

# APPLICATION FOR AN ANIMAL ACTIVITY LICENCE

## Animal Welfare (Licensing of activities involving Animals) (England) Regulations 2018



Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Please complete all the questions in the form. If you have nothing to record, please state "Not applicable" or "None"

I am applying for a: (tick one)  See notes 1 & 2	<input type="checkbox"/> New Licence <input type="checkbox"/> Renewal of a Licence <input type="checkbox"/> Variation of a Licence
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Section 1: Current Licence		<i>This section should be left blank on new applications</i>	
Licence Number:		Expiry date of current licence:	

Section 2: Business Details	
Trading Name (if any):	
Full Address: (including postcode)	
Telephone number(s):	
Business Website Address:	

Which licensable activities do you intend to carry on?  
(Tick all that apply and complete the appropriate section of the form as indicated.) See note 3

- |  |                            |
|--|----------------------------|
| <input type="checkbox"/> Selling animals as pets in the course of a business   | <i>Complete Schedule 1</i> |
| <input type="checkbox"/> Providing or arranging for provision of accommodation for cats or dogs in the course of a business.                           | <i>Complete Schedule 2</i> |
| <input type="checkbox"/> Hiring out horses in the course of a business   | <i>Complete Schedule 3</i> |
| <input type="checkbox"/> Breeding 3 or more litters of puppies in any 12 month period; and/or breeding dogs and advertising a business of selling dogs | <i>Complete Schedule 4</i> |
| <input type="checkbox"/> Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes              | <i>Complete Schedule 5</i> |

Nature of premises:	<input type="checkbox"/> Commercial/Retail Unit	<input type="checkbox"/> Private Dwelling
	<input type="checkbox"/> Other (Please describe): _____	

Has the premises been granted planning permission for this use (s) (Or has it been confirmed that planning permission is not required)?	<input type="checkbox"/> Yes – Permission Granted
	<input type="checkbox"/> Yes – Permission not required
	<input type="checkbox"/> No

Section 3: Applicant (s) details	
The application is made by: <i>(Tick one)</i>	<input type="checkbox"/> A Single Individual <i>(Please give details in Part A)</i> <input type="checkbox"/> Multiple Individuals <i>(Please give details in Part A &amp; B)</i> <input type="checkbox"/> A Limited Company <i>(Please give details in part C)</i>

Part A: First Individual applicant	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Home Address:	
Date of birth:	<div style="text-align: center;">             /       /           </div>
Daytime Phone Number:	
Email Address:	

Part B: Second Individual applicant <i>(if any)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Home Address:	
Date of birth:	<div style="text-align: center;">             /       /           </div>
Daytime Phone Number:	
Email Address:	
<i>If there are more than two individual applicants, please give the details of further individuals on a separate sheet</i>	

Part C: Limited company applicant	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Registered name:	
Registered Office Address:	
Company registration number:	<div style="text-align: right;"> <input type="checkbox"/> UK: Companies House  <input type="checkbox"/> Other: _____         </div>
Daytime Phone Number:	
Email Address:	
<i>If there are more than two individual applicants, please give the details of further individuals on a separate sheet</i>	

Please describe the accommodation being provided for animals. Where multiple types of accommodation are available, please describe each of them (use additional pages if necessary)

What steps do you intend to take to secure that animals will, at all times, be kept in accommodation which is suitable in construction, size, occupancy, temperature, lighting, ventilation and cleanliness?

What steps do you intend to take to secure that animals will be adequately supplied with suitable food and drink, provided with clean bedding material, are adequately exercised, provided with appropriate environmental enrichment and visited regularly.

Section 5: Resident animals		
How many pet animals are ordinarily resident at the premises, or will otherwise be present during the operation of the business (e.g. owner's pets, animals belonging to staff members)?		
Dogs	Cats	Others (please list)

Section 6: Management of premises		See note 4
Please give details of an individual responsible for the management of the premises: (we will contact this person to arrange the pre-licensing inspection, and for any enforcement or compliance issues)		
Full Name:		
Daytime telephone number:		
Email address:		

Section 7: Fire Safety	See note 4
What steps do you intend to take to ensure that animals will be protected in case of fire or other emergency? (please include a list of any fire prevention/detection equipment which is operated)	
Please note: All animal businesses are subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005, which requires businesses to take general fire precautions, to carry out of a fire safety risk assessment, and if necessary to install fire detection and fire-fighting equipment.	
Further information is available at <a href="http://www.gov.uk/workplace-fire-safety-your-responsibilities">www.gov.uk/workplace-fire-safety-your-responsibilities</a>	

Section 8: Disease Control	See note 4
What steps will be taken to prevent and control the spread of infectious or contagious disease among animals kept at the premises? (please include a list of any quarantine/isolation facilities provided)	

**Section 9: Veterinary treatment**

Please give the details of a veterinary surgeon or practitioner who provides services to this business:

Name:	
Address:	
Telephone number:	

**Section 10: Security***See note 4*

What steps will be taken to prevent unauthorised access to the premises (or parts of the premises to which the public are not to be admitted), unauthorised removal of animals, or escape by animals?)

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**Section 11: Waste Disposal***See note 4*

What measures will be used for the disposal of waste produced in the course of the business? (this may include soiled bedding materials, empty packaging, food remnants, or animal excreta)

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Please note: Waste produced in the course of a business may be considered commercial waste, which should not be disposed of via domestic waste bins or public litter bins. Where no alternate disposal arrangements are in place, businesses should consider contracting a commercial waste carrier to provide this service.

**Section 12: Liability insurance details***See note 4*

Please detail any relevant liability insurance policies held in respect of your business:

Type	Held? (Please tick)	Name of insurer(s)	Amount insured	Policy expiry date
Public Liability	<input type="checkbox"/>		£	
Employer's liability	<input type="checkbox"/>		£	
Other:	<input type="checkbox"/>		£	

### Section 13: Licence conditions

There are general conditions, and specific conditions for each type of licensable activity, which are set out in legislation. These can be viewed on our website in due course.

Does the accommodation and care you intend to provide satisfy the relevant licence conditions for the licensable activities to be provided?

☐ Yes ☐ No

If no, please detail any conditions below which you would not be able to satisfy, and what steps you intend to take to achieve compliance with these requirements:

**Please note:** The council does not have the power to exempt businesses from the statutory conditions. If your business does not comply with any of the requirement, your application may be deferred until such time as you have achieved compliance, or rejected.

### Section 14: Offences, disqualifications, etc.

Convictions or cautions which are considered 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently disqualified from applying for a licence by virtue of any of the following circumstances:

☐ Yes ☐ No

1. A person who has at any time held a licence which was revoked under regulation 15 of the Animal Welfare (Licensing of Activities involving animals) (England).
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 Animal Welfare Act 2006;
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(e) 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 1951 from 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.

Has the applicant (or have any of the applicants, or any of the directors/officers of a limited company applicant) been convicted or cautioned for an offence under the above-mentioned legislation or any similar animal welfare legislation, where that conviction or caution is not considered to be 'spent' at this time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To their knowledge, is the applicant (or are any of the applicants, or any of the directors/officers of a limited company applicant) currently subject to legal proceedings under any of the pieces of legislation mentioned above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant (or have any of the applicants, or any of the directors/company officers of a limited company applicant) ever been refused an Animal Activity licence, by this or any other authority, or had such a licence cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:		

Section 15: Enclosures	
Documents	Please tick to confirm
<input type="checkbox"/> I/we enclose a scale plan, showing the layout of the premises ( <b>see guidance notes</b> )	
<input type="checkbox"/> I/we enclose a photocopy of our insurance policy	
<input type="checkbox"/> I/we enclose a photocopy of the operating procedures	
<input type="checkbox"/> I/we enclose a photocopy of our risk assessments including fire	
<input type="checkbox"/> I/we enclose a photocopy of our Infection control procedure	
<input type="checkbox"/> I/we enclose photocopies of relevant qualifications	
<input type="checkbox"/> I/we enclose a photocopy of our emergency plan (condition 10 of the general conditions)	
<input type="checkbox"/> I/we have provided a daytime telephone number in order to make payment by debit/credit card (Please note we do not accept cheques or postal orders)	

Section 16: Declaration & Signatures					
Documents: Every applicant must sign the form					
<ul style="list-style-type: none"> <li>I/We hereby apply for a licence to carry on the licensable activity specified above, pursuant to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and declare that to the best of my knowledge and belief, the above particulars are true in every respect.</li> <li>I/We understand that a licence may be refused or revoked if information supplied by the applicant (s) is found to be false or misleading.</li> <li>I/We understand that the above-mentioned premises will be inspected by an authorised inspector, prior to any decision being made in respect of this application, and agree to facilitate this.</li> <li>I/We have read the applicable general and activity- specific licence conditions and undertake in the event of a licence being granted to observe and adhere to such conditions.</li> </ul>					
Signed:		Print Name:		Date:	
Signed		Print Name:		Date	
If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be made by an officer of the company such as Director or secretary.					

**Completed application forms should be submitted to:**

**Lewisham Licensing Authority, Crime, Enforcement & Regulation Service,**

**9 Holbeach Road, London, SE6 4TW**

**Data Protection information – Please read this notice carefully**

The personal information collected on this form will be used by Lewisham Council (CER Service) to enable us to carry out our statutory functions. This information will only be shared with agencies such as the Home Office, Metropolitan Police and relevant internal departments. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud and other crime. For more information on how Lewisham Council and this service processes personal data please see the below link -

<https://www.lewisham.gov.uk/about-this-site/privacy/community-services/Pages/Privacy-notice-Crime-Enforcement-and-Regulation-Service.aspx>

Office Use Only			
Date Received:		Fee Received:	£ <input type="checkbox"/> Card <input type="checkbox"/> Inet
Receipt Number:			
Application Complete:		Licence Approved:	
Licence valid from:		Licence expires:	



### **Schedule 1: Selling animals as pets in the course of a business**

Please give details of the animals which are (proposed to be) sold, including the maximum number of each type to be stocked at any one time, the minimum age at which animals will be sold, and the accommodation provided at the premises. (Use additional pages if necessary):

Type of animal	To be sold?	Maximum number stocked	Maximum age at which sold	Details of accommodation
Large Mammals				
Dogs & puppies	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cats & Kittens	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Large domesticated mammals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Please specify species:			
Primates	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Please specify species:			
Other:				
Small Mammals				
Hamsters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Guinea Pigs (Cavies)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rabbits	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rats, Mice & Gerbils	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chinchillas & Degus	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chipmunks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sugar Gliders	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pygmy Hedgehogs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				

Type of animal	To be sold	Maximum number stocked	Minimum age at which sold	Details of Accommodation
Reptiles				
Tortoises & Turtles	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Snakes & Lizards	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				
Birds				
Budgerigars, Finches & other small birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Parrots, Parakeets & Macaws	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pigeons	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other large birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Please specify species:			
Other:				
Fish				
Tropical Fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Marine Fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Coldwater Fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other:				
Any other species (please specify)				

**Schedule 2: Providing or arranging for provision of accommodation for cats**  
**or dogs in the course of a business.**

Please indicate the type (s) of accommodation intended to be provided by the business:

- ☐ Boarding for cats
- ☐ Boarding in kennels for dogs
- ☐ Home boarding for dogs
- ☐ Day care for dogs

Please specify the maximum number of animals that you propose to offer accommodation for: (prior to completing the following section, please see the statutory conditions relating to accommodation of animals from multiple households and minimum enclosure sizes, conditions, etc).

	Daytime	Overnight
Dogs		
Cats		

Describe the enclosures to be used for accommodating animals in the course of the business. Please ensure that you include the size and details of the construction materials used. Where enclosures include runs or open areas which may be accessed by animals, please describe these, including details of how the animals will gain access to the enclosures from their accommodation. Continue on a blank page if necessary.

**(Home Boarders only):**

How many rooms in the premises may be utilised as designated rooms, to be accessed only by a single dog. Designated rooms must include:

- A secure window to the outside that can be opened and closed as necessary;
- A clean, comfortable and warm area for rest and sleep;
- The capability for access to the room by other dogs to be restricted;
- Sufficient space for the dog to sit and stand at full height, stretch, wag its tail and walk around without touching the sides, with a clear floor area of at least twice that required for the dog to lay out flat.

(Dogs from a single household may be kept together in a suitably-sized designated room with the written consent of their owner).

Ground Floor	Other Rooms

### **Schedule 3: Hiring out horses in the course of a business**

<b>How many horses do you intend to keep, if a licence is granted?</b> (See note 2)	<b>Riding</b>	<b>Instruction in riding</b>
<b>Renewals and variations only</b> <b>Is this:</b>	<input type="checkbox"/> The same number as permitted by my/our current licence <input type="checkbox"/> An increase from the number permitted by my/our current licence <input type="checkbox"/> A decrease from the number permitted by my/our current licence	
<b>If the riding establishment will operate only for part of the year, please state the period(s) during which it is intended to operate:</b>		

<b>Please give details of relevant qualification(s) held by the person applying for this licence:</b>	
<b>Qualifications held</b>	<input type="checkbox"/> Instructors Certificate of the British Horse Society <input type="checkbox"/> Intermediate Instructors Certificate of the British Horse Society <input type="checkbox"/> Assistant Instructors Certificate of the British Horse Society <input type="checkbox"/> Fellowship of the British Horse Society <input type="checkbox"/> Fellowship of the institute of the Horse <input type="checkbox"/> None of the above (please summarise experience in management of horses below)
	<b>Relevant experience:</b>
<b>Please detail any qualifications held by other applicants or staff members employed at the premises</b>	

In the cases of any horses maintained at grass, what steps do you intend to take to secure that, while so maintained, adequate pasture, shelter and water will be available, and supplementary feeds will be provided as and when required?

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If not detailed above, please describe the accommodation / storage provided for forage, bedding, stable equipment and saddlery?

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#### Details of horses to be kept at the premises

Please give the details of any horse which is (proposed to be) kept at the premises. Please continue on an additional page where necessary

[illegible]

**Schedule 4: Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs.**

If dogs bred by the applicant will not be sold directly to members of the public, please describe the arrangements by which dogs bred at this establishment will be sold: (**See note 3**)

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Please give details of all dogs currently kept by the applicant(s) or otherwise kept at these premises which will be used for breeding purposes.

Bitches				
Name	Date of birth	Breed	Microchip details	No. of litters in lifetime

Stud dogs			
Name	Date of birth	Breed	Microchip details

**Schedule 5: Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes.**

Please give details of all animals intended to be kept by the applicant(s) for the above-mentioned purposes. Continue on a blank page if necessary.

Name	Species/Breed	Age	Sex M/F	Purpose/Exhibition

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. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance but need not give details which would divulge any professional secret.

Please ensure you mention the approximate duration of the performance, the number of times for which it is usually to be given in one day, the number of animals of each kind taking part in the performance and any apparatus used for the purpose of the performance.

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## **Guidance notes for applicants**

Under the Welfare Act 2006 (Licensing of Activities Involving Animals) (England) Regulations 2018, businesses that intend to carry on the following licensable activities:

- Selling animals as pets in the course of a business;
- Providing or arranging for provision of accommodation for cats or dogs in the course of a business;
- Hiring out horses in the course of a business;
- Breeding 3 or more litters of puppies in any 12-month period; and/or breeding dogs and advertising a business of selling dogs; and
- Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes must be licensed by the applicable local council. These licences are known as 'Animal Activity Licences'.

1. The Act requires that licences are issued for a period of between 1 and 3 years, dependent on the outcome of the inspection of the premises and the star rating it is awarded.
2. Renewed licences will follow the same process.
3. Please complete Sections 1 to 16 of the application form, then select the relevant Schedule(s) for which your proposed licensable activity/activities apply.
4. Should you need additional space to complete your response to these questions, please continue on a blank page, indicating clearly which question you are responding to.
5. The licensing authority advises that an appropriate level of public liability insurance should be held by every business. Where the business employs other persons, employer's liability insurance should also be held. As every business is different we do not consider it appropriate to specify minimum coverage levels, which should be discussed with a suitable insurance adviser.

## **Scale plan requirements: (A plan will be required on all applications initially made under the new regulations)**

If you are applying for a new licence, or have made significant changes to the layout of the premises since your last licence was granted, please provide a scale plan, which clearly shows the (internal) layout of your premises.

Plans may be drawn to any appropriate scale (please indicate what scale you have used). There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises that will be used in the course of the boarding business, including animal accommodation, food preparation areas, isolation facilities and exercise areas, and which includes, as a minimum:

- All internal and external walls or fences, and the boundary of your premises
- Access and egress points to and from the premises
- Location of emergency escape routes from the premises (if different from above)
- Areas used for accommodating animals (including any permanent enclosures, structures or pens)
- Areas used for exercising animals (including any permanent enclosures, structures or pens)
- Areas used for storage/preparation of food for animals
- Location of fire detection/safety equipment
- Location of any medical equipment/isolation facility
- Location of any heating/ventilation sources

If you have previously submitted a scale plan of your premises (i.e. if you are applying to renew an existing licence), and no changes have been made to the layout or structure of the premises since your licence was granted, it is not necessary to submit a further plan with your application.