

Application for a Licensable Animal Activity

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



The general and relevant specific licence conditions need to be read before completion of this form. Visit <https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities> for details. Complete in BLOCK capitals.

Type of application	<input type="checkbox"/> New Date for new licence to begin:	<input type="checkbox"/> Renewal Existing licence number:
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Applying as:		
<input type="checkbox"/> An individual (please complete Section A)	<input type="checkbox"/> A limited company (please complete Section B)	<input type="checkbox"/> Other (please specify) (please complete Section B)

Section A – Details of individual applicant	
Complete the details below	
<input type="checkbox"/> First name(s):	<input type="checkbox"/> Surname:
<input type="checkbox"/> Title:	<input type="checkbox"/> Date of birth:
Address:	
<input type="checkbox"/> Post code:	
<input type="checkbox"/> Phone (Work):	<input type="checkbox"/> Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Webpage:	

Section B – Details of limited company or other applicants	
Complete the details below	
<input type="checkbox"/> Trading Name:	
<input type="checkbox"/> Main contact name and position (this must be an individual):	
<input type="checkbox"/> Company number (if applicable):	
Address:	
<input type="checkbox"/> Post code:	
<input type="checkbox"/> Phone (Work):	<input type="checkbox"/> Phone (Mobile):
<input type="checkbox"/> Email:	
<input type="checkbox"/> Webpage:	

All applicants should complete sections C to M of the form and then the relevant specific section

Section C – Premises to be used in relation to activities	
Trading name:	
Address of premises (<input type="checkbox"/> same as section A or B):	
Describe the premises:	
Describe the heating arrangement for the accommodation / setting:	
Does the accommodation provided meet the relevant licence conditions and Defra AAL guidance for your business activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please expand using additional sheets if necessary)

Section D – Operating Hours	
Is the establishment operational throughout the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state period it normally operates)
Is your activity:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

Section E – Consents	
Have all the necessary consents and planning permissions been obtained for the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section F – Staff (if applicable)	
Number of staff at the premises including family members involved in the business other than the applicant:	
Number of staff present at any one time:	
Will a member of staff be available on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where appropriate; for each member of staff (or staff role), please describe their current experience, planned training and any current qualifications:	
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Section G – Animal Transportation – Welfare of Animals (Transport) (England) Order 2006.
Animals being transported to and from your premises may be covered under the Act.

Where required what sort of vehicle will be used for animal transportation?	Type and make of vehicle	
	Vehicle registration	
Please describe any relevant modifications:		

Section H – Disease Control

Where is your isolation facility located?	<input type="checkbox"/> At premises stated in section C (you will need a dedicated space as stated in the Defra guidance). <input type="checkbox"/> At vets stated in section I (you will need to provide written confirmation from your vets of this)
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Section I – Your Veterinary Practice

Trading Name:	Name of vet:
Postal address:	
Email:	Phone (Work):

Section J – Fire and Emergency Evacuation Procedure

Designated key holder details	
Full name:	
Postal address:	
Phone (mobile):	
Distance from the licenced premises: Miles Minutes
When was your last emergency drill?	Date:
Frequency of drills?	

Section K – Written Procedures must be in place for:

** Confirm completion and attachment of written procedures**	
<input type="checkbox"/>	Care of animals following the suspension or revocation of the licence and facilities failure e.g. heating, cooling or aeration loss.
<input type="checkbox"/>	Cleaning

<input type="checkbox"/> The prevention of and control of the spread of disease
<input type="checkbox"/> The death or escape of an animal (including storage of carcasses)
<input type="checkbox"/> Emergency plan in case of a fire or other emergencies including telephone list of the emergency services. If you have any dangerous wild animals on site, detail specific plans for their removal and immediate rehoming.
<input type="checkbox"/> Feeding regimes
<input type="checkbox"/> Monitoring and ensuring the health and welfare of all the animals
<input type="checkbox"/> Enrichment programme
<input type="checkbox"/> Noise management plan
<input type="checkbox"/> Monitoring of new dog added to existing groups (Day Care/ Home Boarding/ Kennels)
<input type="checkbox"/> Transportation
<input type="checkbox"/> Training policy for staff where employed (including relevant family members).

Section L – Franchise

Are you acting under a franchise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the franchise operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a franchise / arranger licence in any other borough / district?	<input type="checkbox"/> Yes (please provide details below) <input type="checkbox"/> No Details:

Section M – Licensable activities (Which activity/activities are you applying for?)

<input type="checkbox"/> Providing or arranging for the provision of boarding for cats or dogs	Please complete Section 1 of this form
<input type="checkbox"/> Selling animals as pets (pet shops)	Please complete Section 2 of this form
<input type="checkbox"/> Breeding dogs	Please complete Section 3 of this form
<input type="checkbox"/> Hiring out horses	Please complete Section 4 of this form
<input type="checkbox"/> Keeping or training animals for exhibition	Please complete Section 5 of this form

Section 1 – Providing or arranging for the provision of boarding for cats or dogs

Please indicate the specific activities you are carrying out:	<input type="checkbox"/> Boarding cats <input type="checkbox"/> Boarding kennels for dogs <input type="checkbox"/> Home boarding <input type="checkbox"/> Day care for dogs <input type="checkbox"/> Arranging for the boarding of other people's dogs
Are there separate facilities on the premises associated with rescue or breeding activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, describe the facilities (separate facilities are required for the Higher standard to apply):	
How many cats or dogs do you propose to provide accommodation for at any one time? Dogs Cats
How many cats or dogs are resident at the premises? Dogs Cats
Do you accept dogs less than 1 year of age?	<input type="checkbox"/> Yes – documented process must be provided. <input type="checkbox"/> No
Are children under 16 present at the household?	<input type="checkbox"/> Yes – recommended procedure to safeguard children and dogs <input type="checkbox"/> No
You will need to provide the listed additional documents	<input type="checkbox"/> Blank copy of animal record form <input type="checkbox"/> Blank consent form <input type="checkbox"/> Documented process for dogs under 1 year (if applicable) <input type="checkbox"/> Blank Behavioural observation sheet
Higher standards	
<p>If your facility would like to qualify at the higher standard, the business must meet:</p> <ul style="list-style-type: none"> • 100% of the required higher standards • 50% (or more) of the optional higher standards <p>Complete the dedicated separate appendices <u>relevant to your activity</u>; Appendices 1 to 6 are available for download on our webpage https://crawley.gov.uk/business/licensing/animal-licences</p>	

Please describe the method for inspecting animals <i>out of hours</i> (18:00-08:00) (Catteries and kennels only)	
The Arranging of Boarding Accommodation for Dogs (Arrangers Licence)	
Number of total host premises: hosts
Number of hosts with their own licence hosts
Proposed hosts under <u>this licence</u>	
<p>① Complete separate form (Appendix 5) above for each proposed host under this licence; this will assist us in the required risk rating and to establish if they require their own licence.</p>	
<p>End of Section 1 – complete additional activity section(s) where applicable and/or move to Section N.</p>	

Section 2 – Selling animals as pets

<p>Indicate the trading activities</p>	<input type="checkbox"/> Pet shop <input type="checkbox"/> Home sales <input type="checkbox"/> Internet sales <input type="checkbox"/> Wholesale <input type="checkbox"/> Third party sale <input type="checkbox"/> Hobby sales (pet fairs) <input type="checkbox"/> Fixed or minimum donation sale <input type="checkbox"/> Other
<p>① Complete in full Appendix 1A “Schedule of Animals Part 1” and where applicable Appendix 1B “Part 2”.</p>	
<p>How will waste be disposed of from the establishment?</p>	
<p>Describe the acclimatisation area/s, where located and brief description:</p>	

Higher standard - Enclose any documents or information relevant to the animal types stocked:

<input type="checkbox"/> Blank health care checklist(s)
<input type="checkbox"/> Blank travel plans or policy
<input type="checkbox"/> Blank feeding plans or policy
<input type="checkbox"/> Blank water quality test sheets
<input type="checkbox"/> Blank copy of environment checks e.g. relevant UVI temperature checks
<input type="checkbox"/> Copy of an enrichment plan
<input type="checkbox"/> Documents for exercise regime
<input type="checkbox"/> Noise management plan
<input type="checkbox"/> Documents relating to chytridiomycosis and other potential biological agents (amphibians)
<input type="checkbox"/> Policy to maintain specific temperatures or husbandry requirements for those reptiles / amphibians subject to Brumation
<input type="checkbox"/> Documented procedures for the purchase and sale of imported fish (including what internal controls are in place to detect irregular transactions)
<input type="checkbox"/> Describe the arrangements when the premises are closed to ensure the welfare of animals
End of Section 2 – complete additional activity section(s) where applicable and/or move to Section N .

Section 3 – Breeding Dogs

What type of dogs do you breed?	
Will a competent person be on site at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, state the distance and travel time from the applicants home address (or competent persons address) to the premises to be licenced. Miles Minutes
Are any of the animals used for breeding kept at a separate address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state the address:	

① Complete in full Appendix 4 “**Schedule of dogs – intended to be used for breeding**”

What is the maximum number of animals you propose to accommodate?	At the premises Off the premises
Will you be using your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using any other accommodation outside the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You will need to provide the following document:	<input type="checkbox"/> A plan with the dimensions of the proposed animal accommodation. Include any changes in level or other environmental enrichment features.

Kennel Club

Is the applicant in the Kennel Club Assured Breeders Scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was your last approved visit?	
How long have you held continuous accreditation for? Please enclose any certificates for the past 3 years. You will need to provide a copy of the last UKAS inspection report. years of continuous accreditation <input type="checkbox"/> Past certificates – up to three years <input type="checkbox"/> Last UKAS inspection report

End of Section 3 – complete additional activity section(s) where applicable and/or move to **Section N**.

Section 4 – Hiring out Horses

How many horses/ponies are kept under the terms of the Act at the present time?	
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How many horses/ponies is it intended to keep under the terms of the Act during the year?	
① Complete in full Appendix 2 “ List of horses for inspection ”	
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 (ii) 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?	
<input type="checkbox"/> Yes (enclose a copy of this policy).	<input type="checkbox"/> No
End of Section 4 – complete additional activity section(s) where applicable and/or move to Section N .	

Section 5 – Keeping or Training Animals for Exhibition	
What licence type are you applying for:	<input type="checkbox"/> Applicant based in our local authority area <input type="checkbox"/> Visitor based outside our local authority area
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, mentioning any apparatus which is used for the purpose of the performance.	
Frequency or timing of exhibition:	
Where will the animals be exhibited (e.g. postal address, map reference)?	
Key people training animals for exhibition:	
① Complete in full Appendix 3 “ Schedule of animals being kept or trained for exhibition ”	
Insurance	
Do you hold valid public liability insurance in respect of the licensable activity of keeping or training animals for exhibition?	<input type="checkbox"/> Yes (Enclose a copy of this policy). <input type="checkbox"/> No
End of Section 5 – complete additional activity section(s) where applicable and/or move to Section N .	

All applicants should complete the remaining sections of the form

Section N – Disqualifications	
Have you or has anyone who cohabits with you or is associated with this business, or this application ever been:	
Convicted of any offences involving animals	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No
Disqualified under animal related legislation	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No
Do you know of any reason why the applicant may not be considered a 'fit and proper person' for the licensable activity?	<input type="checkbox"/> Yes (please supply details on separate sheet) <input type="checkbox"/> No

Section O – Declarations and privacy policy	
<p>① This section must be completed by the applicant. If you are an agent, please ensure this section is completed by the applicant.</p>	
<ul style="list-style-type: none"> • I am aware of the provisions of the relevant Act and licence conditions for activity(s) applied for • The details contained in the application form and any attached documentation is correct to the best of my knowledge and belief • I understand 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 my licence will not be issued until I have paid all the requisite fees • I understand an additional inspection or vets fee(s) may also be payable if a council inspector considers such is required. • I agree for the details indicated by ✓ in section A or B to be listed on the council website, including details of any licence permissions granted • The inspecting officer will be allowed to take photographs and/or videos of the animals and the premises. • I understand this authority is obligated to process information fairly and lawfully. The council will process the information I have provided accordance with relevant Council privacy statements 	
<p>Signing this box indicates you have read and understood the above declaration.</p>	
Signature	
Print name	Date:
Capacity	

Guidance Notes

General

New and renewal applications should be submitted at least **10 weeks before the licence is required**. This is to ensure the requirements of the licence can be met and any veterinary inspections undertaken. If no licence is currently in force the activity for which the licence is being applied for cannot be started / carried on and any licensed activity must cease. It is a serious criminal offence to carry on without a licence and such action can jeopardise future licence applications.

Return the completed form and supporting documents by email to Licensing@crawley.gov.uk or if not possible, by post to Crawley Borough Council, The Boulevard, Crawley RH10 1UZ

Two application fees are required. Fees are not refundable. The licence fees are subject to change; please check the council website just prior to submitting your application. Fees can be found at <https://crawley.gov.uk/council-information/council-finance/fees-and-charges?combine=boarding+>

When the decision to refuse a licence has been made, the right of appeal exists through a First Tier Tribunal (General Regulatory Chamber). When a licence is refused a notice of refusal will be sent to an applicant who then has 28 days (including weekends and bank holidays) to make the appeal. Find out more at www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber.

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.