The general and relevant specific licence conditions need to be read before completion of this form. Visit **www.cheltenham.gov.uk/animal-licensing** for details. Complete in BLOCK capitals.

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| **Type of application** | * New

Date for new licence to begin: ……………………………………… | * Renewal

Existing licence number:……………………………………. |

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| **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:
 |
| * Webpage:
 |

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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:
 |
| * Contact name and position:
 |
| * Company number (if applicable):
 |
| Address:* Post code:
 |
| * Phone (Work):
 | * Phone (Mobile):
 |
| * Email:
 |
| * Webpage:
 |

**All applicants should complete sections C – M of the form and then the relevant specific section**

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| **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 when is the most convenient time to visit? |  |

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

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| **Section F – Staff** (if applicable) |
| 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?  | * Yes
* No
 |
| Where appropriate; for each member of staff (or staff role), please describe their current experience and any current training qualification:  |  |

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| **Section G – Animal transportation** – Welfare of Animals (Transport) (England) Order 2006. Animals being transported to and from your premises may be covered under the Act.  |
| 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**  |
| 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 – Written procedures must be in place for:**  |
| **🛈 Confirm completion and attachment of written procedure by ✓ below.**  |
| * Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss.
 |
| * Cleaning
 |
| * The prevention of and control of the spread of disease
 |
| * The death or escape of an animal (including storage of carcasses)
 |
| * 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.
 |
| * Feeding regimes
 |
| * Monitoring and ensuring the health and welfare of all the animals
 |
| * Transportation
 |
| * Training policy for staff where employed (including relevant family members).
 |

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| **Section L – Franchise** |
| Are you acting under a franchise? | * Yes
* No
 |
| Are you the franchise operator? | * Yes
* No
 |

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| **Section M – 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 |
| * Selling animals as pets (pet shops)
 | Please complete **Section 2** of this form |
| * Breeding dogs
 | Please complete **Section 3** of this form |
| * Hiring out horses
 | Please complete **Section 4** of this form |
| * Keeping or training animals for exhibition
 | Please complete **Section 5** of this form |

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| **Section 1 – Providing or arranging for the provision of boarding for cats or dogs** |
| Please indicate the specific activities you are carrying out:  | * Boarding cats
* Boarding kennels for dogs
* Home boarding or day care for dogs
* 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.
* No
 |
| Are children under 16 present at the household?  | * Yes – recommended procedure to safeguard children and dogs
* No
 |
| You will need to provide the following documents:  | * Blank copy of animal record form
* Blank consent form
* Documented process for dogs under 1 year (**if applicable**)
 |

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| **Higher standard** |
| You will need to provide the following additional documents: | * Blank behavioural observation form
* Behavioural observation sheet
* Noise management plan (**Kennels only**)
 |
| Please describe the method for inspecting animals out of hours (18:00-08:00) (**Catteries and kennels only**) |  |
| **The arranging of boarding accommodation for dogs** |
| Number of total host premises: | ………………………… hosts |
| Number of hosts with their own licence | ………………………… hosts |
| Proposed hosts under this licence | ………………………… hosts |
| **🛈** 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 N**.  |

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| **Section 2 – Selling animals as pets** |
| Indicate the trading activities | * Pet shop
* Home sales
* Internet sales
* Wholesale
* Third party sale
* Hobby sales (pet fairs)
* Fixed or minimum donation sale
* Other …………………………………………………
 |
| **🛈** 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, where located and brief description: |  |

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| **Higher standard** - Enclose any documents or information relevant to the animal types stocked: |
| * Blank health care checklist(s)
 |
| * Blank travel plans or policy
 |
| * Blank feeding plans or policy
 |
| * Blank water quality test sheets
 |
| * Blank copy of environment checks e.g. relevant UVI temperature checks
 |
| * Copy of an enrichment plan
 |
| * Documents for exercise regime
 |
| * Noise management plan
 |
| * 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
 |
| * Documented procedures for the purchase and sale of imported fish (including what internal controls are in place to detect irregular transactions)
 |
| * Describe the arrangements when the premises are closed to ensure the welfare of animals
 |
| **End of Section 2** – complete additional activity section(s) where applicable and/or move to **Section N**. |

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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: |  |
| 🛈 Complete in full Appendix 4 “**Schedule of 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
 |
| You will need to provide the following document: | * A plan with the dimensions of the proposed animal accommodation. Include any changes in level or other environmental enrichment features.
 |

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| **Kennel Club** |
| Is the applicant in the Kennel Club Assured Breeders Scheme | * Yes
* 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. |  ………………………. years of continuous accreditation* Past certificates – up to three years
* Last UKAS inspection report
 |

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

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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 is it intended to keep under the terms of the Act during the year? |  |
| 🛈 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 (enclose a copy of this policy).
 | * No
 |
| **End of Section 4** – complete additional activity section(s) where applicable and/or move to **Section N**. |

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| **Section 5 – Keeping or training animals for exhibition** |
| What licence type are you applying for: | * Applicant based in our local authority area
* Visitor based outside our local authority area
 |
| 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, mentioning any apparatus which is used for 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: |  |
| 🛈 Complete in full Appendix 3 “**Schedule of animals being kept or trained for exhibition**” |
| **Insurance** |
| Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition? | € Yes (Enclose a copy of this policy).€ No |
| **End of Section 5** – complete additional activity section(s) where applicable and/or move to **Section N**. |

**All applicants should complete the remaining sections of the form**

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| **Section N – 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 O – 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 and any attached 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 the above declaration.**Signature |
| Print name | Date:  |
| Capacity |

**Guidance Notes**

**General**

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 and supporting documents by email to envhealth@cheltenham.gov.uk or if not possible, by post to Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

Two application fees are required. Fees are not refundable. The licence fees are subject to change; please check the council website just prior to submitting your application. Fees can be found at [www.cheltenham.gov.uk/animal-licensing](http://www.cheltenham.gov.uk/animal-licensing). Payment can also be made online at [www.cheltenham.gov.uk/makeapayment](http://www.cheltenham.gov.uk/makeapayment).

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).

**Persons who may not apply for a licence: (**From schedule 8 of the legislation) **1.** A person who has at any time held a licence which was revoked under regulation 15 of these Regulations.
**2.** A person who has at any time held a licence which was revoked under regulation 17 of the Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014.
**3.** A person who has at any time held a licence which was revoked under regulation 13 of the Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012.
**4.** A person who is disqualified under section 33 of the Welfare of Animals Act (Northern Ireland) 2011.
**5.** A person who has at any time held a licence which was revoked under regulation 12 of the Welfare of Racing Greyhounds Regulations 2010.
**6.** A person who is disqualified under section 34 of the Act.
**7.** A person who is disqualified under section 40(1) and (2) of the Animal Health and Welfare (Scotland) Act 2006.
**8.** A person who is disqualified under section 4(1) of the Dangerous Dogs Act 1991.
**9.** A person who is disqualified under Article 33A of the Dogs (Northern Ireland) Order 1983.
**10.** A person who is disqualified under section 6(2) of the Dangerous Wild Animals Act 1976 from keeping a dangerous wild animal.
**11.** A person who is disqualified under section 3(3) of the Breeding of Dogs Act 1973 from keeping a breeding establishment for dogs.
**12.** A person who is disqualified under section 4(3) of the Riding Establishments Act 1964 from keeping a riding establishment.
**13.** A person who is disqualified under section 3(3) of the Animal Boarding Establishments Act 1963 from keeping a boarding establishment for animals.
**14.** A person who is disqualified under section 5(3) of the Pet Animals Act 1951from keeping a pet shop.
**15.** A person who is disqualified under section 1(1) of the Protection of Animals (Amendment) Act 1954 from having custody of an animal.
**16.** A person who is disqualified under section 4(2) of the Performing Animals (Regulation) Act 1925.
**17.** A person who is disqualified under section 3 of the Protection of Animals Act 1911 from the ownership of an animal.