

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

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.

Fees can be found on our [website](#)

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listed in any of paragraphs 1 to 3 and 5 of Schedule 8 (shown on the following page) as having held a licence which was revoked where the time limit for any appeal against that revocation has expired or where, if an appeal was made, that appeal was refused.

Guidance Note 3 - General

Please familiarise yourself with the conditions you will be expected to meet before completing this application

It is an offence to give false information - all relevant questions must be answered.

Please ensure you tick the checklist to ensure you provide the necessary information to support your application.

You may only apply for one licence with one or more licensable activities per application form. If you run or intend to run more than one establishment, you must complete a separate application form for each location.

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 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.

Guidance Note 4 – 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

Guidance Note 5 – 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 licensing@huntingdonshire.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 6 – 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 Huntingdonshire District Council [website](#).

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 APPLICANT	
First Name(s):		
Surname:		Title:
Postal Address:		
Date of Birth:		
National Insurance Number:		
Phone Number (Home):		
Phone Number (Mobile):		
Email Address:		

B	DETAILS OF LIMITED COMPANY OR OTHER APPLICANTS	
Company Name:		
Company Number (If Applicable):		
Registered Address of Company:		
Phone Number (Office):		
Phone Number (Mobile):		
Email Address:		

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

D MANAGEMENT / SUPERVISION	
Please state the full name of the person who will have overall responsibility for the day to day welfare of the animals kept in accordance with any issued licence:	
Please provide information on this person's animal welfare experience and/or relevant qualifications:	

E LICENSABLE ACTIVITIES – Please tick which activity or activities are you applying for	
Breeding Dogs – Please complete Section F & Schedule 1	
Hiring out Horses – Please complete Section G & Schedule 2	
Selling Animals as Pets – Please complete Section H & Schedule 3	
Providing Boarding for Cats – Please complete Section I	
Providing Boarding in Kennels for Dogs – Please complete Section J	
Providing Home Boarding for Dogs – Please complete Section K	
Providing Day Care for Dogs – Please complete Section L	
Keeping or Training Animals for Exhibition – Please complete Section M & Schedule 4	

F BREEDING DOGS - Details of Dogs kept USE ADDITIONAL SHEETS IF NECESSARY		
BREED NAME	Number of Breeding Bitches Kept	Number kept NOT for breeding

Schedule 1 – Breeding of Dogs				
LIST OF DOGS KEPT FOR BREEDING (INCLUDE ALL DOGS KEPT) USE ADDITIONAL SHEETS IF NECESSARY				
Name	Breed	Gender	Age	Microchip Number

J	PROVIDING BOARDING FOR DOGS IN KENNELS
What is the proposed maximum number of dogs that can be accommodated at any one time?	
How many kennels are available for accommodation?	
Please describe the nature of the accommodation:	
Please describe the provisions available for exercise and enrichment:	
Are separate isolation facilities provided? <input type="checkbox"/> YES <input type="checkbox"/> NO	

K	PROVIDING HOME BOARDING FOR DOGS
What is the proposed maximum number of boarded dogs that will be accommodated at any one time?	
How many dogs permanently reside at the premises?	
Which rooms are available to enable each dog to be separated?	
Please describe the provisions available for exercise and enrichment:	

L	PROVIDING DAY CARE FOR DOGS (OTHER THAN IN A HOME OR KENNEL ENVIRONMENT)
What is the proposed maximum number of boarded dogs that will be accommodated at any one time?	
Please describe the nature of the premises:	
Please describe the provisions in place to allow dogs to be separated.	
Please describe the provisions available for exercise and enrichment:	

M KEEPING OR TRAINING ANIMALS FOR EXHIBITION

Please give a description of why the animals are being kept

Schedule 4 – 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.*

N WASTE REMOVAL

Please provide the details of how you intend to remove waste from the licensable activity you plan to conduct:

Please provide details of any waste permits held:

O VETERINARY ARRANGEMENTS

Please provide the details of any veterinary practice(s) you are registered with:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

P EMPLOYEES		
Please provide the details of staff working at the premises, including any seasonal staff and volunteers (please use additional sheets if required)		
Name	Job Title	Qualifications/training

Q EMERGENCY KEY HOLDER DETAILS	
Please provide the details of the person to contact in the case of an emergency. This person must at all times be within a reasonable travel distance of the premises:	
Name:	
Phone:	Mobile:

R DISQUALIFICATIONS	
PLEASE REFER TO GUIDANCE NOTE 2.	
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?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

S SUPPORTING DOCUMENTS	
1. Proof of insurance (hiring of horses and performing animals only)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Proof of relevant qualification(s) (hiring of horses only)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
3. Written emergency plan (paragraph 10(1) of schedule 2 of the regulations).	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
4. Written training policy for all staff (paragraph 4(3) of schedule 2 of the regulations).	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
5. Written procedures demonstrating how the accommodation and equipment will be cleaned and maintained (paragraph 5 of schedule 2 of the regulations).	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
6. Plan of the site and internal layouts of all areas the licensable activity will take place	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
7. Fee	Enclosed: <input type="checkbox"/>

T DECLARATIONS	
Fraud Act 2006	
<p>I hereby declare that I fully understand, have read and checked the details and questions of this application form, and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order to obtain an animal welfare licence. I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked, and that a refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.</p> <p>I understand that the Licensing Authority may consult other agencies about the suitability of any person named as the applicant on this application.</p> <p>I understand that the purpose of the sharing of this data is to ensure that the applicant is a suitable person for the purpose of being responsible for animals kept under the authority of the relevant legislation. I also understand that the sharing of information may extend to sensitive personal data, such as data about any previous related criminal offences.</p>	
Signature:	Date:
Print Name:	Capacity:
<p>Please return your completed form with any relevant supporting documents and the appropriate application fee (Cheques must be made payable to Huntingdonshire District Council) to:</p> <p>Licensing, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN</p>	

PRIVACY NOTICE
<p>All personal information that you provide to us is managed in accordance with our Privacy Policy. Please visit the Privacy Notice for Community - Regulation and Enforcement on our website where you can find out information about how we handle your information and your rights of access</p>