



# CHELTENHAM

BOROUGH COUNCIL

## Application for a Licensable Animal Activity Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The guidance notes at the end of this form should be read before completing this form. Certain persons are disqualified from applying. More details can be found at [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing).

**You must also complete an appropriate appendix for each activity undertaken.**

What type of application are you making?	
<input type="checkbox"/> New application Date for new licence to begin: .....	<input type="checkbox"/> Renewal application Existing licence number: .....

Who are you applying as?		
<input type="checkbox"/> An individual (please complete <b>Section A</b> )	<input type="checkbox"/> A limited company (please complete <b>Section B</b> )	<input type="checkbox"/> Other (please specify) (please complete <b>Section B</b> )

Section A – Details of individual applicant	
Complete the details below and ✓ any contact information that you wish to appear on our website.	
First name(s):	Surname:
Title:	Date of birth:
Address:	
<input type="checkbox"/> Post code:	
Phone (Work):	Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Website:	

Section B – Details of limited company or other applicants	
Complete the details below and ✓ any contact information that you wish to appear on our website.	
<input type="checkbox"/> Trading Name:	
Company number (if applicable):	
<input type="checkbox"/> Individual name for licence:	
<input type="checkbox"/> Individuals position:	
Address:	
<input type="checkbox"/> Post code:	
Phone (Work):	Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Website:	

<b>Section C – Premises to be used in relation to activities</b>	
Trading name:	
Address of premises ( <input type="checkbox"/> same as section A or B):	
Describe the heating arrangement for the accommodation:	
Does the accommodation provided meet the relevant licence conditions and Defra guidance for your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please expand using additional sheets)

<b>Section D – Working hours</b>	
Is the establishment operational throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state period it normally operates) .....
Is your activity:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
In general when is the most convenient time to visit?	

<b>Section E – Consents</b>	
Have all consents and planning permissions been obtained for the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Section F – Staff (if applicable)</b>	
Number of staff at the premises including family members involved in the business other than the applicant:	
Number of staff present at any one time:	
Will a member of staff be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification:	

Section G – Animal transportation	
Where required what sort of vehicle will be used for animal transportation?	Type and make of vehicle
	Vehicle registration
Please describe any relevant modifications:	

Section H – Disease control	
Where is your isolation facility located?	<input type="checkbox"/> At premises stated in <b>section C</b> (you will need a dedicated space as stated in the Defra guidance). <input type="checkbox"/> At vets stated in <b>section I</b> (you will need to provide written confirmation from your vets of this)

Section I – Your Vets	
Trading Name:	Name of vet:
Postal address:	
Email:	Phone (Work):

Section J – Fire and emergency evacuation procedure - Designated key holder details	
Full name:	
Postal address:	
Phone (mobile):	
Distance from the licenced premises:	..... Miles ..... Minutes
When was your last emergency drill?	Date: _____ Time: _____

Section K – Document Provision	
① Confirm completion and attachment of written procedure by ✓ below.	
<b>Written procedures must be in place for:</b>	
<input type="checkbox"/> Feeding regimes	
<input type="checkbox"/> Cleaning	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> The prevention of and control of the spread of disease	
<input type="checkbox"/> Monitoring and ensuring the health and welfare of all the animals	
<input type="checkbox"/> The death or escape of an animal (including storage of carcasses)	
<input type="checkbox"/> Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss.	
<input type="checkbox"/> Emergency plan in case of a fire or other emergencies including telephone list of the emergency services. If you have any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming.	

<input type="checkbox"/> Training policy for staff where employed (including relevant family members).
<b>Evidence / information required for:</b>
<input type="checkbox"/> Evidence of knowledge and experience for animals cared for. This can include a statement and/or an annual record / evidence of study – Include Licence holder details and when relevant all staff
<input type="checkbox"/> Relevant Qualifications for Licence holder and where relevant staff

<b>Section L – Licensable activities</b> (Which activity/activities are you applying for?)	
<input type="checkbox"/> Providing or arranging for the provision of boarding for cats or dogs	Please complete <b>Section 1</b> of this form & the appropriate number of Appendix 5 if applicable
<input type="checkbox"/> Selling animals as pets (pet shops)	Please complete <b>Section 2</b> of this form & <b>Appendix 1a</b> , include 1b if applicable
<input type="checkbox"/> Breeding dogs	Please complete <b>Section 3</b> of this form & <b>Appendix 4</b>
<input type="checkbox"/> Hiring out horses	Please complete <b>Section 4</b> of this form & <b>Appendix 2</b>
<input type="checkbox"/> Keeping or training animals for exhibition	Please complete <b>Section 5</b> of this form & <b>Appendix 3</b>

<b>Section I – Providing or arranging for the provision of boarding for cats or dogs</b>		<input type="checkbox"/> N/A
Please indicate the specific activities you are carrying out:	<input type="checkbox"/> Boarding cats <input type="checkbox"/> Boarding kennels for dogs <input type="checkbox"/> Home boarding <input type="checkbox"/> Day care for dogs <input type="checkbox"/> Arranging for the boarding of other people's dogs	
Are there separate facilities on the premises associated with rescue or breeding activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe the facilities (separate facilities are required for the Higher standard to apply):		
How many cats or dogs do you propose to provide accommodation for at any one time?	..... Dogs ..... Cats	
How many cats or dogs are resident at the premises?	..... Dogs ..... Cats	
Do you accept dogs less than 1 year of age?	<input type="checkbox"/> Yes – documented process must be provided. <input type="checkbox"/> No	
Are children under 16 present at the household?	<input type="checkbox"/> Yes – recommended procedure to safeguard children and dogs <input type="checkbox"/> No	
You will need to provide the following documents:	<input type="checkbox"/> Blank copy of animal record form <input type="checkbox"/> Blank consent form <input type="checkbox"/> Documented process for dogs under 1 year (if applicable)	
<b>Higher standard</b>		
You will need to provide the following additional documents:	<input type="checkbox"/> Blank behavioural observation form <input type="checkbox"/> Behavioural observation sheet <input type="checkbox"/> Noise management plan ( <b>Kennels only</b> )	

<b>Catteries and kennels only</b>	
Please describe the method for inspecting animals out of hours (18:00-08:00)	
<b>The arranging of boarding accommodation for dogs</b> <input type="checkbox"/> N/A	
Number of total host premises:	..... hosts
Number of hosts with their own licence	..... hosts
Proposed hosts under this licence	..... hosts
① Complete for <b>each</b> proposed host under this licence an appendix 5 “ <b>Arrangers Host Details</b> ” to help us risk rate them and to established if they require their own licence.	
<b>End of Section I</b> – complete additional activity section(s) where applicable and/or move to <b>Section M</b> .	

<b>Section 2 – Selling animals as pets</b> <input type="checkbox"/> N/A	
Indicate the trading activities	<input type="checkbox"/> Pet shop <input type="checkbox"/> Home sales <input type="checkbox"/> Internet sales <input type="checkbox"/> Wholesale <input type="checkbox"/> Third party sale <input type="checkbox"/> Hobby sales (pet fairs) <input type="checkbox"/> Fixed or minimum donation sale <input type="checkbox"/> Other .....
① Complete in full Appendix IA “ <b>Schedule of Animals Part I</b> ” and where applicable Appendix IB “ <b>Part 2</b> ”.	
How will waste be disposed of from the establishment?	
Describe the acclimatisation area/s, where located and brief description:	
In addition to Section K above, enclose documents / information relevant to the animal types to be stocked	
<b>Documentation Provision – Required</b>	
<input type="checkbox"/> Pet care leaflets / electronic information given to customers	
<b>Higher standard- Optional</b>	
<input type="checkbox"/> Blank health care checklist(s)	
<input type="checkbox"/> Blank travel plans or policy	
<input type="checkbox"/> Blank feeding plans or policy	
<input type="checkbox"/> Describe the arrangements when the premises are closed to ensure the welfare of animals	
<input type="checkbox"/> Copy of an enrichment plan relevant species	
<input type="checkbox"/> Documents for exercise regime relevant species	

<input type="checkbox"/> Noise management plan	
Fish	
<input type="checkbox"/> Blank water quality test sheets	
<input type="checkbox"/> Documented procedures for the purchase and sale of imported fish (including what internal controls are in place to detect irregular transactions)	
Reptiles and Amphibians	
<input type="checkbox"/> Blank copy of environment checks e.g. relevant UVI temperature checks	
<input type="checkbox"/> Documents relating to chytridiomycosis and other potential biological agents (amphibians)	
<input type="checkbox"/> Policy to maintain specific temperatures or husbandry requirements for those reptiles / amphibians subject to Brumation	
<b>If Dangerous Wild Animals On site – provide:-</b>	<input type="checkbox"/> N/A
<input type="checkbox"/> Written instructions for staff on Health Care	
<input type="checkbox"/> Procedures following incident for staff or visitor/customer	
<b>End of Section 2 – complete additional activity Section(s) where applicable and/or move to Section M.</b>	

<b>Section 3 – Breeding dogs</b>	
What type of dogs do you breed?	
Will a <b>competent</b> person be on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, state the distance and travel time from the applicants home address (or competent persons address) to the premises to be licenced.	..... Miles ..... Minutes
Are any of the animals used for breeding kept at a separate address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state the address:	
① Complete in full Appendix 4 “ <b>Schedule of dogs – intended to be used for breeding</b> ”	
What is the maximum number of animals you propose to accommodate?	At the premises ..... Off the premises .....
Will you be using your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using any other accommodation outside the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You will need to provide the following document:	<input type="checkbox"/> A plan with the dimensions of the proposed animal accommodation. Include any changes in level or other environmental enrichment features.
<b>Kennel Club</b>	
Is the applicant in the Kennel Club Assured Breeders Scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, when was your last approved visit?	
How long have you held continuous accreditation for? Please enclose any certificates for the past 3 years. You will need to provide a copy of the last UKAS inspection report.	<p>..... years of continuous accreditation</p> <input type="checkbox"/> Past certificates – up to three years <input type="checkbox"/> Last UKAS inspection report
<b>End of Section 3</b> – complete additional activity section(s) where applicable and/or move to <b>Section M</b> .	

<b>Section 4 – Hiring out horses</b>	
How many horses/ponies are kept under the terms of the Act at the present time?	
How many horses/ponies are intended to be kept under the terms of the Act during the year?	
① Complete in full Appendix 2 “ <b>List of horses for inspection</b> ”	
<b>Insurance</b>	
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 (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?	
<input type="checkbox"/> Yes (enclose a copy of this policy).	<input type="checkbox"/> No
<b>End of Section 4</b> – complete additional activity section(s) where applicable and/or move to <b>Section M</b> .	

<b>Section 5 – Keeping or training animals for exhibition in Cheltenham</b>	
Describe briefly the general nature of the performance or performances in which the animals are to be exhibited or for which they are to be trained. Include any apparatus which is used for training or the purpose of the performance.	
Frequency or timing of exhibition:	
Where will the animals be exhibited (e.g. postal address, map reference)?	
Key people training animals for exhibition:	
① Complete in full Appendix 3 “ <b>Schedule of animals being kept or trained for exhibition</b> ”	
<b>Insurance</b>	
Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?	<input type="checkbox"/> Yes (Enclose a copy of current/proposed). <input type="checkbox"/> No

**End of Section 5** – complete additional activity section(s) where applicable and/or move to **Section M**.

**All Applicants Must Complete the Remaining Sections of the Form**

<b>Section M – Disqualifications</b>	
<b>Have you or has anyone who cohabits with you or is associated with this business, or this application ever been:</b>	
Convicted of any offences involving animals	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No
Disqualified under animal related legislation	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No
Do you know of any reason why the applicant may not be considered a 'fit and proper person' for the licensable activity?	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No

<b>Section N – Declarations and privacy policy</b>	
<p>① This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.</p>	
<ul style="list-style-type: none"> <li>• I am aware of the provisions of the relevant Act and licence conditions.</li> <li>• The details contained in the application form, the attached appendix and any documentation is correct to the best of my knowledge and belief.</li> <li>• I understand if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.</li> <li>• I understand that my licence will not be issued until I have paid all the requisite fees.</li> <li>• I understand an additional inspection or vets fee(s) may also be payable if a council inspector considers such is required.</li> <li>• I agree for the details indicated by ✓ in section A or B to be listed on the council website.</li> <li>• The inspecting officer will be allowed to take photographs and/or videos of the animals and the premises.</li> <li>• I understand this authority is obligated to process information fairly and lawfully. The council will process the information I have provided accordance with the relevant privacy statement available at <a href="http://www.cheltenham.gov.uk/your-data">www.cheltenham.gov.uk/your-data</a>.</li> </ul>	
<p><b>Signing this box indicates you have read and understood the above declaration.</b></p>	
Signature	
Print name	Date:
Capacity	

**Note: The Appendix is part of the application form.**

**Need help completing this form?**

Phone 01242 264135

Email [envhealth@Cheltenham.gov.uk](mailto:envhealth@Cheltenham.gov.uk)

[www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing)

Animal Licensing  
 Cheltenham Borough Council  
 Municipal Offices  
 Promenade  
 Cheltenham  
 GL50 9SA



## Applying for an Animal Activities Licence Guidance Notes

### **General**

General and specific licence conditions should be read before completing this form and the appendix, to ensure you can comply with requirements. Certain persons are also disqualified from applying for a licence. You should visit [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing) for more details.

A valid application is made when this Application form and the relevant Appendix is complete, and a copy of the required documentation submitted.

New and renewal applications should be submitted at least 10 weeks before the licence is required. This is to ensure the requirements of the licence can be met and any veterinary inspections undertaken. If no licence is currently in force the activity for which the licence is being applied for cannot be started / carried on and any licensed activity must cease. It is a serious criminal offence to carry on without a licence and such action can jeopardise future licence applications.

Return the completed form with the appendix and supporting documents by email to: [envhealth@Cheltenham.gov.uk](mailto:envhealth@Cheltenham.gov.uk) or if not possible, by post to Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

### **Fees**

Fees can be found at [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing) and payment should be made online at [www.cheltenham.gov.uk/makeapayment](http://www.cheltenham.gov.uk/makeapayment).

The licence fee is split into two separate parts, both of which are non-refundable:

1. The **application fee** which is paid when you submit an application. This fee covers the costs associated with determining the application to the point that it is ready to issue.
2. The **issue fee** which is paid **after** your inspection. This fee covers the cost of issuing the licence and the follow up inspection.

### **Refusal of a licence**

When the decision to refuse a licence has been made, the right of appeal exists through a First Tier Tribunal (General Regulatory Chamber). When a licence is refused a notice of refusal will be sent to an applicant who then has 28 days (including weekends and bank holidays) to make the appeal. Find out more at [www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber](http://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber).

### **Renewals**

Renewal reminders will be emailed 3 months before a licence expires. It is the responsibility of the licence holder to ensure a renewal application is made on time. You must apply for a renewal 10 weeks before the expiry date of the licence if you wish to continue your activity without a break. An inspection of the premises is carried out before renewing the licence.