

Application for a licence under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

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| **ARE YOU APPLYING FOR THIS LICENCE AS:** | |
|  | **An individual (complete section A)** |
|  | **A limited company (complete section B)** |
|  | **Other – Please specify (complete section B)** |

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| **A** | **DETAILS OF INDIVIDUAL APPLICANTS** | | | | |
| Title: | | First Name(s): | | Surname: | Date of Birth: |
| Postal Address: | | | | | |
| Phone (Home): | | | Phone (Mobile): | | |
| Email address: | | | | | |

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| **B** | **DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS** | |
| Name and Position of Person Applying for licence on behalf of company | |  |
| Company Name: | | |
| Company number (if applicable): | | |
| Address of registered office | | |
| Phone (Office): | | Phone (Mobile): |
| Email address: | | |

Address of Premises:

Trading Name:

**DETAILS OF PREMISES TO BE USED IN RELATION TO THE ACTIVITY / ACTIVITIES**

**C**

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| **LICENSABLE ACTIVITIES – Which activity or activities are you applying for a licence to carry on? (please complete all sections which apply).** | | |
| 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 |

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| **D** | **BREEDING DOGS** | | |
| Total number of dogs kept on establishment (excluding litters born on premises) | |  | |
| Number of breeding bitches | |  | |
| Where are the dogs to be accommodated in the premises (outside kennel block, in domestic premises, combination of domestic premises and kennel block? | |  | |
| Exercise facilities and arrangements | |  | |
| Heating arrangements | |  | |
| Method of ventilation of premises | |  | |
| Lighting arrangements (natural & artificial) | |  | |
| Water supply | |  | |
| Facilities for food storage & preparation | |  | |
| Arrangements for disposal of excreta, bedding and other waste material | |  | |
| Isolation facilities for the control of infectious diseases | |  | |
| Isolation facilities for the control of infectious diseases | |  | |
| **DETAILS OF DOGS TO BE BRED** | | | |
| Breed | | | |
| Breed | | | Number of Breeding Bitches Kept |
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| **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 –   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?   Please enclose a copy of this policy. | | **YES** | **NO** |

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| **F** | **SELLING ANIMALS AS PETS** | | | | | |
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| **Accommodation and facilities** | | | | |  | |
| Number and size of rooms to be used | | | | |  | |
| Heating arrangements | | | | |  | |
| Method of ventilation of premises | | | | |  | |
| Lighting arrangements (natural & artificial) | | | | |  | |
| Water supply | | | | |  | |
| Facilities for food storage & preparation | | | | |  | |
| Arrangements for disposal of excreta, bedding and other waste material | | | | |  | |
| Isolation facilities for the control of infectious diseases | | | | |  | |
| Fire precautions/equipment and arrangements in the case of fire | | | | |  | |
| Do you keep and maintain a register of animals? | | | | | Yes / No | |
| What arrangements are in place to ensure the welfare of animals on days when you will not trade? | | | | |  | |
| **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) | | |  |  | |  |

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| **G** | **Arrangements for the accommodation of cats** | | |
| How many cats do you propose to provide or arrange to provide accommodation for at any one time? | | |  |
| Details of the quarters used to accommodate animals, including number, size and type of construction | |  | |
| Exercise facilities and arrangements | |  | |
| Heating arrangements: | |  | |
| Method of ventilation of premises | |  | |
| Lighting arrangements (natural & artificial) | |  | |
| Water supply | |  | |
| Facilities for food storage & preparation | |  | |
| Arrangements for disposal of excreta, bedding and other waste material | |  | |
| Isolation facilities for the control of infectious diseases | |  | |  |
| Fire precautions/equipment and arrangements in the case of fire | |  | |  |

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| **H** | **Arrangements for the boarding of dogs** | | |
| How many dogs do you propose to provide or arrange to provide accommodation for at any one time? | | |  |
| Details of the quarters used to accommodate animals, including number, size and type of construction | |  | |
| Exercise facilities and arrangements | |  | |
| Heating arrangements: | |  | |
| Method of ventilation of premises | |  | |
| Lighting arrangements (natural & artificial) | |  | |
| Water supply | |  | |
| Facilities for food storage & preparation | |  | |
| Arrangements for disposal of excreta, bedding and other waste material | |  | |
| Isolation facilities for the control of infectious diseases | |  | |
| Fire precautions/equipment and arrangements in the case of fire | |  | |

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| **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** | |
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| **INSURANCE** | | | | |
| Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?  Please enclose a copy of this policy. | | | **YES** | **NO** |

**ALL APPLICANTS SHOULD COMPLETE THE REMAINING SECTIONS OF THIS FORM**

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| **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** |

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| **VETERINARY SURGEON DETAILS** |
| Name and address of veterinary surgeon |

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| **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:** |

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| Please return your completed form to [environmentalhealth@knowsley.gov.uk](mailto:environmentalhealth@knowsley.gov.uk) or post to the address below with any relevant supporting documents. We will review your application and supporting documentation within 21 days and contact you if we are satisfied that you have provided all the required information. We will then contact you with instructions on how to pay the application fee and licence grant fee and arrange a site visit to inspect the premises.  **Address:**  **Environmental Health and Consumer Protection,**  **Knowsley Metropolitan Borough Council,**  **Municipal Buildings,**  **Archway Road,**  **Huyton,**  **Merseyside,**  **L36 9YU** |

# Schedule 1 – Hiring Out Horses

**LIST OF HORSES FOR INSPECTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Age** | **Colour** | **Sex** | **Height**  **(Approx)** | **Microchip number** | **Unique Life Number** |
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| **Name** | **Age** | **Colour** | **Sex** | **Height**  **(Approx)** | **Microchip number** | **Unique Life Number** |
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**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 supporting documentation to the local authority.
2. We will check that the application has been completed in full, along with any required supporting documentation. If satisfactory, we will then contact the applicant within 21 days to arrange payment of the relevant animal activity fee and grant fee, and vet inspection fees if applicable.
3. 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).
4. 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.
5. The licence will be issued for the relevant period of time.

## For licence fee information, see <https://www.knowsley.gov.uk/business/apply-for-a-licence/animal-licences>

**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:

* 1. 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;
  2. 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 the guidance) | in |
| **Risk** | Low Risk | **1 Star**  1yr licence Min 1 | **3 Star**  2yr licence  Min 1 unannounced | **5 Star**  3yr licence Min 1 | |
|  | unannounced | visit within 24 | unannounced | |
|  | visit within 12 | month period | visit within 36 | |
|  | month period |  | month period | |
| Higher Risk | **1 Star**  1yr licence Min 1 | **2 Star**  1yr licence  Min 1 unannounced | **4 Star**  2yr licence Min 1 | |
|  | unannounced | visit within 12 | unannounced | |
|  | visit within 12 | month period | visit within 24 | |
|  | month period |  | month period | |

# 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 [environmentalhealth@knowsley.gov.uk](mailto:environmentalhealth@knowsley.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.