

**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.**

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| **What type of application are you making?** | |
| * New application   Date for new licence to begin: …………………………………… | * Renewal application   Existing licence number: ……………………………………. |

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| **Who are you applying as?** | | |
| □ An individual  (please complete **Section A**) | □ A limited company  (please complete **Section B**) | □ Other (please specify)  (please complete **Section B**) |

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| **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:   * Post code: | |
| Phone (Work): | Phone (Mobile): |
| * Email: | |
| * Website: | |

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| **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. | | |
| * Trading Name: | | |
| Company number (if applicable): | | |
| * Individual name for licence: | | |
| * Individuals position: | | |
| Address:   * Post code: | | |
| Phone (Work): | | Phone (Mobile): |
| * Email: | | |
| * Website: | | |
| **Section C – Premises to be used in relation to activities** | | |
| Trading name: | | |
| Address of premises (€ 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? | * Yes * No (please expand using additional sheets) | |

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| **Section D – Working hours** | |
| Is the establishment operational throughout the year? | * Yes * No (please state period it normally operates)   …………………………………………………………... |
| Is your activity: | * Permanent * Temporary |
| In general, between 8.30am – 4pm, when is the most convenient time to visit? |  |

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| **Section E – Consents** | |
| Have all consents and planning permissions been obtained for the business? | * Yes * No |

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| **Section F – Staff** (include licence holder) | |
| Number of staff at the premises (Include **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? | * Yes * No |
| Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification (see also section K below): |  |

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| **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: |  | |

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| **Section H – Disease control** | | **Attachment may be required** |
| Where is your isolation facility located? | * At premises stated in **section C** (you will need a dedicated space as stated in the Defra guidance). * At vets stated in **section I** (you will need to **provide written confirmation from your vets of this**) | |

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

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| **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: |

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| **Section K – Document Provision** | **Attachments required** | |
| 🛈 Confirm completion and attachment of written procedure by ✓ below. | | |
| **Written procedures in place and attached for:** | | |
| * Feeding regimes | | |
| * Cleaning | | |
| * Transportation | | |
| * The prevention of and control of the spread of disease | | |
| * Monitoring and ensuring the health and welfare of all the animals | | |
| * The death or escape of an animal (including storage of carcasses) | | |
| * Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss. | | |
| * Emergency plan in case of a fire or other emergencies including telephone list of the emergency services. (If any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming). + Emergency Policy for dealing with extremes of temperature and weather conditions if not in ‘Care of animals…’ * Training Policy or if solo operator Licence holder training review process | | |
| **Evidence / information required and attached for:** | | **Attachments required** |
| * Knowledge and experience of animal type cared for. This maybe a statement of experience and/or an annual record of non-formal or self-guided study – Include statement for Licence holder and any relevant staff | | |
| * Relevant Qualifications for Licence holder and for any relevant staff | | |

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

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| **Section 1 – Providing or arranging for the provision of boarding for cats or dogs** | | | | * N/A |
| Please indicate the specific activities you are carrying out: | | * Boarding cats * Boarding kennels for dogs * Home boarding * Day care for dogs (nondomestic only) * Arranging for the boarding of other people’s dogs | | |
| Are there separate facilities on the premises associated with rescue or breeding activities? | | * Yes * 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? | | * Yes – documented process must be provided (see below) * No | | |
| Are children under 16 present at the household? | | * Yes –procedure required to safeguard children and dogs. **Recommended to document** * No | | |
| **Additional Documentation** | | | **Attachments required** | |
| * Blank copy of animal record / registration form * Blank consent form * Documented process for dogs under 1 year (**if applicable**) * Preventative health Care Plan – agreed with your vet * Plan of house indicating a designated room for each dog, including any residential dogs **(Home Boarding only)** | | | | |
| **Catteries and kennels only** | | | |  N/A |
| Please describe the method for inspecting animals out of hours (18:00-08:00) | |  | | |
| **Higher Standard Catteries and kennels** | | | **Attachments may be required** | |
| * Blank behavioural observation form or inclusion procedures. Demonstrating how daily behavioural observations will be recorded for single (optional standard) or shared (required) units. (**Catteries only**) * Noise management plan (**Kennels only**) | | | | |
| **The arranging of boarding accommodation for dogs only** | | | | * N/A |
| Number of total host premises: | ………………………… hosts | | | |
| Number of hosts with their own licence | ………………………… hosts | | | |
| Proposed hosts under this licence | ………………………… hosts | | | |
| **Attachment required :- 🛈** Complete for **each** proposed host under this licence an appendix 5 “**Arrangers Host Details**” to help us risk rate them and to established if they require their own licence. | | | | |
| **End of Section 1** – complete additional activity section(s) where applicable and/or move to **Section M**. | | | | |

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| **Section 2 – Selling animals as pets** | | | | * N/A |
| Indicate the trading activities | * Pet shop * Home sales * Internet sales * Wholesale * Third party sale * Hobby sales (pet fairs) * Fixed or minimum donation sale * Other ………………………………………………… | | | |
| **Attachment required:**  **🛈** Complete in full Appendix 1A “**Schedule of Animals Part 1**” and where applicable Appendix 1B “**Part 2**”. | | | | |
| How will waste be disposed of from the establishment? |  | | | |
| Describe the acclimatisation area/s: (include where located and a brief description) |  | | | |
| **Documentation Provision -** in addition to K aboveon each animal / species to be stocked (see Schedule/s). | | | **Attachments required** | |
| * Pet care leaflets / electronic information, for all species, to be given to customers | | | | |
| **Higher standard** | | | **Attachments may be required** | |
| * Blank health care checklist(s) | | | | |
| * Blank travel plans or policy | | | | |
| * Blank feeding plans or policy | | | | |
| * Describe the arrangements when the premises are closed to ensure the welfare of animals | | | | |
| * Copy of an enrichment plan relevant species | | | | |
| * Documents for exercise regime relevant species | | | | |
| * Noise management plan | | | | |
| Fish | | | | |
| * Blank water quality test sheets | | | | |
| * Documented procedures for the purchase and sale of imported fish (including what internal controls are in place to detect irregular transactions) | | | | |
| Reptiles and Amphibians | | | | |
| * Blank copy of environment checks e.g. relevant UVI temperature checks | | | | |
| * Documents relating to chytridiomycosis and other potential biological agents (amphibians) | | | | |
| * Policy to maintain specific temperatures or husbandry requirements for those reptiles / amphibians subject to Brumation | | | | |
| **If Dangerous Wild Animals On site** | | **Attachments required if present** | | * N/A |
| * Written instructions for staff on Health Care | | | | |
| * Procedures following incident for staff or visitor/customer | | | | |
| **End of Section 2** – complete additional activity Section(s) where applicable and/or move to **Section M**. | | | | |

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| **Section 3 – Breeding dogs** | | |
| What type of dogs do you breed? |  | |
| Will a **competent** person be on site at all times? | * Yes * 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? | * Yes * No | |
| If yes, state the address: |  | |
| **Attachment required:** 🛈 Complete in full Appendix 4 “**Schedule of all dogs – intended to be used for breeding**” | | |
| What is the maximum number of animals you propose to accommodate? | At the premises  …………………………………………………  Off the premises  …………………………………………………. | |
| Will you be using your home? | * Yes * No | |
| Will you be using any other accommodation outside the home? | * Yes * No | |
| **Additional Documentation** | | **Attachments required** |
| * A plan with the dimensions of the proposed animal accommodation. Include any changes in level or other environmental enrichment features. * Preventative health Care Plan – agreed with your vet | | |

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| **Kennel Club** | | * N/A |
| Is the applicant in the Kennel Club Assured Breeders Scheme (ABS only) | * Yes * No | |
| If yes, when was your last approved visit? |  | |
| How long have you held continuous accreditation for? | ………………………. years of continuous accreditation | |
| Kennel Club ABS | **Attachments may be required** | |
| * Last UKAS inspection report | | |
| * Certificates – all for past three years | | |

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| **End of Section 3** – complete additional activity section(s) where applicable and/or move to **Section M**. |

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| **Section 4 – Hiring out horses** | | | |
| 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? |  | | |
| **Attachment required:**  🛈 Complete in full Appendix 2 “**List of horses for inspection**” | | | |
| **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 |
| **Additional Documentation** | | **Attachments required** | |
| * Insurance policy (as above) * Preventative health Care Plan – agreed with your vet | | | |
| **End of Section 4** – complete additional activity section(s) where applicable and/or move to **Section M**. | | | |

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| **Section 5 – Keeping or training animals for exhibition in Cheltenham** | | |
| 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)? |  | |
| Full names of key people training animals for exhibition: |  | |
| **Attachment required:**  🛈 Complete in full Appendix 3 “**Schedule of animals being kept or trained for exhibition**” | | |
| **Insurance** | | **Attachment required** |
| * Attach a copy of your current or proposed public liability insurance in respect of the licensable activity of keeping or training animals for exhibition. | | |
| **End of Section 5** – complete additional activity section(s) where applicable and/or move to **Section M**. | | |

**All Applicants Must Complete the Sections Below M-N**

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

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| **Section N – Declarations and privacy policy** | |
| 🛈 This section must be completed by the applicant. If you are an agent, please ensure this section is **completed by the applicant.** | |
| * I am aware of the provisions of the relevant Act and licence conditions. * The details contained in the application form, the attached appendix and any documentation is correct to the best of my knowledge and belief. * 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. * I understand that my licence will not be issued until I have paid all the requisite fees. * I understand an additional inspection or vets fee(s) may also be payable if a council inspector considers such is required. * I agree for the details indicated by ✓ in section A or B to be listed on the council website. * The inspecting officer will be allowed to take photographs and/or videos of the animals and the premises. * 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 www.cheltenham.gov.uk/your-data. | |
| **Signing this box indicates you have read and understood Section N - Declaration.**  Applicants Signature:  **This must be the person who will hold the license** | |
| Print name | Date: |
| Capacity | |

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

**Need help completing this form?**

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| 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 / schedule, 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 a completed application form along with a completed relevant appendix /schedule are submitted with the required attachments and the appropriate fee (see below).

New and renewal applications should be submitted at least 10 weeks before the licence is required. This is to ensure paperwork can be checked, officer visits can be arranged, 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 continue 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 responsibly 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 will be conducted before a licence is renewed.