

Guidance Notes – Animal Licence Online Application

Once you have logged into the online portal, please ensure to select Huntingdonshire District Council as the current council area.

Select Licensing on the left-hand side of the screen – if you are using a phone you will need to swipe to see this option.

Select Animal Licensing.

Select the relevant application type.

Step 1 – General Details

- Please read the guidance notes and select yes below
- Please select the relevant number of animals applying for (if applicable)

Contact Details –

- please enter the premises location and trading name
- please select proposed licence holder or agent as applicable
- please select whether you are applying as a company, charity, or individual with the relevant required information including contact details
- add additional contacts if applicable

Step 2 – Accommodation and Facilities

- Please provide the requested information regarding the maximum number of animals and details of the accommodation and facilities

Step 3 – Management of the establishment

- Please provide the requested information regarding the staff at the premises and their qualifications

Step 4 – Veterinary surgeon

- Please provide the name and contact details of the veterinary surgeon
- Please confirm if you have Public Liability Insurance in place

Step 5 – Disqualifications and convictions

- Please confirm if you have any disqualifications or convictions and provide details of this if applicable

File Uploads

- Please upload the listed documents required to support your application

Confirmation

- Please review your application before submitting it
- It may take a few moments for the payment page to appear