Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

APPLICATION FOR AN ANIMAL ACTIVITY LICENCE

ARE YOU APPLYING FOR THIS LICENCE AS:			
An individual (please complete Section A)		**A limited company** (please complete Section B)	
Other (please specify) (please complete box B)			

A	DETAILS OF INDIVIDUAL APPLICANTS	
First Name(s):		
Surname:		Title:
Postal Address:		
Phone (Home):	Phone (Mobile):	
Email address:		
Date of Birth:	National Insurance No.:	

B	DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS
Trading Name:	
Company number (if applicable):	
Address of Premises	
Phone (Office):	Phone (Mobile):
Email address:	

C	DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES
Trading Name:	
Address of Premises:	

LICENSABLE ACTIVITIES – Which activity or activities are you applying for a licence to carry on?		
Breeding dogs		Please complete **Section D** of this form
Hiring out horses		Please complete **Section E** of this form
Selling animals as pets		Please complete **Section F** of this form
Providing boarding for cats		Please complete **Section G** of this form
Providing boarding **in kennels** for dogs		Please complete **Section H** of this form
Providing **home boarding** for dogs		Please complete **Section H** of this form
Providing **day care** for dogs		Please complete **Section H** of this form
Keeping or training animals for exhibition		Please complete **Section I** of this form

D	BREEDING DOGS	
DETAILS OF DOGS TO BE BRED		
Breed	Number of Breeding Bitches Kept	Age of Breeding Bitches

E	HIRING OUT HORSES

NUMBER OF 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?	

Please also complete Schedule 1 at the end of this form in order to provide details of the horses that will be used in relation to the licensable activity.

INSURANCE

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	**YES**	**NO**
(ii)	Insures any client against liability for any injury sustained by, and the death of, any other person, caused by or asiring out of the hire of the horse?		

Please enclose a copy of this policy.

F	SELLING ANIMALS AS PETS			
DETAILS OF ANIMALS THAT IT IS PROPOSED TO OFFER FOR SALE				
Type of Animals		Proposed Numbers	Details of Accommodation	Proposed age at sale
Dogs				
Cats				
Rabbits and Cavies				
Hamsters				
Rats				
Mice				
Gerbils				
Parrots				
Other large birds				
Budgerigars, Finches and other Small Birds				
Fish	Tropical			
	Marine			
	Cold Water			
Snakes and Lizards				
Tortoises				
Any other species (please specify)				

G	NUMBER OF CATS TO BE ACCOMMODATED AT ANY ONE TIME	
How many cats do you propose to provide or arrange to provide accommodation for at any one time?		

H	NUMBER OF DOGS TO BE ACCOMMODATED AT ANY ONE TIME	
How many dogs do you propose to provide or arrange to provide accommodation for at any one time?		

I	KEEPING OR TRAINING ANIMALS FOR EXHIBITION	

DETAILS OF THE ANIMALS KEPT OR TRAINED FOR EXHIBITION

Common Name of Species	Scientific Name of Species	Numbers to be kept / trained

INSURANCE

Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition? **YES** **NO**

Please enclose a copy of this policy.

ALL APPLICANTS SHOULD COMPLETE THE REMAINING SECTIONS OF THIS FORM

DISQUALIFICATIONS		
Are you or any person connected with the application, disqualified from applying for a licence for any reason set out in Schedule 8 of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018? **PLEASE REFER TO GUIDANCE NOTE 2.**	**YES**	**NO**

VETERINARY SURGEON DETAILS
Name and address of veterinary surgeon

DECLARATIONS
I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes. **I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that 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 the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.**
Signature:
Print Name:
Date:

Please return your completed form with any relevant supporting documents and the appropriate application fee (cheques must be made payable to **Worcester City Council**) to either:

Licensing
Worcester City Council
Guildhall
High Street
Worcester
Worcestershire
WR1 2EY

Worcestershire Regulatory Services
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF
Email: enquiries@worcsregservices.gov.uk
Telephone: 01905 822799

Schedule 1 – Hiring Out Horses

LIST OF HORSES FOR INSPECTION

Name	Age	Colour	Sex	Height (Approx)	Microchip number

Name	Age	Colour	Sex	Height (Approx)	Microchip number

Guidance notes on applying for an Animal Activity Licence

Guidance Note 1 – Application process

The steps involved in the application process are set out below. Wherever possible, we aim to complete the application process within 10 weeks of receiving the application.

1. The applicant submits their application form and the relevant application fee to the local authority.

2. A suitably qualified inspector will arrange to visit the relevant premises and carry out an inspection to establish if a licence can be granted and what star rating will apply to the premises concerned (the length of licence to be issued will depend on the star rating awarded by the inspector).

3. The applicant is informed of the outcome of the inspection, the star rating that will apply and the length of licence that they have been deemed eligible for.

4. The applicant pays the relevant licence fee for the length of licence they have qualified for along with any invoice relating to vet inspection fees (if applicable)

5. Once the licence fee and any applicable vet inspection fees have been received, the licence will be issued for the relevant period of time.

A table of licence fees and more detailed guidance on these is also enclosed

Guidance Note 2 – Persons who may not apply for a licence

Regulation 11 sets out details of those persons who may not apply for a licence in respect of any licensable activity. Regulation says that the following persons may not apply:

(a) a person listed as a disqualified person in paragraph 4 or any of paragraphs 6 to 17 of Schedule 8 where the time limit for any appeal against that disqualification has expired or where, if an appeal was made, that appeal was refused;

(b) a person listed in any of paragraphs 1 to 3 and 5 of Schedule 8 as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Schedule 8 of the regulations is shown on the following page:

SCHEDULE 8

Persons who may not apply for a licence

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.

Guidance Note 3 – Star rating and length of licences

The regulations and associated guidance introduce a risk-based system that must be used when issuing animal activities licences under the regulations, with the exception of "Keeping or Training Animals for Exhibition" where all licences are issued for three years.

The purpose is to ensure consistency in implementation and operation of the licensing system by local authorities, and to ensure that consumers can be confident that the star rating applied to businesses is an accurate reflection of both their risk level and the animal welfare standards that they adopt. The scoring matrix is shown below:

Scoring Matrix		**Welfare Standards**		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	**1 Star** 1yr licence Min 1 unannounced visit within 12 month period	**3 Star** 2yr licence Min 1 unannounced visit within 24 month period	**5 Star** 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	**1 Star** 1yr licence Min 1 unannounced visit within 12 month period	**2 Star** 1yr licence Min 1 unannounced visit within 12 month period	**4 Star** 2yr licence Min 1 unannounced visit within 24 month period

Further detailed information on the risk-based system and the standards that are required to be met can be found online here:
http://www.worcsregservices.gov.uk/licensing/animal-licensing-change-is-coming.aspx

Guidance Note 4 – Appeals against star ratings and requests for re-inspections

There is an appeal process if you are not satisfied with the star rating your business is awarded. Further details of the appeal process are available on request. Please email enquiries@worcsregservices.gov.uk if you wish to receive further information.

If a business takes steps to improve the welfare standards it adopts and wishes to apply for a re-inspection in an attempt to achieve a higher star rating, this is also possible. You will need to make a request for a re-inspection in writing outlining the case for re-inspection. This written request should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. Those requesting a re-inspection will also need to pay the relevant inspection fee.

Guidance Note 5 – Refusal of licences

If the applicant is failing to meet the required standards to enable a licence to be granted, we will work with them to explain the issues and assist them in meeting the standards. However if the required minimum standards are not subsequently met then the application will have to be refused. If an application for a licence is refused, the applicant has the right to appeal against the decision to the First-Tier Tribunal.

More information

Further information on the Regulations and associated guidance can be found on the Worcestershire Regulatory Services website here:

http://www.worcsregservices.gov.uk/licensing/animal-licensing-change-is-coming.aspx