:		
Current use of property:		
<b>Describe the proposal</b> (Please provide a clear and where appropriate, detailed description of what you intend to do):		
Please state preferred contact and/or visit times:		
Have you contacted us previously about this (or a similar) proposal?	YES / NO (delete as necessary)	
If yes, please provide details e.g. dates, reference numbers		

What type of application(s) are you enquiring about? (Tick all that apply)	
<b>1. Byelaw (beauty) registration</b> (Personal or premises registrations for acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis)	<input type="checkbox"/>
<b>2. Animal boarding</b> <b>Catteries</b> <b>Kennels</b> <b>Home boarding</b> <b>Doggy day care</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>3. Dog breeding</b>	<input type="checkbox"/>
<b>4. Selling animals as pets (including pet shops and online sales)</b>	<input type="checkbox"/>
<b>5. Hiring out horses</b>	<input type="checkbox"/>
<b>6. Keeping or training animals for exhibition</b>	<input type="checkbox"/>
<b>7. Dangerous wild animals</b>	<input type="checkbox"/>

How can we help with pre-application advice?	
<b>Soft/advisory visit – recommended for all new businesses</b> We will visit the premises before an application is made, to determine if the premises is suitable and offer technical advice and assistance on legal compliance along with recommendations. At the end of the visit a free brief hand written summary report is left. (Additionally a fully typed report can be purchased – see our fees). This service is useful for new business, or when business changes are proposed. Including when works need to be done and/or confidence is needed on legal compliance. Early soft visits can save time and money. In some cases it can reduce the time a licence takes to be issued. It is a recommended service for all new business	<input type="checkbox"/>   <input type="checkbox"/> Typed Report
<b>Telephone advice</b> Covers 15 minutes of officer time, where your proposal will be discussed and technical guidance and advice can be offered. Typical failures relevant to the applicant will be discussed. Officers can offer specific advice on the requirements of the application. This is good for general and specific guidance. Question preparation is advised.	<input type="checkbox"/>
<b>Document template toolkit pack (currently only for animal licensing)</b> This pack requires personalisation but looks to outline all the documentation, and policies required for the service area specified. Good for those going into new areas who want easy compliance.	<input type="checkbox"/>
<b>Check and send</b> We will do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. This service is useful if time is short.	<input type="checkbox"/>
<b>Pre-application consultation for Dangerous Wild Animal licences</b> Environmental health will verbally discuss your requirements and where applicable highlight relevant shortfalls. This service will include 15 minutes of officer time. A pre-submission validation check will be done on your application and it will be submitted to the relevant consultees and responsible authorities for their pre-application comments (excluding environmental health, planning and veterinary comments). This service is useful to gain an understanding of potential issues, to consider possible conditions and/or comments that may be suggested by consultees or responsible authorities and gain an understanding of the application being successful.	<input type="checkbox"/>

**Declaration** - I understand that:

- 1) Advice given does not guarantee a licence will be granted. You are responsible at all times for complying with the law. (Registrations cannot be refused if the minimum requirements are met).
- 2) Once an application is submitted, pre-application is no longer available.
- 3) Payment is required before assistance is given.
- 4) This authority is obligated to process information fairly and lawfully. I understand that the council will process the information I have provided on this form in accordance with the relevant privacy statement available at [www.cheltenham.gov.uk/your-data](http://www.cheltenham.gov.uk/your-data).

.....  
Signature

.....  
Print

.....  
Date