

**Animal Welfare Act 2006
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
APPLICATION FOR A LICENCE**

Type of application	
I am applying for a: <i>(tick one)</i>	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of a licence <input type="checkbox"/> Variation of a licence

Before completing this form you should read the standard conditions applicable to your business which can be found at https://www.gov.uk/government/publications/animal-activities-licensing-guidance-for-local-authorities?utm_source=ca27e455-79f3-4734-8398-4645653b77b3&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate.

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'.

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records. **The application must be accompanied by the relevant fee.**

Section 1 : Current licence <i>This section should be left blank on new licence applications</i>	
Licence number:	Expiry date of current licence

Section 2: Premises to be licensed	
Trading name <i>(if any)</i>	
Full address including postcode:	
Business website <i>(if any)</i>	
Email address	Telephone number of premises
Which licensable activities do you intend to carry on? <i>Tick all that apply and complete the appropriate section of the form as indicated</i> <i>See note 3</i>	<input type="checkbox"/> Selling animals as pets in the course of a business <i>Complete schedule 1</i> <input type="checkbox"/> Providing or arranging 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 5</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 3</i> <input type="checkbox"/> Keeping or training animals in the course of a business for education or entertainment purposes <i>Complete schedule 4</i>

Has the premises been granted planning permission for this use(s) or has it been confirmed that planning permission is not required (tick one) See Guidance Note 9	<input type="checkbox"/> Yes – permission granted <input type="checkbox"/> Yes – permission not required <input type="checkbox"/> No

Section 3: Applicant

Are you an agent acting on behalf of the applicant	<input type="checkbox"/> Yes (<i>complete Question 3.1</i>) <input type="checkbox"/> No (<i>go to directly to Question 3.2</i>)
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3.1 Further information about the Agent

Name	
Address	
Email address	Telephone number

3.2 Applicant details

Title (Mr/Mrs/Ms/Other)	
First name	Surname
Private address of applicant	
Email address	Telephone number
Date of birth	
Applying as (<i>tick one</i>)	<input type="checkbox"/> An individual (<i>go to Question 3.4</i>) <input type="checkbox"/> Business or organisation, including a sole trader (<i>complete Question 3.3</i>)

3.3 Applicant business

Name of company or body	
Business address (the address required of you by law to receive all communications)	
Company registration number (if applicable)	VAT number
Email address	Telephone number
Legal status of business (e.g. limited company/partnership/sole trader)	
Your position in the business	

3.4 Applicant training/qualifications

Do you have any training certificates or qualifications

- Yes – *please provide details below*
 No (*go to Question 3.5*)

Please provide details of training certificates or qualifications

3.5 Applicant relevant experience

Please provide details of relevant experience

Section 4: 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 5: Liability Insurance details

Please detail any relevant liability insurance policies held in respect of your business (See guidance note 10)

Type	Held	Name of insurer(s)	Amount insured	Policy expiry date
Public liability	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Employers liability	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 6: Veterinary Treatment: (*please give details of the veterinary surgeon/practice to be used*)

Name of usual veterinary surgeon/practice

Company name

Address

Telephone Number

Email address

Section 7 Emergency key holder(s)

Please use an additional sheet where more than one keyholder

Do you have an emergency key holder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no go to Section 7
Name			
Position/job title			
Address			
Daytime Telephone Number		Evening/other telephone number	
Email address			

Section 8: Disqualifications & Convictions

Has the applicant or any person who will have control or management of the premises ever been disqualified from:

Keeping a pet shop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Keeping a dog?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Keeping an animal boarding establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Keeping a riding establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Having custody of animals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the applicant or any person who will have control or management of the premises ever been convicted of any offences under the Animal Welfare Act 2006?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the applicant or any person who will have control or management of the premises ever had a licence refused, revoked or cancelled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If Yes to any of the above questions please provide details

Section 9 Enclosures

I enclose:

-
- a scale plan showing the layout of the premises (see guidance note 11 and plan template)
 - a copy of the business' written emergency plan (condition 10 of the General Conditions – Schedule 2 of The Act)
 - the correct fee

Section 10: Declaration and signature

This declaration must be completed by the applicant. If you are an agent please ensure the section is completed by the applicant

- I hereby apply for a licence to carry on the licensable activities specified above, pursuant to The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 and declare that the details contained in the application form and any attached documentation is correct to the best of my/our knowledge and belief.
- I am aware of the general and activity specific licence conditions laid out in the Schedules of The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 and relevant associated Guidance Notes
- I understand that a licence may be refused if I have been found to have knowingly or recklessly made a false statement or omitted any material particular in giving information required in this form.
- I understand that the above mentioned premises will be inspected by an authorised officer of the authority, an authorised veterinary surgeon or practitioner, or both, prior to any decision being made in respect of this application, and agree to facilitate this.

Signature

I declare that the details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Signature:

Print Name:

Date:

The completed application should be sent with the prescribed fee to:-

London Borough of Richmond upon Thames, Regulatory Services Partnership, Licensing, Civic Centre, 44 York Street, Twickenham. TW1 3BZ

Details of the fee payable can be found in the enclosed fee guide.

The following **Payment Options** are available:

☎ Telephone: Debit and Credit Card payments can be made by ringing 0208 545 3969. You will be given an automated receipt.

Banks Transfer: Use the bank details below to make your payment and please ensure you provide proof of payment with your application form

Name	London Borough of Richmond Upon Thames
Address	Civic Centre 44 York Street Twickenham TW1 3BZ
Bank	National Westminster Bank
Bank Address	25 King Street Twickenham TW1 3SU
Account Name	LBRUT Other Income

Sort Code	60-22-03
Account Number	63459523
Reference	Licence No (if applicable) and Business Name

Please note that the application will not be considered until payment has been received.

Data Protection and Freedom of Information

We will use the information you provide in this form and any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems and included in any such public registers as the Council may be required to maintain. The information will be passed to the Council's appointed veterinarian and/or appointed qualified inspector and may be passed to other bodies including law enforcement agencies and government departments as allowed by law.

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request.

Schedule 1: Selling animals as pets (or with a view to their being later resold as pets) including keeping animals in the course of a business with a view to being so sold or resold

1.0 Type of business	
Type of business (<i>please tick</i>)	<input type="checkbox"/> Pet Shop <input type="checkbox"/> Home Sales <input type="checkbox"/> Internet Sales <input type="checkbox"/> Wholesales <input type="checkbox"/> Other (e.g. hobby sales, sale of animals as pets by means of a fixed or minimum donation, third party sales) - <i>please state below</i>
If other, please state the type of business	

2.0 Animals to be sold				
Please provide details of the animals to be sold				
Type		Maximum number to be stocked	Details of accommodation including size	Minimum age at which to be sold
Dogs/puppies	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cats/kittens	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Chipmunks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rabbits and cavies	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Hamsters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rats, mice, gerbils	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Larger domesticated mammals e/g/ goats, pot-bellied pigs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Primates e.g. marmosets	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Parrots, parakeets and macaws	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pigeons	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other large birds (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Budgerigars, finches and other small birds	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Tortoises	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Snakes and lizards	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Tropical fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Marine fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cold water fish	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Any other species	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If other, please state				

3.0 Accommodation and facilities *(use additional pages if necessary)*

3.1 Number and size of rooms to be used

3.2 What heating arrangements are there? *(e.g. Gas Central Heating)*

3.3 Method of ventilation of premises *(natural or mechanical)*

3.4 Lighting arrangements *(natural and artificial)*

3.5 Water supply *(hot and cold supply)*

3.6 Facilities for Food Storage and preparation

3.7 Waste disposal: *(Arrangements for disposal of excreta, bedding and other waste material)*

3.8 Isolation facilities for the control of infectious diseases

3.9 Fire Precautions (*Equipment e.g. Extinguishers / Fire/Smoke Alarms etc.) and their locations, and arrangements in the event of a fire*)

3.10 Do you keep and maintain a register/records of animals?

3.11 When the premises is closed what arrangements are in place to ensure the welfare of animals?

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

1 Type of business (please tick)	
Type of business (please tick)	<input type="checkbox"/> Boarding for cats <input type="checkbox"/> Boarding in kennels for dogs <input type="checkbox"/> Home boarding for dogs <input type="checkbox"/> Day care for dogs <input type="checkbox"/> Home boarding and day care for dogs

2 Animals to be accommodated			
Cats	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number	
Dogs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number	Daytime
			Overnight

3.0 Accommodation and facilities (use additional pages if necessary)

3.1 Details of the quarters used to accommodate animals, including number, size and type of construction

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3.2 Exercise facilities and arrangements

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3.3 Heating arrangements

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3.4 Method of ventilation of premises

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3.5 Lighting arrangements (natural and artificial)

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3.6 Water supply

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3.7 Facilities for food storage and preparation

3.8 Arrangements for disposal of excreta, bedding and other waste material

3.9 Isolation facilities for the control of infectious disease

3.10 Fire precautions/equipment and arrangements in case of fire

3.11 Do you keep and maintain a register of animals

Yes No

3.12 How do you propose to minimize disturbance from noise

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

1. Breeds of dogs concerned

Please provide details of all dogs kept by the applicant or otherwise kept at these premises which will be used for breeding purposes together with details of ownership. Continue on a blank page if necessary

Bitches			
Name	Age	Breed	Ownership details
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms

Stud dogs			
Name	Age	Breed	Ownership details
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms
			<input type="checkbox"/> Owned by applicant <input type="checkbox"/> Co-owned by applicant <input type="checkbox"/> On breeding terms

2 Animals to be accommodated					
Wholly indoors	<input type="checkbox"/> Yes	Wholly outdoors	<input type="checkbox"/> Yes	Combination of outdoors and indoors	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No		<input type="checkbox"/> No

3.0 Accommodation and facilities (use additional pages if necessary)

3.1 Details of the quarters used to accommodate animals, including number, size and type of construction

3.2 Exercise facilities and arrangements

3.3 Heating arrangements

3.4 Method of ventilation of premises

3.5 Lighting arrangements (natural and artificial)

3.6 Water supply

3.7 Facilities for food storage and preparation

3.8 Arrangements for disposal of excreta, bedding and other waste material

3.9 Isolation facilities for the control of infectious disease

3.10 Fire precautions/equipment and arrangements in case of fire

3.11 Do you keep and maintain a register of animals

Yes No

3.12 How do you propose to minimize disturbance from noise

Schedule 4: Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes to an audience attending or by recording of visual images of them that enables the display of such images.

1.0 Type of business/performance (please tick)	
TV/Film/Social Media	
Theatre	
Circus using domestic animals	
Exhibiting Animals	
Animal Encounters	
Birds of Prey shows/exhibits	
Other please state	

2 Application details		
Have you been registered/licences before	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no go to 2b
Local Authority where registered/licenced		
Give details of registration e.g. type and numbers of animals, type of performance or exhibition		

2b Further information about the applicant	
Stage name (if any)	
Nationality	
Date of birth	

3 Kind of animal to be trained and the number of each kind (Please use an additional sheet if necessary)	
Kind of animal	Number

4 Kind of animal to be exhibited/encounter and the number of each kind (Please use an additional sheet if necessary)	
Kind of animal	Number

5 Accommodation	
Where are the animals to be kept when not performing or being exhibited	

6 Proposed Performance or encounter

Describe the nature of the performance(s) in which the animals will be exhibited or for which they are to be trained, mentioning any apparatus which is used for the purpose of the performance. The description must be sufficient to give a general idea of what is done by the animals taking part in the performance. If it is an animal encounter please give details of what type of encounter and where these are to take place.

Approximate duration of the performance(s)

Number of times the performance will be given in one day

How will the animals be transported

Schedule 5: Hiring out horses in the course of a business for riding and/or instruction in riding (Horse Riding Establishments)

1.0 proposed opening hours of the establishment	
Is the establishment open throughout the year	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide the proposed opening times	

2.0 Accommodation and facilities (use additional pages if necessary)

2.1 Please describe the accommodation available for horses:

Stalls (please give numbers)	
Boxes (please give numbers)	
Covered yard (please give dimensions)	
Open yard (please give dimensions)	

2.2 Please describe the land available for:

Grazing	
Instructing or demonstrating	
Exercise	

2.3 Please describe the accommodation available for;

Forage and bedding	
Equipment and saddlery	

2.4 Please describe the arrangements in place for water supply and watering horses

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2.5 Please describe the arrangements in place for disposal of animal waste

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2.6 Please describe the arrangements in place for the protection of horses in the event of a fire and fire precautions.

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3.0 Horses - numbers	
How many horses are kept under the terms of the Act currently	
How many horses is it intended to keep under the terms of the Act during the year	

4.0 Management of the establishment		
Name and address of the manager/person with direct control of the establishment		
Does the manager have any of the following certificates (tick all that apply)		
Assistant Instructor's Certificate of the British Horse Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intermediate Instructor's Certificate of the British Horse Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Instructor's Certificate of the British Horse Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fellowship of the British Horse Society	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fellowship of the Institute of the Horse	<input type="checkbox"/> Yes	<input type="checkbox"/> No
None of the above	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please give details of the manager's experience in the management of horses		
Does a responsible person live at the establishment – please give details		
Will a person who is under 16 years of age be left in charge of the establishment at any time		
Will a responsible person (of 16 years or over) provide supervision at all times while horses from the establishment are used for riding instruction or are hired out for riding (except in the case of the hirer being competent to ride without supervision)		

**THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS
2018
INFORMATION AND GUIDANCE NOTES FOR APPLICANTS**

1. Under the Animal Welfare (Licensing of Activities Involving Animals (England) Regulations 2018 ('The Act') businesses that intend to carry on the following licensable activities:
 - Selling animals as pets (or with a view to their being later resold as pets) including keeping animals in the course of a business with a view to being so sold or resold
 - 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 purposesmust be licensed by the local authority where the business is located.
2. The licence is issued to a named person (not to a business) who must not be disqualified from holding a licence.
3. With the exception of a licence for the Keeping or Training Animals for Exhibition, a licence will be granted for a period of one, two or three years based on a risk assessment carried out by the local authority, in accordance with guidance issued by the Secretary of State. In deciding on the risk rating regard will be had to:
 - (a) the risk of an operator breaching any licence conditions;
 - (b) the impact on animal welfare of any such breaches; and
 - (c) whether the operator is already meeting higher standards of animal welfare than are required by the licence conditions.
4. A licence for the Keeping or Training Animals for Exhibition is granted for a period of three years and no risk assessment is applied to this activity.
5. All **new** licences are likely to be granted for one year (unless the applicant is already known to the local authority or to UKAS)
6. Our application fees are set based on the work involved in issuing a licence, the reasonable anticipated costs of enforcement and the reasonable administration costs associated with the licensing regime.
7. Please complete Sections 1 to 10 of the application form, then select the relevant Schedule(s) for which your proposed licensable activity/activities apply.
8. Should you need any additional space to complete your response to the above questions, please use a blank page, indicating clearly which question you are responding to.
9. **Planning** – Before applying for a licence to sell animals you should ensure that the premises has been granted planning permission for this use (or has it been confirmed that planning permission is not required).

- 10. Insurance** - The licensing authority strongly recommends that an appropriate level of public liability insurance is held. Where the business employs other persons, employer's liability insurance should also be held. You may also wish to consider taking out professional indemnity insurance.
- 11. Plans**- 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. There is no requirement to have plans professionally drawn – we will accept any reasonable plan, which shows all areas of your premises which will be used in the course of the business. We attach a template which may assist you. The plans should indicate enclosure sizes where these are referred to in the activity specific conditions and associated Guidance.
- 12. Renewals** - A renewal letter and application form will be sent out approximately three months before the current licence expires inviting you to reapply for the following year. **You must apply for a renewed licence at least 10 weeks before your current licence expires if you wish to continue to operate without a break.**
- 13. Star rating** – The local authority will determine the star rating for your business, ranging from 1 to 5 stars. The star rating for your business will be included on your licence and will be posted on the Council's website. We will also provide you with details of why your business was rated as it was. If you wish to appeal the star rating you must write or email us to the address shown below. You have 21 days (including weekends and bank holidays) following the issue of your licence in which to appeal. The local authority will determine your appeal within 21 days from the date of receipt of the appeal.
- 14. Re-inspection** – You may request a re-inspection at a later date if you have made improvements to address non-compliances identified at the previous inspection. You must put any such request in writing to us, outlining the actions that have been taken to improve levels of compliance or welfare and should include supporting evidence where appropriate. The local authority has 3 months from receipt of your request to carry out a re-visit and re-rate the business provided they have received sufficient information to support the need for a re-inspection. The cost of re-inspection must be met by the licence holder.
- 15. Variations** - If there are any changes to the premises or you wish to apply to vary the licence *then* you will be required to download the above application form, complete the relevant parts that you wish to vary and submit the application with the required fee.

For any further information please contact the following:

London Borough of Richmond upon Thames
Regulatory Services Partnership
Licensing Team
Civic Centre
44 York Street
Twickenham
TW1 3BZ
Email: licensing@richmond.gov.uk

