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|   | **London Borough of Richmond upon Thames**Regulatory Services PartnershipEnvironment & RegenerationMerton Civic Centre100 London RoadSurrey, SM4 5DX |

**Animal Welfare Act 2006**

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

**APPLICATION FOR A LICENCE**

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| **Type of application**  |
| **I am applying for a:** *(tick one)* | [ ]  New licence[ ]  Renewal of a licence[ ]  Variation of a licence |

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| 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](https://protect-eu.mimecast.com/s/ADbcBMxYEZu9?domain=gov.uk). 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.**  |

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| **Section 1 : Current licence *This section should be left blank on new licence applications*** |
| Licence number: |       | Expiry date of current licence |       |

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| **Section 2: Premises to be licensed**  |
| **Trading name** *(if any)*      |
| Full address including postcode:      |
| **Business website** *(if any*)      |
| **Email address**      | **Telephone number of premises**      |
| **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* | [ ]  Selling animals as pets in the course of a business *Complete schedule 1*[ ]  Providing or arranging provision of accommodation for cats or dogs in the course of a business *Complete schedule 2*[ ]  Hiring out horses in the course of a business *Complete 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 *Complete schedule 4*[ ]  Keeping or training animals in the course of a business for education or entertainment purposes *Complete schedule 5* |
| **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 | [ ]  Yes – permission granted [ ]  Yes – permission not required [ ]  No  |

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| **Section 3: Applicant**  |
| Are you an agent acting on behalf of the applicant | [ ]  Yes *(complete Question 3.1)*[ ]  No *(go to directly to Question 3.2)* |
| **3.1 Further information about the Agent**   |

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| **Name**      |
| Address      |
| **Email address**      | **Telephone number**      |

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| **3.2 Applicant details**  |
| **Title (Mr/Mrs/Ms/Other**      |
| **First name**      | **Surname**      |
| Private address of applicant      |
| **Email address**      | **Telephone number**      |

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| **Date of birth**      |
| **Applying as** *(tick one)* | [ ]  An individual *(go to Question 3.4)*[ ]  Business or organisation, including a sole trader (*complete Question 3.3)* |

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| **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** |

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| **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**      |

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| **3.5 Applicant relevant experience** |
| **Please provide details of relevant experience**      |

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| **Section 4: Resident animals** |

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| **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)*      |

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| **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 | [ ]  Yes[ ]  No |       |       |       |
| Employers liability | [ ]  Yes[ ]  No |       |       |       |
| Other (please specify | [ ]  Yes[ ]  No |       |       |       |

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| **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**      |

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| **Section 7 Emergency key holder(s)Please use an additional sheet where more than one keyholder** |
| **Do you have an emergency key holder** | [ ]  Yes [ ]  No | **If no go to Section 7** |
| **Name**       |
| **Position/job title**      |
| Address      |
| **Daytime Telephone Number**      | **Evening/other telephone number**      |
| **Email address**      |

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| **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 [ ]  No [ ]**  |
| **Keeping a dog?** | **Yes [ ]  No [ ]**  |
| **Keeping an animal boarding establishment?** | **Yes [ ]  No [ ]**  |
| **Keeping a riding establishment?** | **Yes [ ]  No [ ]**  |
| **Having custody of animals?** | **Yes [ ]  No [ ]**  |
| **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 [ ]  No [ ]**  |
| **Has the applicant or any person who will have control or management of the premises ever had a licence refused, revoked or cancelled?** | **Yes [ ]  No [ ]**  |
| **If Yes to any of the above questions please provide details**      |

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| **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**[ ] **I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment** |

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| **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.
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| **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, Environment & Regeneration, Merton Civic Centre, 100 London Road, Surrey, SM4 5DX**

**Details of the fee payable can be found in the Richmond Council ‘Dog and animal licence fees’ page.**

The following **Payment Options** are available:

🕿 **Telephone:** Debit and Credit Card payments can be made by ringing (020)8 545 3969.

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form.

 🖃 **Post**: Cheques should be made payable to ‘London Borough of Richmond upon Thames and posted to the above address

**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**

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| **1.0 Type of business** |
| **Type of business** *(please tick)* | [ ]  Pet Shop[ ]  Home Sales[ ]  Internet Sales[ ]  Wholesales[ ]  Other (e.g. hobby sales, sale of animals as pets by means of a fixed or minimum donation, third party sales) - *please state below* |
| **If other, please state the type of business**      |

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| **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 | [ ]  Yes [ ]  No |       |       |       |
| Cats/kittens | [ ]  Yes [ ]  No |       |       |       |
| Chipmunks | [ ]  Yes [ ]  No |       |       |       |
| Rabbits and cavies | [ ]  Yes [ ]  No |       |       |       |
| Hamsters | [ ]  Yes [ ]  No |       |       |       |
| Rats, mice, gerbils | [ ]  Yes [ ]  No |       |       |       |
| Larger domesticated mammals e/g/ goats, pot-bellied pigs | [ ]  Yes [ ]  No |       |       |       |
| Primates e.g. marmosets | [ ]  Yes [ ]  No |       |       |       |
| Parrots, parakeets and macaws | [ ]  Yes [ ]  No |       |       |       |
| Pigeons | [ ]  Yes [ ]  No |       |       |       |
| Other large birds (please specify) | [ ]  Yes [ ]  No |       |       |       |
| Budgerigars, finches and other small birds | [ ]  Yes [ ]  No |       |       |       |
| Tortoises | [ ]  Yes [ ]  No |       |       |       |
| Snakes and lizards | [ ]  Yes [ ]  No |       |       |       |
| Tropical fish | [ ]  Yes [ ]  No |       |       |       |
| Marine fish | [ ]  Yes [ ]  No |       |       |       |
| Cold water fish | [ ]  Yes [ ]  No |       |       |       |
| Any other species  | [ ]  Yes [ ]  No |       |       |       |

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| **If other, please state**       |

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| **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**

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| **1 Type of business (please tick)** |
| **Type of business** *(please tick)* | [ ]  Boarding for cats[ ]  Boarding in kennels for dogs[ ]  Home boarding for dogs[ ]  Day care for dogs[ ]  Home boarding and day care for dogs |

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| **2 Animals to be accommodated**  |
| **Cats** | [ ]  Yes [ ]  No | **Maximum number** |        |
| **Dogs** | [ ]  Yes [ ]  No | **Maximum number** | **Daytime** | **Overnight** |
|       |       |

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

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| **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** |

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| **Bitches** |
| **Name** | **Age** | **Breed** | **Ownership details** |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |
|       |       |       | [ ]  Owned by applicant[ ]  Co-owned by applicant[ ]  On breeding terms |

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| **Stud dogs** |
| **Name** | **Age** | **Breed** | **Ownership details** |
|       |       |       | **[ ]  Owned by applicant****[ ]  Co-owned by applicant****[ ]  On breeding terms** |
|       |       |       | **[ ]  Owned by applicant****[ ]  Co-owned by applicant****[ ]  On breeding terms** |
|       |       |       | **[ ]  Owned by applicant****[ ]  Co-owned by applicant****[ ]  On breeding terms** |
|       |       |       | **[ ]  Owned by applicant****[ ]  Co-owned by applicant****[ ]  On breeding terms** |

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| **2 Animals to be accommodated**  |
| **Wholly indoors** | [ ]  Yes[ ]  No | **Wholly outdoors** |  [ ]  Yes [ ]  No | **Combination of outdoors and indoors** | [ ]  Yes [ ]  No |

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| **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.**

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| **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 |       |

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| **2 Application details**  |
| **Have you been registered/licences before** | [ ]  Yes [ ]  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 |       |

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

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

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| **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** |
|       |       |
|       |       |

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| **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)**

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| **1.0 proposed opening hours of the establishment** |
| **Is the establishment open throughout the year** | [ ]  Yes [ ]  No |
| **If no, please provide the proposed opening times**      |

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| **2.0 Accommodation and facilities (use additional pages if necessary)** |
| **2.1 Please describe the accommodation available for horses:** |

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

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| **2.2 Please describe the land available for:** |

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| **Grazing** |       |
| **Instructing or demonstrating** |       |
| **Exercise** |       |

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| **2.3 Please describe the accommodation available for;** |

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| **Forage and bedding** |       |
| **Equipment and saddlery** |       |

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| **2.4 Please describe the arrangements in place for water supply and watering horses** |
|       |
| **2.5 Please describe the arrangements in place for disposal of animal waste** |
|       |
| **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** |       |

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| **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 | [ ]  Yes [ ]  No |
| Intermediate Instructor’s Certificate of the British Horse Society | [ ]  Yes [ ]  No |
| Instructor’s Certificate of the British Horse Society | [ ]  Yes [ ]  No |
| Fellowship of the British Horse Society | [ ]  Yes [ ]  No |
| Fellowship of the Institute of the Horse | [ ]  Yes [ ]  No |
| None of the above | [ ]  Yes [ ]  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)**      |

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

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| **5.0 Details of horses currently kept** |
| **Name of horse** | **Description including size** | **Sex** | **Age** | **Horse passport number** | **Purpose for which horse is kept** | **Age range of people who will ride this horse** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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|  | **London Borough of Richmond upon Thames**Regulatory Services PartnershipEnvironment & RegenerationMerton Civic Centre100 London RoadSurrey, SM4 5DX  |

**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 purposes
must be licensed by the local authority where the business is located.
1. The licence is issued to a named person (not to a business) who must not be disqualified from holding a licence.
2. 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.
3. 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.
4. All **new** licences are likely to be granted for one year (unless the applicant is already known to the local authority or to UKAS)
5. 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.
6. Please complete Sections 1 to 10 of the application form, then select the relevant Schedule(s) for which your proposed licensable activity/activities apply.
7. 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.
8. **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).
9. **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.
10. **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.
11. **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.**
12. **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.
13. **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.
14. **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

Environment & Regeneration

Merton Civic Centre

100 London Road

Surrey, SM4 5DX

Email: licensing@richmond.gov.uk

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| **PLAN TEMPLATE****Use this Sheet to draw a plan of your premises** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name: | Date: | The Plan should include:Internal/external wallsDoors/Windows locationEmergency escape routes | Location of Rooms (e.g. Kitchen/Living/Bedroom)Location of smoke/fire alarms Outdoor/Garden space |
| Address: |  |